



Dorchester Town Council

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18 January 2023

Agenda for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 23 JANUARY 2023** at **7.00pm**.

Steve Newman
Town Clerk

Public Attendance and 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 **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Chisholm, T. Harries, F. Hogwood, S. Hosford (Chair), G. Jones and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 21 November 2023 (adopted by Council on 28 November 2022). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

- 4. Financial Update – Page 3**

To consider a report by the Finance Officer (enclosed).

5. Medium Term Financial Strategy and Revenue Budget 2023-24 – Page 5

To consider a report by the Finance Officer (enclosed).

6. Cornhill / South Street – Page 13

Further to Policy Committee Minute No 14 (2)/2022 to consider a report by the Tourism Development Officer (enclosed).

7. Menopause Policy – Page 20

To Committee will be asked to give consideration to the introduction of a Menopause Policy based on the report attached.

8. The Municipal Buildings Electricity – Page 24

To consider a report by the Finance Officer (enclosed).

9. Transition Town Dorchester

Members may recall that some while ago the Committee agreed a grant of £2,000 to Transition Town Dorchester for the purchase of trees. This grant was not drawn down due Transition Town being able to obtain trees for free from the Woodland Trust.

A request has been received asking whether some of that £2,000 could be used as a 50% contribution towards the cost of fencing the community orchard.

The provision of fencing would make the penning of their poultry up against avian flu more efficient, and assist in starting a grazing regime for the geese in the summer when they are not enclosed, which would enable them to graze different parts of the orchard.

10. Calendar of Meetings 2023-24 – Page 25

To consider the draft 2023-24 Calendar of meetings (enclosed).

In respect of the Annual Town Meeting it is proposed to hold an ‘informal’ Town Meeting as a part of a Community Lunch the week before the ‘formal’ Town Meeting. The Committee is asked to consider how it might build on the event which was first held last year. Members may also wish to give consideration to a ‘theme’ for the meeting.

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 23 JANUARY 2023
FINANCIAL UPDATE AT 31 DECEMBER 2022

1. Financial Position

- Month 9 spend (Appendix 1) £57k under:
 - £7k under on Outdoor Staff (due to current vacancies)
 - £39k under on Office Staff (due current vacancies)
 - £28k over on payment to ex staff
 - £16k up on Cemetery income
 - £13k up on Treasury Interest (increase in interest rates and balance of reserve)
 - £4k over on parks electric (BGH electricity & Fountain)
 - £3k loss on hire from BG House being closed
 - All other under and overspends net £5k under
- In line with 22/23 budget, any surplus covers Municipal Buildings works.

• Cash Position	£000	
Lloyds Bank	87	Nil interest
National Savings and Investments	7	0.5% interest
CCLA Deposit Account	1,500	3.31% interest (2.89%
31/10)		
Total Cash	1,594	(31 October £1,960k)

Notes:

- £100k transferred from CCLA to Lloyds in January.
- No debt over 30 days.
- Payments list 1 November to 31 December 2022 on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £425,986.75 is approved.

Nigel Hayes
Financial Controller

MANAGEMENT REPORT AT 31 OCTOBER 2022

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	820	492	470	-22
Capital Financing	28	26	26	-0
Other Payments	539	363	366	2
To Specific Reserves	316	316	316	0
Income	-121	-52	-76	-24
Net Budget	1,582	1,145	1,101	-44

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-10	2	4	2
Parks & Open Spaces	119	84	89	5
Cemeteries	-12	1	-18	-19
Corp. & Dem. Manage.	38	19	19	-0
Cultural & Twinning	56	30	33	2
Municipal Buildings	356	335	330	-5
Other Services	127	130	121	-9
Office Team	452	269	264	-5
Outdoor Services	457	275	259	-15
Net Budget	1,582	1,145	1,101	-44

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Cemeteries	30	0	0	0
Municipal Buildings	428	428	484	56
Parks Premises	0	0	0	0
Play Equipment	23	20	22	2
Public Realm	278	0	2	2
Vehicles & Equipment	20	0	0	0
Arts & Cultural	5	5	7	2
Christmas Lights	0	0	0	0
Corporate Projects	0	0	426	426
Planning Advice	10	2	2	0
Climate Emergency	20	9	11	2
Treasury	15	15	15	0
Net Budget	829	479	969	490

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 23 JANUARY 2023

MEDIUM TERM FINANCIAL STRATEGY & REVENUE BUDGET 2023/24

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 at Appendix 1. The cost of services provided by the Committee has decreased by £33k, the key changes being: -
 - A lower contribution to the Public Realm reserve from £55k to £10k.
 - Lower debt charges from £28k to £20k due to a final loan payment in April 2022 (leaving one loan outstanding).
 - An increase on treasury interest from £5k to £20k due to rising interest rates.
3. The **Management Committee** budget was considered at a meeting on 16 January 2023 and totals £1,227k (2022/23 £1,108k), an increase of £109k. Included in the budget is: -
 - A pay award of £1,925 per employee pro-rata (£52k) matching the 2022/23 award.
 - A £30k contribution to the newly created Tree Reserve, to cover significant works required on our trees.
 - The £274,600 contribution to MB Reserves has been replaced by £260k to repay the Corporate Projects Reserve for the works and an £10k contribution to start rebuilding a MB reserve.
 - An increase in the Grants budget from £4k to £10k to reflect the increase in demand arising from the cost of living crisis.
4. As a result of the above the operational **Revenue Budget for 2023/24** (summary at Appendix 2) has increased from £1,582k to £1,668k, up £87k.
5. The **Tax Base**, at 8,091, is up 268 (3.4%), enabling £54k to be added to the precept before any increase in the Council Tax is required.
6. The Council may wish to consider the following options for 2022/23:
 - A 2.0% increase in line with our MTFS – **the budget has been prepared on this basis.**
 - A 4% increase, due to the current higher inflation levels. This would generate an additional £33k above the 2% proposed increase.
 - A 0% Council Tax increase – if this approach is applied the proposed precept would reduce by £32k, reducing the repayments for the Municipal Buildings

works. While this could be accommodated this year the option has the potential to result in a permanent loss of £32k a year if Members do not implement an above inflationary increase in a future year. This option is not consistent with the policy adopted for the MTFS last year

7. Whichever decision is taken regarding the setting of Council Tax the Town Council remains in a solid position financially. The Council is actively responding to decisions by the Dorset Council, which faces a significant budget deficit, to cut discretionary spending. No matter how strong its position is, it is unlikely the Town Council will be in a position to mitigate all of the impacts of future cuts made at the Dorset Council level.

Repayment the Municipal Buildings Works

8. The Corporate Projects reserve covered the works to the sum of £650,768, under this budget the reserve will be fully repaid by the 25/26 financial year as set out below:

- 22/24 £260,000
- 24/25 £260,000
- 25/26 £130,768

9. The **Medium Term Financial Strategy** (Appendix 3) lists the assumptions taken account of in its preparation. The key assumptions are that

- There are no contributions to the Corporate Projects reserve in 2023/24. Prior to covering the Municipal Buildings works, the Corporate Projects reserve had a balance of £695k plus the potential for limited CIL contributions. The Corporate Projects reserve will be allocated as part of the Corporate Plan.

10. The **General Reserve** (£100k) 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. This level was fully tested during the pandemic.

11. Expenditure is planned from the **Earmarked Reserves** (Appendix 4) for 2023/24: -

	£000
Municipal Buildings front of house works	250
Municipal Buildings works retained funds	46
Parks Premises, new gardeners facility	50
Climate Emergency projects	50
Poundbury Cemetery Fence and Wall Repairs	30
Vehicles and Equipment (new vehicle)	20

Planning Advice & all other uses of Reserves	15
Total	461

The Development Reserve of £75k will be transferred to the Climate Emergency Reserve to increase works towards the net zero target.

12. **Current Debt** will total £56k at 31 March 2024 and would be fully repaid by 31 March 2027.

13. It is **RECOMMENDED TO COUNCIL** that the MTFS and Revenue Budget are adopted as laid out in the Appendices, to include: -

- A Council Tax Band D charge of £206.21, an increase of £4.04 (2%)
- A precept of £1,668,507, an increase of 5.4%

Nigel Hayes
Financial Controller

APPENDIX 1

	2021/22	2022/23	2023/24
	Actual	Budget	Budget
	£	£	£
CORPORATE & DEMOCRATIC			
Members Allowance	22,176	22,800	23,500
Members Training (inc CRB) & Travel	774	500	400
Civic & Ceremonial Expenses	1,124	1,000	1,000
Mayoral Expenses	10,361	12,600	12,850
Town Crier	552	600	600
Entertaining & Gifts	46	400	408
Youth Council & Democracy Day	0	200	600
Office Team	200,246	209,839	229,249
Met by Precept on Taxpayer	235,279	247,939	268,607
OTHER SERVICES			
Tourism Development	26,396	8,000	8,000
Sawmills rent	8,600	8,600	8,600
To Public Realm Reserve	53,600	54,700	10,000
To Development Reserve	90,000	0	0
Dorchester Heritage Joint Committee	0	3,000	3,000
Citizens Advice	0	8,000	8,887
Dorchester Youth & Community Centre	20,800	21,200	21,200
Dorchester Cricket Club	2,000	0	0
Apprenticeships	6,262	15,000	15,000
Videographer	5,000	5,200	5,500
Debt Charges	39,116	27,578	16,752
Staff - Community Development	44,436	97,942	113,813
Total Expenditure	296,210	249,220	210,752
Treasury Interest	-4,972	-5,000	-20,000
Sawmills rent recharged	-4,300	-4,300	-4,300
Market Income	-19,544	-15,000	-15,000
Total Income	-28,816	-24,300	-39,300
Met by Precept on Taxpayer	267,394	224,920	171,452

APPENDIX 1 (Continued)

	2021/22	2022/23	2023/24
	Actual	Budget	Budget
	£	£	£
OFFICES TEAM			
Salaries	232,378	280,058	303,041
Employers National Insurance	22,952	29,788	30,377
Employers Superannuation	51,166	61,613	66,669
Training Courses	4,543	1,200	7,000
Travel & Subsistence	4,782	1,100	2,500
Subscriptions (Professional Bodies)	3,337	3,600	3,800
Cleaning Materials	146	1,200	1,000
Rates	7,236	7,300	7,236
Gas	1,623	1,250	2,000
Electricity	1,867	3,000	4,500
Water	302	500	550
Repairs & Maintenance	251	2,700	3,400
Financial Services	7,754	8,500	8,670
Employment Law and H & S	3,024	3,000	3,225
Legal & Professional Fees,			
Advertising	6,705	1,000	500
Insurance	29,703	34,000	34,000
Printing & Stationery	430	1,000	1,000
Newsletter	4,274	4,200	5,415
Office Equipment & IT	7,251	5,500	10,500
New Website			3,000
Telephones	2,038	1,900	2,000
Photocopier Charges	401	500	600
Postage	126	500	550
Total Expenditure	392,287	453,409	501,533
Recharge to Dorchester Markets			
Panel	-1,689	-1,800	-1,800
Net Expenditure recharged to Services	390,598	451,609	499,733
Recharged to			
Corporate & Democratic			
Management	200,246	209,839	229,249
Allotments	3,781	3,749	12,408
Development	44,436	97,942	113,813
Cemeteries	26,938	26,571	44,417
Parks & Open Spaces	58,354	56,863	63,836
Municipal Buildings	42,546	41,884	20,181
Cultural Activity & Twinning	14,297	14,760	15,830
	390,598	451,608	499,733

APPENDIX 2

REVENUE BUDGET 2022/23	2021/22	2022/23	2023/24
	Actual	Budget	Budget
	£	£	£
Parks & Open Spaces	533,058	569,661	654,307
Allotments	4,130	131	15,045
Municipal Buildings	318,606	408,645	406,996
Cemeteries	65,122	59,614	68,006
Cultural & Twinning Activities	74,400	70,760	83,330
Corporate & Democratic	235,279	247,939	268,607
Other Services	267,394	224,920	171,452
Operational Budget	1,497,989	1,581,670	1,667,743
Precept	1,516,277	1,581,669	1,668,507
Transfer to General Reserves	18,288	-1	764
 Subjective Analysis of Revenue			
Employees	710,018	816,210	885,665
External Payments	564,271	488,412	579,206
Transfers to Earmarked	308,500	370,600	325,100
Capital Financing Costs	39,116	27,578	16,752
Income	-123,915	-121,130	-138,980
Transfer from Earmarked	0	0	0
Operational Budget	1,497,989	1,581,670	1,667,743
 General Reserve			
Opening Balance at 1 April	128,408	128,408	100,000
Transfer from Ops Budget	21,180	-1	764
To Corporate Projects Reserve	0	-1	764
Closing Balance at 31 March	149,588	128,408	100,000
 Earmarked Reserves			
Opening Balance at 1 April	1,899,451	1,583,369	1,323,957
Transfer from Revenue	440,060	871,500	430,102
Other Income & Transfers	459,767	0	0
Expenditure from Reserves	1,247,980	816,044	535,466
Closing Balance 31 March	1,551,298	1,638,825	1,218,593
All Reserves held at year end	1,700,886	1,767,233	1,318,593
Tax Base	7,650.00	7,823.30	8,091.30
Band D Charge	196.64	202.17	206.21
O/s PWLB Debt at 31 March	128,000	94,000	56,000

APPENDIX 3

Medium Term Financial Strategy	22/23	23/24	24/25	25/26	Yoy %
Revenue Budget	£000	£000	£000	£000	Chang
Employees	816	886	903	921	2.00
External Payments	488	579	591	603	2.00
Transfers to Earmarked	371	325	332	338	2.00
Capital Financing Costs	28	17	16	15	-
Income	-121	-139	-142	-145	2.00
New/Transferred Services	0	0	0	0	
Operational Budget	1,582	1,668	1,700	1,733	
Precept	1,669	1,669	1,702	1,736	
Transfer to General Reserves	87	1	2	3	
General Reserve					
Opening Balance at 1 April	118	100	100	100	
Transfer from/to Operational Budget	0	1	0	0	
Transfer to Corporate Projects Reserve	18	1	0	0	
Closing Balance at 31 March	100	100	100	100	
Earmarked Reserves					
Opening Balance at 1 April	1,551	1,324	1,219	1,150	
Transfers/Payments in to Reserves	1,628	430	332	338	
Payments/Transfers out from Reserves	1,855	535	400	400	
Closing Balance 31 March	1,324	1,219	1,150	1,088	
All Reserves held at year end					
Corporate Project Unallocated at Year End	109	369	594	594	
Outstanding Debt at Year End	£k	70	56	42	28
Council Tax	£k	202	206	210	215
Tax Base		7,823	8,091	8,091	8,091

Notes

1. Precept assumes Council Tax rises @ 2.00% from 2022/23, no Tax Base growth
2. Any CIL receipts credited to Corporate Projects Reserve
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. Operational surplus is transferred to Corporate Projects Reserve to pay for MB works
5. Earmarked Reserves expenditure reflects best available knowledge
6. General Reserve set at £100k
7. Further limited savings may be identified in budgets during ongoing review processes

APPENDIX 4

RESERVES									
	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	
		Mar 22	22/23	22/23	Mar 23	23/24	23/24	Mar 24	Reason for holding Reserve
		£	£	£	£	£	£	£	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	63,936	18,100	225	81,811	6,100	30,000	57,911	Buildings/infrastructure refurb.
MB Repairs & Maintenance	Man	3,795	1,168,581	1,126,706	45,670	10,000	45,670	10,000	Building works/refurb
MB Front of House works	Man	0	250,000	250	249,750		249,750	0	
Parks Premises	Man	47,329	5,300	261	52,368	8,000	50,000	10,368	Buildings/infrastructure refurb.
Play Equipment	Man	28,467	10,000	21,615	16,852	11,000	0	27,852	Equipment replacement
Tree Reserve	Man	0	0	0	0	30,000	0	30,000	Tree Works
Public Realm	Pol	400,758	54,700	0	455,458	10,000	0	465,458	Infrastructure refurb
Vehicles & Equipment	Man	69,557	19,900	0	89,457	20,000	20,000	89,457	Fleet & equipment replacement
Cultural									
	Man	29,874	0	10,074	19,800	0	0	19,800	Cricket Club, RHSS Fund, Mayors Fund
Arts, Culture & Sport									
Christmas Lights	Man	3,607	2,000	0	5,607	0	0	5,607	Replace lights
								0	
Tourist Information	Pol	18,603	100	7,000	11,703	0	5,000	6,703	TIC Replacement Projects
Miscellaneous Reserves									
New Corporate Projects	Pol	661,192	98,848	650,768	109,272	260,000	0	369,272	Own or partner capital projects
Apprenticeship Reserve	Pol	9,815	0	2,250	7,565	0	0	7,565	
Planning Advice Reserve	Pol	21,844	0	2,055	19,789	0	10,000	9,789	Local Plan & other advice
Climate Emergency Reserve	Pol	88,427	0	18,666	69,761	75,002	50,000	94,763	Own or partner Climate projects
Development Reserve	Pol	75,002	0	0	75,002	0	75,002	0	Development Assistant
	Pol								
Treasury	Pol	15,000	0	15,000	0	0	0	0	To offset losses on asset sale
Graves In Perpetuity	Man	14,092	0	0	14,092	0	44	14,048	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,551,298	1,627,529	1,854,870	1,323,957	430,102	535,466	1,218,593	
General Reserve	Pol	118,288	-1	18,287	100,000	0	0	100,000	General Emergency Fund
Total Reserves		1,669,586	1,627,528	1,873,157	1,423,957	430,102	535,466	1,318,592	

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 23 JANUARY 2023

Proposal for improvements to South Street and Town Pump Seating area

Proposal

1. Hanging baskets on South Street

To procure and install seven replacement heritage lampposts for South Street so that they could be used for hanging baskets.

The old lamp posts would be removed, and new lamp posts installed by Dorset Council.

Dorset Council would continue to own and be responsible for maintenance of these posts.

The identification numbers of the lampposts we would like to replace are below, and they would create a balanced spread of hanging baskets on alternate sides of the street along its length from Cornhill to New Street.

- 8S185
- 6S185
- 4S185
- 3S185
- 1S185
- 11C364
- 10C364

To procure and install two hanging baskets per new heritage lamppost ready for Summer 2023. This would be a total of 14 new hanging baskets that would be maintained by the Outdoor Services Team.

2. Cornhill/Town Pump – Accessible rest and entertainment space

To give consideration to making changes to the Cornhill area that will create more spaces for people to sit, a nicer place for people to rest in and a more flexible space that can be used to draw more people into the town centre (e.g., A gallery, exhibition space, a theatre, a music venue, a winter wonderland).

This would include:

- The procurement of additional heritage benches (same as the ones already found in the Cornhill area) and readjustment the positioning of the benches in this area to create more of a sociable town square feel.
- The relocation of bins and town trails board to create a more communal and open space around the Town Pump
- New and different paving and planting in this area that is accessible, easy to maintain, links to local heritage and helps to create a zone for rest, relaxation and entertainment.

Estimated Budget

1. Hanging baskets on South Street

<u>Item</u>	<u>Expected cost per unit</u>	<u>Sub Total</u>
Seven replacement heritage lampposts (purchase and install)	£3000	£21,000
Procurement of hanging basket plants and soil (annual cost)	£30	£420
Procurement of hanging baskets (reusable)	£45	£630
Total		£22,050

2. Cornhill/Town Pump – Accessible rest and entertainment space

<u>Item</u>	<u>Expected cost per unit</u>	<u>Sub Total</u>
Procurement and installation of approximately six new heritage benches	£1000	£6000
Surface and planting (approximate budget)	£10,000	£10,000
Total		£16,000

Rationale for proposal

1. Hanging baskets on South Street

Changes in shopping behaviours mean that some chain shops are struggling on South Street in Dorchester. Dorchester Town Council cannot change rent prices set by private landlords. However, the Town Council can help the situation by promoting shopping in Dorchester (this is already being done via social media campaigns, newsletters, and websites by the Dorchester Tourism Partnership). Dorchester Town Council can also help by ensuring that the street itself is a pleasant place to be, and a place where people want to dwell.

New heritage lampposts with hanging baskets on South Street will:

- Show Dorchester residents something visual that Dorchester Town Council is doing to try and improve the situation.
- Reassure businesses on South Street that the street is being invested in. The more we demonstrate our love and pride for South Street, the more businesses will follow suit.
- Create more of a welcome and pleasant experience for visitors to Dorchester.
- Help to boost civic pride in Dorchester. Word of mouth and social media indicate how proud residents are of the floral displays and care taken to maintain Borough Gardens, stunning hanging baskets could help extend this pride into the town centre.
- Complement existing street furniture and heritage of the town.

Dorchester used to have hanging baskets on South Street and this had to be stopped because the current heritage lampposts could not support the weight and it was not deemed to be safe. By using the same locations for the new lampposts as were used by the old, we know that the locations would not interfere with service pipes and cables.

2. Cornhill/Town Pump – Accessible rest and entertainment space

As more people shop online, town centres need to look beyond retail to draw people in. A high street can create a sense of community if it is designed well. It can also improve the social experience and attract more people to town centres.

If Dorchester Town Council viewed Cornhill as an external room, that support a wide series of events, it can encourage vibrant, all year-round use and be another reason for people to visit the Town Centre. This “room” could be used as a gallery, exhibition space, a theatre, a music venue, a winter wonderland. “As far back as medieval times street and food markets, fairs and street entertainment, outdoor plays and music performances were an intrinsic part of a vibrant high street and community spirit. We need to go back to our roots.’ Cllr Flick Rea, Chair of LGA Culture, Tourism and Sport Board.

‘Shared and public spaces are vital ingredients of town centres and high streets. These spaces are what knit a place together, and are often under-used, becoming simple thoroughfares. Creative thinking is needed so these spaces can become the focal point for the social interaction that is the epitome of the high street experience - an area that is enjoyed by all members of the local community.’ Eric Pickles MP, Secretary of State for Communities and Local Government, and Grant Shapps MP, Minister for High Street

Included in the proposal for the Cornhill/Town Pump area is increased traditional bench seating. These would help to define the space and create more of a communal space rather a row on benches.

Seating is also vitally important for older shoppers so is very important to Dorchester in particular. In a report by Anchor (<https://anchorv3dev.s3.eu-west-2.amazonaws.com/documents-pdfs/within-media-section/ANCHOR%20PANEL%20REPORT%20-%20Why%20seating%20matters%20FINAL.pdf>) highlighted how important having places to rest are to older shoppers. Older shoppers in the report are quoted as saying “More seating would enable me to continue shopping for longer” and “Friends of mine choose to go to Porthcawl because it has seating all the way along the high street.”

The paving currently around the Town Pump is not currently accessible. The raised cobbles are difficult for pushchair and wheelchair users to navigate.

Figure 1 and 2 below show how love for the Town Pump area has changed over the years. The investment in the space would hopefully help encourage the use of it for more community events.



Fig 1. Parking around Town Pump



Fig 2. New Year's Celebrations at Town Pump in 1983

Request to Members

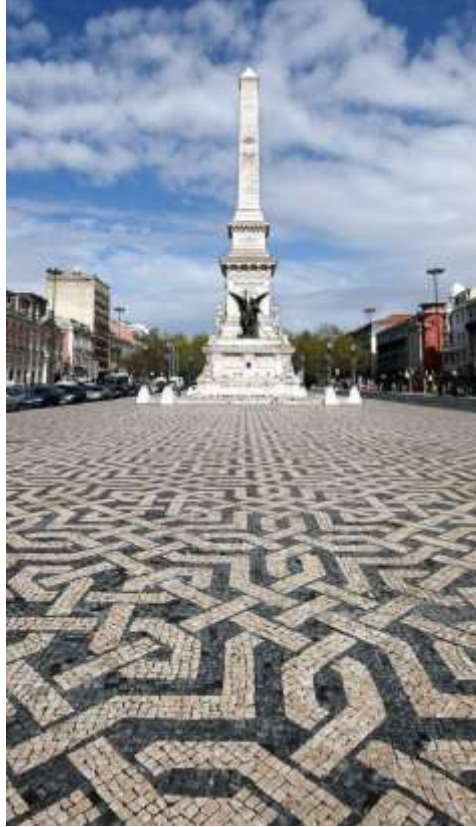
- Approval to procure the replacement heritage lampposts, commission installation and put in place hanging baskets for Summer 2023
- Set up a Member task and finish group to look at seating and the creation of community space at the Town Pump/ in house, with Officer research rather than the use of consultants.
- Approval to explore further (and present back to Policy Committee at the next meeting):
 - The Procurement of additional heritage benches in the Cornhill area and adjustment of positioning to more of a town square layout
 - The relocation of bins and town trails board to create a more communal and open space around the Town Pump
 - Options for paving and planting in the Cornhill/Town pump areas that are more accessible and create a zone for rest, relaxation, and entertainment
- Approval to scope options for other “rooms” outside Goulds fashion store and outside Coffee #1 to create a series of complimentary spaces along South Street that link with other key roads (High West Street, Trinity Street and Brewery Square) and are nice places to dwell and flexible so they could be used for exhibitions, experiences, and performances in the future.

Matilda Manley
Tourism Development Officer

Cornhill/Town Pump – Accessible rest and entertainment space inspiration pictures:







DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 23 JANUARY 2023

MENOPAUSE POLICY

The Town Council's aim is to be a fully inclusive organisation which provides a supportive working environment for all staff. Whilst menopause is not considered a disability, some women can experience significant symptoms that impact on their physical and mental well-being and impair their ability to do normal activities.

Background and potential impact of the menopause

From the Nuffield Health group

- Symptoms can last up to 15 years
- Over 60% of women experience symptoms resulting in behaviour changes
- 1 in 4 women will experience severe debilitating symptoms
- Almost half of menopausal women say they feel depressed
- A third of women say they suffer with anxiety
- Women commonly complain of feeling as though they are going mad
- Approximately two thirds of women say there is a general lack of support and understanding

Research from the CIPD shows:

- Three out of five working women between the ages of 45 and 55 who are experiencing menopause symptoms say it has a negative impact on them at work
- Nearly two-thirds of women surveyed said they were less able to concentrate
- More than half said they experience more stress
- 30 per cent of women said they had taken sick leave because of their symptoms
- Only a small minority of women said they told their managers about the real reason for taking sick leave

Definition of menopause.

- Menopause is defined as having occurred when someone has not had a period for twelve consecutive months (for people reaching menopause naturally and not, for example, using hormonal contraception).
- Some people can also have menopause induced as a result of surgery or medical treatments, such as chemotherapy or pelvic radiation therapy.
- The average age for a person to reach menopause is 51, however this can be much earlier or later.
- Around 1 in 100 people experience the menopause before 40 years old. This is known as premature menopause or premature ovarian insufficiency.
- The perimenopause is a transition phase which can last years either side of the menopause.

- Post-menopause is the time after menopause has occurred. During this stage, menopausal symptoms, can start to ease for many people although this can take many years.
- Not everyone will experience symptoms during the menopause, but offering support to those who do should help improve their experience at work.

General policy

For the purposes of this policy, perimenopause and menopause is treated as the menopause.

- Everyone should be made aware there is a council menopause policy.
- Women who are concerned that they might be experiencing adverse effects of perimenopause, or the menopause, should be encouraged to speak to the Town Clerk (or if they prefer) initially to a female member of staff. Or they may be referred to occupational health services.
- Negative stereotypes and attitudes about middle-aged or older women within the workplace must be challenged by managers.
- There is no obligation for women to disclose they are experiencing the menopause but if they do, they should be confident that they will be listened to, understood and supported.

Aims of the policy

- To support staff experiencing the menopause, and help them to minimise the impact it can have on them while at work
- To create an environment where staff can feel confident enough to raise issues about their symptoms and ask for adjustments at work
- To ensure all staff know and understand what the menopause is and have access to a policy where help and support available within the Council and which is clearly defined
- To inform staff and managers about the potential symptoms of menopause, what the potential consequences can be and how staff can and should be supported where required.

Symptoms of the menopause

How long menopausal symptoms can last can vary greatly: on average they will last for around 4 years after a person stops having periods, although some people can experience them for much longer.

Not everyone will notice or experience a symptom but research shows that approximately 75% of people do experience some symptoms, of which 25% could be classed as severe.

Symptoms can manifest both physically and psychologically, including but not limited to:

- Mood changes
- Memory and concentration loss
- Headaches
- Panic attacks
- Heavy or light periods

- No or infrequent periods
- Anxiety
- Loss of confidence
- Sleep difficulties
- Hot flushes or excessive sweating
- Joint and muscle stiffness
- Out of character behaviour, for example feeling uncharacteristically emotional
- Those who don't experience the more obvious symptoms will all still undergo physiological changes that will have an impact on their health (e.g. heart disease, bone density and osteoporosis).

People may not realise they are experiencing the menopause, or they may try to ignore symptoms.

Where people have concerns about their health or well-being, they should be encouraged to visit their GP.

Reasonable adjustments

The Town Council may be expected to make reasonable adjustments, in consultation with the person experiencing their menopause. Examples of these adjustments could include:

- Options around flexible working hours and working arrangements to help manage symptoms
- Improved access to support - formal or informal
- Options to improve the work environment temperature and ventilation. This may include for instance purchasing a fan or moving a desk nearer to a window
- Provision of a quiet space to work
- Time off to attend GP or services to improve mental wellbeing
- Breaks to undertake relaxation or mindfulness activities

Review of whether adjustments have been effective should be made at regular intervals.

It should be noted that partners of people who are experiencing severe menopausal symptoms may also be significantly affected, for instance by lack of sleep or stress.

Signposting

Staff should not feel that they simply have to 'put up' with menopausal symptoms as a part of life (although there are some people who, because of previous illness cannot be prescribed the usual medication - such as hormone replacement - that can help to diminish menopausal symptoms and will usually have to 'put up' with symptoms).

- Staff should consider seeking medical advice from their GP in the first instance.
- They may also consider self-referral to private practice or asking their GP for referral to a specialist service.
- Staff may also be recommended to contact other services such as Steps to Wellbeing

Useful links:

- The British Menopause Society (BMS): <https://thebms.org.uk>
The BMS is the specialist authority for menopause and post reproductive health in the UK.
- NHS: www.nhs.uk/conditions/menopause
- Henpicked: <https://menopauseintheworkplace.co.uk>
A place for women to share their wisdom and offering guidance, support and tips on a wide range of topics including menopause.
- Menopause Support: <https://menopausesupport.co.uk>
- Menopause Matters: www.menopausematters.co.uk
An award winning, independent website providing up-to-date, accurate information about the menopause, menopausal symptoms and treatment options.
- CIPD: www.cipd.co.uk/knowledge/culture/well-being/menopause
Championing better working lives

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 23 JANUARY 2023

ELECTRIC COSTS – MUNICIPAL BUILDINGS

1. The Committee will be aware that the lease agreement with Dorchester Arts for occupation of the Municipal Buildings was agreed and signed with effect from October 2021, with Dorchester Arts taking on responsibility for the utilities from the 1 March 2022.
2. The building works finished end of September 2022 and Dorchester Arts moved into the new offices in November 2022. Up until the building works were completed DA income from room hire was limited.
3. Electricity usage, for the period 28 February 2022 to 30 September 2022 was 24,724 units, costing £15,474. The majority of this usage being by the building contractors.
4. As Dorchester Arts were getting little use from the building in this period they have proposed that the Town Council pay 65% being £10,058. If agreed this will have to be found from within existing budgets as it was not taken into account in this years agreed budget.

Nigel Hayes
Financial Controller

CALENDAR OF MEETINGS 2023-24

	2023								2024				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	22 MM 23 (Tu)		31		25		27		29		25		20 MM 21 (Tu)
POLICY	15		24		18		20		22		18 MS@ 1830		+
MANAGEMENT	9 (Tu)		17		11		13		15		11		+
PLANNING AND ENVIRONMENT	2 (Tu)	5	3	7	4	2	6	4	8	5	4	2 (Tu) & 29	-
MARKETS JOINT PANEL		*							*				
HERITAGE JOINT COMMITTEE			25 (Tu)				17 (Tu)		23 (Tu)			16 (Tu)	
SITE VISITS		6 @ 9.30AM		8 @ 9.30AM								9 @ 9.30PM	
CIVIC EVENTS	23 ATM	Hardy Sun 4					<u>Remem</u> Sun 12						21 ATM
BANK HOLIDAYS	1, 8, 29			28				25, 26	1		29	1	6,27

MM Mayor Making MS Mayoral Selection Committee

ATM Formal Annual Town Meeting (as per 2022 it is proposed to hold an 'informal' ATM in conjunction with a Community Lunch the week before the formal ATM)

Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.

* The dates and timing of Markets Joint Panel meetings are still to be agreed with Dorset Council.

+ 2024 is an election year, as per 2019 it is proposed not to hold the May Policy and Management Committees with any urgent items going direct to the Council meeting.