



Dorchester Town Council

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6 May 2026

Agenda for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER, THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 11 MAY 2026** 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 R. Biggs, S. Biles (Chair), J. Germodo, G. Jones, V. Lloyd-Jones (Vice-Chair), K. Reid, R. Ricardo, D. Taylor 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 23 March 2026 (adopted by Council on 30 March 2026). A copy of the Minutes can be found at [Policy Committee](#)

4. Financial Update – Page 3

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

5. Sandbag Store – Page 17

To consider a report by the Town Clerk (enclosed).

6. No Vaping Policy – Page 19

To consider adopting a draft No Vaping Policy (enclosed).

7. Management Committee Extracts – Page 21

To consider the recommendations set out in the Management Committee extract enclosed.

NOTE background papers for these matters were sent to all Members with the Management Committee Agenda on 29 April 2026.

8. Public Bodies (Admission to Meetings) Act 1960

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

9. Dorset Council Property Assets, Dorchester – Page 23

To consider a report by the Town Clerk (enclosed).

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 11 MAY 2026
FINANCIAL UPDATE

1. Financial Year End Position 2025-26

- Revenue out-turn (Appendix 1), £20,807.63 under budget:
 - £8k over on Sponsorship due to grant to Keep 106 and Helios contribution (both agreed by Policy Committee).
 - £24k over on Municipal Buildings R&M: Gate repairs/fencing (£12k), clock tower works (£8k) and electrical testing and remedial works (£3k).
 - £20k under on Cemetery Income.
 - £83k under on staff due to vacancies and lower than budgeted pay award.
 - £4k over on Allotments Water due to two leaks (potential to claim back from water company).
 - £7k over on Parks and Open Spaces Water due to leak at Depot. Leak fixed and claim submitted to water company.
 - £8k under on Cemetery Grass Cutting, less cuts needed.
 - £6k over on Waste Services due to more collections.
 - £7k up on treasury Interest.
 - £9k over on IT due to increased costs and staff with DC IT contract.
 - All other under and overspends net £5k under.

In line with the 25/26 budget, the underspend of £20,807.63 will be transferred to the Corporate Projects Reserve to repay the Municipal Buildings Front of House Works.

- **Earmarked Reserves at 31/03/26:** balance £1,580,425.36 (appendix 1).
- **Annual Review of Fixed Assets Register**
 Total of fixed assets register at 31 March 2026 £7,701,669.85 (Accounting Statements box 9, appendix 6). Full fixed asset register at appendix 2.

Members are asked to review the fixed asset register at the 31 March 2026.

- **Cash Position**

Account	Balance as at 31/03/26	Balance as at 28/02/26	Movement	Interest
Lloyds	162,246	82,265	79,981	0%
NS&i	0	0	0	1.00%
CCLA Deposit	1,475,000	1,725,000	-250,000	4.03%
	1,637,246	1,807,265	-170,019	

- Debtors over 30 days at 30/04/26 = £549.00, 1 Debtor (28/02, £1,200, 1 Debtor).
- Payments list 1 March to 30 April 2026 on website. Supporting vouchers available from RFO.
 - **RECOMMENDED** that the payments list, totalling £504,193.19 is approved.

2. Internal Audit 2025-26

- Final Internal Audit report plus Officer comments at appendix 3. It is **RECOMMENDED** that the internal audit report and officer response is noted.
- It is **RECOMMENDED** that the Annual Internal Report, as required by the AGAR, at appendix four is noted.
- Section 1 of the AGAR, the Annual Governance Statement, is attached at appendix 5.
- Section 2 of the AGAR, the Accounting Statement 2025-26 is attached at appendix 6.
- **RECOMMENDED TO COUNCIL** that, noting the Clerk and RFO have signed the documents:
 - The Council consider and approve the Annual Governance Statement.
 - The Council consider and approve the Accounting Statement for 2025-26; prior to submission to BDO Limited for external audit.
- **2026-27 Audit**

The Council is asked to note that Darkin Miller Ltd remains appointed as the Council's internal auditor for the 2026-27 financial year, having been reappointed in November 2023 for a three-year term. The Internal Audit Programme of Work will be presented to the July Policy Committee for approval.

- **It is RECOMMENDED that the Council:**
 - **Confirms its satisfaction with the competence and independence of Darkin Miller Ltd** to act as the Council's internal auditor for 2026-27, having regard to their professional qualifications, experience and absence of any conflict of interest.
 - **Confirms that the Council has no conflicts of interest with BDO Ltd** who will continue as the Council's external auditor for 2026/27.
 - **Notes that a procurement exercise will be carried out to appoint an internal auditor for the 2027-28 financial year**, as the current term expires in November 2026.

Nigel Hayes

Responsible Financial Officer

MANAGEMENT REPORT AT 31st March 2026

By Spend Type	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Staff	1,125	1,125	1,042	-83
Capital Financing/Debt	15	15	15	-0
Other Payments	556	556	615	59
To Specific Reserves	344	344	344	0
Income	-216	-216	-213	3
Net Budget	1,823	1,823	1,802	-21

By Service	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Allotments	-10	-10	-8	2
Parks & Open Spaces	179	179	187	8
Cemeteries	-24	-24	-10	14
Corp. & Dem. Manage.	42	42	42	0
Cultural & Twinning	71	71	79	8
Municipal Buildings	355	355	379	24
Other Services	-12	-12	-22	-9
Office Team	582	582	574	-9
Outdoor Services	640	640	582	-58
Net Budget	1,823	1,823	1,802	-21

Earmarked Reserves	Balance 1 Apr 25	Contribution	Reserve transfers	Income	Expenditure	31/03/26
	£	£		£	£	£
Municipal Buildings	56,994.27	20,000.00			51,565.99	25,428.28
Front of House	31,642.81	239,000.00	20,000.00	18,946.69	295,557.22	14,032.28
Vehicles & Equipment Replacement	113,473.22	22,000.00		400.00	45,171.22	90,702.00
Parks Premises	10,053.93	19,000.00		5,217.00	6,686.55	27,584.38
Cemeteries	36,931.25	10,000.00			38,771.72	8,159.53
Play Equipment Replacement	29,714.65	1,000.00		655.00	17,457.28	13,912.37
Great Field Reserve	11,000.00	12,500.00				23,500.00
Climate Emergency Reserve	30,948.70	57,067.60			14,804.49	73,211.81
Public Realm	440,310.47	5,000.00			7,273.00	438,037.47
Christmas Lights	4,420.45					4,420.45
Arts & Cultural Reserve	4,871.85	2,954.19		7,000.00	2,507.93	12,318.11
Apprenticeship Reserve	16,565.43				1,062.40	15,503.03
Planning Advice Reserve	18,498.62				2,255.00	16,243.62
Trees Reserve	13,663.30	20,000.00			18,612.43	15,050.87
Tennis Courts Refurb	10,800.00	3,200.00				14,000.00
Markets Reserve	0.00			3,113.00	201.97	2,911.03
Tourism Reserve	33,975.43	3,000.00			10,579.44	26,395.99
19 North Square	11,000.00				1,455.00	9,545.00
DTC Website & IT	1,230.00			1,431.37	2,661.37	0.00
Corporate Projects Reserve	714,958.39	5,082.00	-20,000.00	100,000.00	64,550.25	735,490.14
Graves in Perpetuity	14,010.67				31.67	13,979.00
Total	1,605,063.44	419,803.79	0.00	136,763.06	581,204.93	1,580,425.36

APPENDIX TWO

Asset Register		01/04/25			31/03/26	
Asset		Value (£)	Acquired	Disposed	Value (£)	Acquired
Council Offices, 19 North Square		265,000			265,000	19/12/1968
Municipal Buildings		1,714,980			1,714,980	01/01/1900
Car Park adj Municipal Buildings		300,000			300,000	10/08/1995
Corn Exchange Lighting & Sound		142,163			142,163	07/02/2022
Corn Exchange Raked Seating		55,950			55,950	10/01/2022
Louds Mill Depot land		150,000			150,000	02/12/1903
Louds Mill Depot Car Park & Land		377,887			377,887	18/03/2008
Borough Gardens & House		1,601,296			1,601,296	24/06/1895
Borough Gardens ASHP		68,543			68,543	29/02/2024

Borough Gardens Solar PV		11,009			11,009	29/02/2024
Weymouth Avenue Cricket Pavilion		469,000			469,000	24/03/2001
WA Pavilion Solar Panels & EV Points		19,490			19,490	10/02/2023
Maumbury Rings inc Utility Hut		50,000			50,000	22/08/2006
Skatepark		209,266			209,266	28/04/2009
Sawmills		1			1	29/09/1986
Solar Panels on Louds Mill Depot		21,011			21,011	19/03/2019
Depot EV Charging Point		3,534			3,534	17/01/2025
WAP Ground Source Heating		42,920			42,920	01/12/2020
WAP Borehole		4,255			4,255	01/12/2020
WAP Lighting		1,680			1,680	01/12/2020
WAP Insulation		1,259			1,259	12/02/2021
19 NS Heat Pumps		33,724			33,724	29/04/2024
MB Stretched Fabric System		9,156			9,156	15/08/2005
Christmas Lights		11,557			11,557	26/08/2015
Christmas Lights		16,820			16,820	04/11/2021
Municipal Buildings Solar PV		35,150			35,150	31/08/2022
Municipal Buildings AV Equipment		29,878			29,878	30/11/2007
Municipal Buildings Biomass Boiler		115,827			115,827	31/08/2022
MB Electrical Switch Gear		20,903			20,903	31/08/2022

Municipal Buildings Destrat Fans		9,054			9,054	31/08/2022
Municipal Buildings MVHRS		20,903			20,903	31/08/2022
Stannah Corn Exchange Lift		27,323			27,323	20/10/2021
Mitsubishi L200	DN05 WWU	6,495		6,495	-	27/03/2008
Ford Transit Tipper	YF63 VYC	13,885			13,885	15/09/2016
Mazda Pickup	WL51 JWV	6,550			6,550	14/02/2005
Rekord Rapid Universo		14,509			14,509	12/04/2010
Iseki TXG29 Tractor	HF59 CWM	8,050			8,050	11/11/2009
Jacobsen 185 Triple Mower	YH51 CDJ	13,100			13,100	21/07/2008
Goupil G3L	BJ63 AUF	13,500			13,500	15/02/2019
Tiger 25D Shredder		16,740			16,740	01/04/2017
Trailer		4,950			4,950	11/04/2019
Ransome Gang Mower		17,500			17,500	13/03/2007
Goupil G3	HF61 AYN	-			-	23/07/2019
Husqvarna P520DX Out Front Mower	HF23 CEU	22,000			22,000	10/07/2023
Ford Transit Tipper	NU12 TWK	13,500			13,500	18/04/2007
Kubota Digger		-			-	17/12/2001
Kubota Tractor B303BHD	HF13 DXE	15,000			15,000	01/04/2013
Case farmall 75C 4wd Tractor	HF15 AAJ	48,800			48,800	20/03/2015
Takeuchi TB216 Canopy Excavator	21601884 6	18,450			18,450	12/08/2021

ATE Towmate 2700kg Plant Trailer	S 27414095	3,085			3,085	10/11/202 1
Nexus		9,780			9,780	20/07/201 1
Outside Gym		10,592			10,592	20/04/201 0
Cable Rider		7,261			7,261	16/09/201 0
Swing		7,161			7,161	03/09/201 0
Rock		6,695			6,695	11/07/199 6
Holmead Walk		16,585			16,585	31/03/200 3
Midi Venturer		5,628			5,628	23/05/200 2
Special Matrix		40,180			40,180	23/05/200 2
Youth Shelter		21,370			21,370	28/05/200 9
Active 4000		6,097			6,097	22/03/200 1
Trio Venturer		6,817			6,817	22/03/200 1
Borough Gardens Play Area		15,609			15,609	31/03/200 8
Hanging Frame		11,235			11,235	30/03/201 0
Forbidden City		13,294			13,294	12/08/200 9
Electro-techno		27,901			27,901	12/08/200 9
Sandringham Fitness Module		13,394			13,394	09/04/200 9
Sandringham Play Equipment		7,697			7,697	25/09/200 8
Borough Gardens Table Tennis		2,675			2,675	01/04/201 3
Great Field Play Equipment		24,054			24,054	01/04/201 3

New BG Tennis Courts		181,825			181,825	08/01/2019
Salisbury Fields Trail		7,549			7,549	30/07/2020
Holmead Walk Play Equipment		16,928			16,928	19/01/2021
Thomas Hardy statue		120,000			120,000	02/09/1931
Elizabeth Frink Statues		1			1	01/01/1986
Sylvia Townsend Warner Statue			1		1	01/12/2025
Town Pump		5,000			5,000	01/01/1900
Children Statue Poundbury Cem		9,088			9,088	27/07/2000
Civic Regalia		65,000			65,000	01/01/1900
Water Feature		14,000			14,000	09/01/2003
Town Walks		1			1	05/12/1983
Wayfinding Signage		81,487			81,487	09/10/2019
Water colour by Nash		1,200			1,200	01/04/1974
Fordington Cemetery		1,371			1,371	01/01/1900
Weymouth Avenue Cemetery		1			1	01/01/1900
Poundbury Cemetery		433,724			433,724	26/11/2001
Poundbury Cemetery Wall		169,643			169,643	09/01/2019
Poundbury Crescent Play Area		20,200			20,200	06/02/1986
Maud Road Play Area		1			1	01/08/1998
Maiden Castle Road Play Area		1			1	01/01/1990

Kings Park Play Area		1			1	03/02/1988
Syward Close Play Area		1			1	24/07/1968
Elizabeth Plae Play Area		1			1	29/09/1984
Kensington Walk Play Area		1			1	11/03/1993
Mellstock Avenue Play Area		2			2	16/07/1992
Great Field Play Area		1			1	30/04/2022
Great Field, Poundbury		1			1	29/04/2022
WA Recreation Ground		12,500			12,500	24/03/2001
Sandringham Sports Pitches		65,000			65,000	01/01/1987
Sandringham Bowls Green		50,000			50,000	05/02/1990
Sandringham Rifle Club		1,000			1,000	05/02/1990
Sandringham Car Park		50,000			50,000	04/12/1987
Sandringham Mini Pitches		60,500			60,500	29/01/1999
Hawthorn Road Allotment		1			1	06/02/1896
Louds Mill Allotment		2,100			2,100	02/12/1903
Frome Terrace Allotment		1			1	06/09/1966
Herringston Road Allotment		1			1	25/03/2008
Alington Road Allotment		1			1	25/03/2008
St Georges Road Allotment		1			1	25/03/2008
Frome Terrace Green		1			1	12/06/1925

Fordington Green inc stone edging		10,122			10,122	22/09/196 3
Kings Road Corner		25			25	27/05/197 6
John's Pond		1			1	30/08/199 0
Salisbury Fields		1			1	02/03/189 3
Kings Road Playing Field		1			1	25/03/200 1
Gabriel Green		1			1	29/01/199 9
Lubbecke Way River Bank		1			1	18/05/199 9
Riverside Nature Reserve		1			1	06/09/196 6
Fee Farm Rent		200			200	01/01/190 0
	Total	7,708,164	1	6,495	7,701,670	

Darkin Miller Chartered Accountants
 2025/26 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - FINAL REPORT VISIT 3 OF 3: 7th APRIL 2026
 Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Pr	Management Response	Resp Off	Due Date
10.1 – Adjusted errors	The following errors were adjusted in the draft AGAR: 1. The draft figures for other income and other expenditure included grossed up income and expenditure of £9240. This should have been £9797. 2. The figures per the draft AGAR for other income, other expenditure, balance carried forward and balance at bank differed slightly to the underlying workings. 3. Box 11 (inclusion of Trust transactions) was incorrectly completed in the draft AGAR. The Council does not account for any Trust transactions so should have ticked 'Yes' to state that the accounts excluded Trust figures.	Inf	Noted	NH	Apr-26
10.2 – Unadjusted error	The following items were not adjusted in the draft AGAR: 1. CCLA dividend payments are accounted for in the period received, so the income for the year includes the March 2025 balance (received April 2025 but not the March 2026 balance (received April 2026). As such income has always been accounted for in this way, each financial year contains 12 receipts and the difference year on year is not material to adjust.	Inf	Noted	NH	Apr-26
10.3 – Ensure all agreed audit recommendations are implemented	I checked to see that agreed audit recommendations had been implemented. I noted that all but one of the internal audit recommendations made in 24/25 had been implemented, with one recommendation being work in progress as it involves a third party supplier. I noted that all external audit recommendations had been implemented save the recommendation to consider internal audit competence. I recommend that internal audit competence is considered at the next Council meeting alongside independence and the internal audit work programme.	L	Agreed	NH	Apr-26

Annual Internal Audit Report 2025/26

Dorchester Town Council

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/04/2025 27/04/2026
23/04/2025 29/01/2026 02/04/2026

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date 02/04/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:



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 2026, that:

	Agreed		
	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 have assured 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, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2025/26 for

E Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,665,698	1,762,131	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	1,726,115	1,822,939	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	715,365	363,067	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	902,847	982,581	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	16,104	15,457	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,426,096	1,248,865	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	1,762,131	1,701,233	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	1,694,512	1,637,246	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,708,164	7,701,670	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	42,000	28,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 11 MAY 2026

COMMUNITY SANDBAG STORE

1. At the last meeting of the Committee it was agreed that the Town Clerk investigate the possibility of the Council providing a community sandbag store at Sandringham car park, with a report back to the next meeting.
2. Dorset Council has confirmed that it will provide filled sandbags to community sandbag stores on a discretionary (rather than there is a statutory requirement to do so) basis. This gives communities increased resilience and quick easy access to sandbags in a flood situation. These stores can be replenished with sandbags provided by Dorset Council at any time.
3. Dorset Council contact all stores in September/October time to check contact details etc. and whether they require any bags for the coming winter. The average store hold between 50 and 100 sandbags.
4. Community stores are run on best endeavours. They are provided, owned and operated by volunteers or local town and parish councils within each community. The owner takes responsibility for the store and is the point of contact during emergencies and for deliveries. Dorset Council holds a list of contact details.
5. Sandbag stores should be in an easily accessible place, preferably somewhere where the bags can be kept dry and safe. Dorset Council will provide the sandbags but do not collect or clear used or old bags and are unable to assist financially with setting up stores.
6. It is proposed that a badged metal lockable container (similar to that shown in the Appendix) of a size suitable for 50 to 100 sandbags be located at the southern end of Sandringham car park. The store to be unlocked and available for community use when weather alerts for heavy rain and flooding are received. This will enable to the store to be open when needed out of office hours. Information about the opening of the store will be provided through the Council's social media channels and on the website. It should be noted that the Council does not have sufficient staff to deliver sandbags so it will be for residents to arrange their own collection from the store.
7. The Committee is recommended to approve the provision of a community sandbag store at Sandringham car park at a cost of approximately £600.

Steve Newman
Town Clerk

Proposed metal, weatherproof and lockable sandbag store



DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 11 MAY 2026

NO VAPING POLICY

1. The Committee, at its last meeting, considered a new draft No Vaping Policy. It was resolved:-

“That the proposed ‘Vaping in the Workplace’ policy be considered again at the next meeting of the Committee following receipt of clarification in respect of exceptions to the policy.”

2. Peninsula, the Council’s HR advisors have reviewed the draft and have confirmed that:-

“the exemptions section could be deleted as the policy does not place a blanket ban on vaping - it can still be done outside in certain locations/times. So if a member of staff was vaping as way to stop smoking, then we’re not harming them by totally forbidding it.”

3. The revised policy with the exceptions clause removed is attached for approval.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

Vaping in the Workplace Policy

1. Policy Statement

Dorchester Town Council is committed to providing a safe, healthy, and comfortable working environment for all employees, visitors, and contractors. This policy sets out the Council's rules on vaping (use of electronic cigarettes, e-cigarettes, or similar devices) in and around its premises, in compliance with UK legislation and best practice.

2. Scope

This policy applies to:

- All employees, Councillors, contractors, agency staff, volunteers and visitors;
- All Dorchester Town Council premises.

3. Definition

For the purpose of this policy, vaping refers to the use of electronic nicotine delivery systems including e-cigarettes, vape pens, and other similar devices.

4. Policy Guidelines

- **No Vaping Indoors:** Vaping is not permitted inside any enclosed or substantially enclosed workplace premises, including offices, meeting rooms, toilets, corridors, lifts, kitchens, and communal areas.
- **No Vaping in Front of Clients:** Employees must refrain from vaping when on client premises, during off-site meetings, or in any situation where they represent the Council.
- **Consideration for Others:** Employees should be mindful of the comfort of others when vaping outdoors, and avoid crowded public areas or gathered entrances/exits.

5. Compliance

Failure to comply with this policy may lead to disciplinary action in line with Dorchester Town Council's disciplinary procedures.

6. Support

Support for employees who wish to stop vaping or smoking is available.

7. Review

This policy will be reviewed regularly and updated as necessary to reflect legislative changes or Council requirements.

END

Dorchester Town Council

Management Committee 5th May 2026

Minute Extract

56. Outdoor Services – Update Report

The Assistant Town Clerk (Outdoor Services) presented the update report on the work of the Outdoor Services team. The new area of Maples in Borough Gardens had been planned out by the staff and the newly planted Limes were doing well. Cllr Jones enquired about the water leak at the Louds Mill depot, and the Assistant Town Clerk explained that monitoring of water bills by the Responsible Financial Officer had identified the problem. The issue of the water feature in The Great Field play area was discussed and officers would bring forward a report to a future meeting proposing the removal of this feature. An update on the Duchy of Cornwall's tree works at the Holmead Walk open space was also provided.

Resolved: Edward Road play area

- a) That the Committee agrees works to improve Edward Road play area over the course of the summer. The major elements requiring Play Equipment reserve funding are the renovation of a section of boundary fencing which has corroded and replacement of safety surfacing. It is hoped equipment already in stock will replace the main climber unit and avoid further capital outlay, existing equipment will not be removed until this is certain.
- b) That Policy Committee is requested to agree the release of £6,000 from the Play Equipment reserve.

Resolved: Poundbury Cemetery Building

- c) That the Committee agrees works to renovate the main Poundbury Cemetery building over the course of the early summer. The major elements requiring reserve funding are Doors, gates, limited roofing and plumbing. Additional decoration works and rendering repairs will require funding for materials but will be carried out by the in-house team.
- d) That Policy Committee is requested to agree the release of £5,000 from the Cemetery reserve.

57. Town Pump Renovation Project

The Assistant Town Clerk provided an update on the work of the Dorchester Civic Society in developing plans for the refurbishment of the Town Pump and re-installing a water fountain. Draft plans for the wider enhancement of the Cornhill area will be shared with the working group in June and then presented to a future meeting of Policy Committee.

Resolved:

That the Committee:

- a) supports the Dorchester Civic Society's plans for the renovation of the Town Pump;
- b) requests that Policy Committee considers providing funding for the project from the Public Realm reserve as part of the overall Cornhill enhancement scheme.

62. Refurbishment of Weymouth Avenue Skatepark

The confidential item on a proposal for the refurbishment of the skatepark was discussed by the Committee. Members highlighted the popularity of the skatepark with local young people and the importance of not undertaking any repair works during the school holiday periods.

Resolved:

That the Committee:

- a) agrees the use of Maverick Industries Ltd as preferred contractor for this project due to their expertise in the provision and maintenance of the skate park and their long-standing relationship with the council;
- b) agrees to the proposed works and recommends to Policy Committee that £5,600 of funding is made available from the council's Play Equipment reserve.