

Draft comments on Dorset Council's Local Plan

I am most grateful to all Councillors who provided comments on this. As we have all realised the volume of information which has been provided is too large to allow a full review in the time provided, even if we had the necessary expertise to analyse it thoroughly. I have therefore attempted to distil your thoughts into answers to some of the questions posed in the on-line version of the Plan. As with the comments on the Climate Change document, most of the Parish Council's views are more easily put into the final open section which invites any other comments

Q. Do you have any comments on the Vision and Strategic priorities?

The Vision and Strategic priorities are welcome high-level aspirations which are clearly expressed. However, Broadmayne Parish Council is concerned that the plan does not provide the necessary detail to show how those aspirations are to be achieved. We will return to this in our response to the final question.

Comment on policy DEV1: The housing requirement and the need for employment land in Dorset

We note that the section of the plan dealing with the need for housing and employment land in Dorset begins by saying that the Government has recently proposed changes to the 'standard methodology' which would alter the number of homes that are required across Dorset and that once changes have been made to the standard method, they will be reflected through subsequent iterations of the plan and prior to the publication stage. Housing is the key element of this plan and it seems a perverse way forward to launch a consultation based on figures which are subject to review. In addition, Broadmayne Parish Council is aware that last year CPRE commissioned independent [research](#) into Dorset's housing needs which indicated that the government's housing targets were, at that time, way in excess of any sensible forecast of local housing need and that the Government's targets and algorithm are based on outdated and flawed population and household projections. Both the government's own position and the CPRE research indicate that taking the plan forward at this stage is premature. In any case, there is no reason why Dorset Council should not challenge any centrally imposed housing targets. The National Planning Policy Framework (NPPF) provides that exceptional circumstances can justify an alternative approach to centrally imposed figures (e.g. over 50% of Dorset's area falls with AONBs).

Q. Do you have any comments on Spatial strategy and settlement hierarchy?

Broadmayne Parish Council welcomes the fact that Broadmayne and West Knighton have been designated as 'Tier 3' within the Central Dorset functional area, meaning that its development boundaries will be retained, with small-scale infilling to meet local needs.

Comment on Policy DEV 3: Growth in the central Dorset functional area

Broadmayne Parish Council notes that “significant expansion ... of the village of Crossways / Moreton Station” is planned, and for employment “the development of allocated sites at Crossways / Moreton Station”. This growth will have implications for the volume of traffic using the A352 (which effectively bisects the village of Broadmayne). Also see our comments on section 27.

Comment on Policy DEV 6: Development at villages with development boundaries in rural Dorset

Broadmayne Parish Council thinks that the provisos in this policy should also cover the implications of the development for parking and traffic/road safety. Broadmayne Parish Council frequently makes comments or objections to planning applications based on those factors and about which Councillors and local residents have personal experience. However, those views are very rarely acknowledged.

Q. Meeting the housing need

See our comments on Policy Dev1.

Broadmayne Parish Council is also concerned about references here and elsewhere to helping to meet the housing needs of neighbouring authorities which are unable to meet their own targets. It would be helpful to understand how that obligation arises.

Q. Meeting the employment need

There seems to be no mention, either in this section or elsewhere of the impact of the pandemic on employment.

Comment on Policy ENV1: Green infrastructure: strategic approach

The first bullet point of III should be amended to read:

- enhancing and connecting cycling and walking provision between local facilities (including neighbouring villages and towns), local open spaces and where appropriate, the countryside;

Comment on policy ECON4: Town centre impact assessments

Again, Broadmayne Parish Council is surprised to see that there is no mention of the impact of the pandemic on town centres. At the time of writing (six weeks into the third lock-down), the impact on Dorchester town centre appears to have been devastating and likely to require a radical re-think of this part of the plan.

Comment on policy ECON6 Supporting vibrant and attractive tourism

Broadmayne Parish Council notes that Dorset Council has just announced the closure of its remaining TICs, including that in Dorchester. Plans of how these facilities are to be replaced should be part of this plan.

Comment on Section 23: Dorchester

Reference is made in several places to the importance and necessity of parking within the town centre, and the importance of any development on existing car parks needing to include the retention of existing parking spaces and catering for additional demand (Paras 23.4.7 – 9). However, there don't seem to be any clear proposals as to how this will be achieved, other than a one line mention of a master plan being produced. The vision mentions “good quality transport links to the surrounding towns and rural area”, and this of itself, if achieved, would go some way towards ameliorating an ever expanding need for car parks.

Town Centre Strategy

There is mention here of the impact of Covid-19 pandemic but as mentioned in a previous answer, these appear to be so significant in relation to Dorchester (and indeed, more generally with the shift to on-line shopping) that a major re-think of this part of the plan will be needed.

High East Street/High West Street

The suggested policy says measures to reduce traffic flows along these streets will be supported, but again no indication of how this will be achieved.

Dorchester Transport and Environment Plan

All the problems of traffic are recognised but it would seem without any clear plans for a solution, other than that master planning is under way. Land is to be provided for a park and ride, but will this be effective? A previous park and ride scheme was abandoned.

Comment on Section 27: Crossways/Moreton Station

There is a lack of information about how the proposed developments at Crossways and Moreton Station will impact on the surrounding villages. The plan makes it clear that pedestrian and cycle links will be provided within the new developments to the centre of the village and to the station, and it is mentioned elsewhere that there are plans to improve the connection to Dorchester by means of the construction of a link road to the West Stafford bypass (which would enable the Woodsford level crossing to be closed), funded by contributions from developers. Broadmayne Parish Council welcomes the proposal to build this link road because it will offer some mitigation against the likely increase in the volume of traffic on the A352 which runs through the village of Broadmayne. The Parish Council is disappointed that there is no mention of a designated cycle route between Crossways and Dorchester, and takes the view that it should be planned at the same time as the road, and not considered as an after-thought.

General comment on the plan and consultation process

Broadmayne Parish Council is concerned about the way in which this consultation has been carried out, and by the timing. Residents have been presented with a draft plan, rather than consulted on what the plan might contain, and this immediately raises concerns about how much influence any comments are likely to have. Very large amounts of accompanying documentation have been produced, but rather than informing comments, these present a daunting prospect with which few will be able to engage in practice, partly because of lack of experience in the field and particularly given the short time period during which comments have been invited. The standard period for a central government consultation is three months but only eight weeks had been allowed for this major and important consultation. This short period is exacerbated by the fact that we are still in the midst of the pandemic and currently experiencing the third-national lock-down and with libraries closed anyone without internet access is effectively denied participation. The timing of this process is also questionable given the government's decision to review how housing targets are calculated, and the impact of the pandemic on employment and retail issues.

Turning to the content of the plan, whilst the overall vision and strategy are clear, there is little detail as to how they are going to be achieved. There are statements about the services and facilities which would be needed to support the new housing which is being planned but the methods for ensuring they are provided is unclear. The same is true of measures to combat climate change such as electric vehicle charging.

BROADMAYNE PARISH COUNCIL

FINANCIAL REGULATIONS

ADOPTED 1 MARCH 2021

The Financial Regulations were reviewed in early 2021 and adopted by Broadmayne Parish Council at its meeting on 1 March 2021. [Note that these Regulations are based on the NALC model Regulations; for ease of comparison the NALC numbering system is used throughout and where a particular NALC Regulation has not been adopted its number is shown in square brackets, along with the words 'not included'.]

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1 GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents¹ providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud;
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement², the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9 The RFO:

¹ The Standing Orders, the Financial Regulations and the Code of Conduct.

² Part of the external audit form

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;

- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve all grants and commitments; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Chairman and Vice Chairman, following the employee's annual appraisal.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils—a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 On a monthly basis the Chairman shall verify bank reconciliations (for all accounts) produced by the RFO. The Chairman shall sign the original bank statements as evidence of verification. Any exceptions shall be reported to, and noted by, the Council. In February of each year, a member of the council other than the Chairman shall be appointed to review the internal controls with the Clerk (including spot checks of reconciliations), and to report back to the Council.

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or

external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

[3.1 Not included.]

3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.

- 3.3 The Council shall consider annual budget proposals in relation to a three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement) and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.5 The approved annual budgets shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The Council for all items over £500;
- The Clerk, in conjunction with the Chairman of Council, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.4 The RFO will inform the Council, in good time, of any externally recommended changes in salaries impacting on the budget requirement for the coming year.
- 4.5 In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall on a monthly basis provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.
- 4.10 No Councillor shall admit financial liability or imply acceptance of any contract or expenditure on behalf of the Council unless same has been agreed in Council or under specific delegated responsibility.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, as part of the agenda for the meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5 The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before

the next scheduled meeting of Council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
- c) fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6 For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7 [Not included.]

5.8 [Not included.]

5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. **INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being

made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), and any payment to central government and its agencies, or to local government, may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- [6.18 Not included.]
- [6.19 Not included.]
- [6.20 Not included.]
- 6.21 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk, for example for postage or minor stationery items, shall be refunded on a regular basis.
- [6.22 Not included.]

7 PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- [7.4 Not included.]
- [7.5 Not included.]
- 7.6 An effective appraisal system should be maintained for the Clerk/RFO.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained

in the custody of the RFO.

- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (authorisation of payments) and Regulation 6 (instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- [9.10 Not included.]
- 9.11 Income from sale of capital assets (eg land, buildings, etc) of £10,000 or more may only be used for the redemption of debt or for further capital purposes.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 (h) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
 - (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500 in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council;
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - (b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the

Council shall comply with the relevant requirements of the Regulations³.

- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) Any invitation to tender issued under this regulation shall contain a statement consistent with Standing Order 36(c) and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk should strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the Council does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER

³ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

⁴ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

[13. STORES AND EQUIPMENT – NOT INCLUDED]

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased, or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets

shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment, per Financial Regulation 17, the Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk/RFO shall advise the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

[16 CHARITIES [NOT INCLUDED]

17 RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

BROADMAYNE PARISH COUNCIL
INTERNAL AUDIT PLAN/CONTROLS 2021–2022

(questions to be considered by the Internal Auditor, and by the Parish Council in undertaking its annual review of internal controls, and throughout the year when considering any financial transactions. The aim is 100% compliance with the internal controls.)

1	BOOK-KEEPING
a	Is the cash book maintained and up to date?
b	Is the cash book arithmetically correct?
c	Is the cash book regularly balanced?
2	PAYMENT CONTROLS
a	Has the Council formally adopted standing orders and financial regulations?
b	Has a Responsible Financial Officer been appointed with specific duties?
c	Have items or services been procured in line with Standing Orders and Financial Regulations?
d	Are the payments in the cash book supported by invoices, authorised and minuted?
e	Are payments in the cash book correctly analysed?
f	Has VAT on payments been identified, recorded and reclaimed?
g	Have there been any large capital contracts?
h	If yes to the above question, have these been correctly administered?
i	Is Section 137 separately recorded and within limits?
3	RISK MANAGEMENT ARRANGEMENTS
a	Do the minutes identify any unusual financial activity?
b	Do the minutes record the Council carrying an annual risk assessment?
c	Do minutes record an annual review of internal audit?
d	Is insurance cover appropriate and adequate?
e	Are internal controls documented and regularly reviewed?
F	Is an internal audit carried out on a regular basis (every four months)?
4	BUDGETARY CONTROLS
a	Has the Council prepared an annual budget in support of the precept?
b	Is actual expenditure against the budget regularly reported to the Council?
c	Are there any significant unexplained variances from budget?
5	INCOME CONTROLS
a	Is income properly recorded and promptly banked?
b	Is all income due to the Council collected?
c	Do rents and other charges agree with those set by the Council, with any exceptions approved by the Council?
d	Does the precept agree with that approved in the previous year's budget?
e	Are the security controls over cash adequate and effective? <i>(As a rule there are no cash transactions)</i>

6	EXPENDITURE CONTROLS
a	Is all occasional spending by the Clerk, Councillors and other authorised persons recorded and supported by VAT invoices/receipts?
b	Is such expenditure reported to the Council?
c	Is reimbursement of expenditure carried out regularly?
7	PAYROLL
a	Does the only employee have a contract of employment with clear terms and conditions?
b	Does the employee's salary agree with that approved by the Council?
c	Are other payments to the employee reasonable, properly supported and approved by the Council?
d	Are all payments and deductions correctly coded and recorded?
e	Has PAYE/NIC been properly operated by the Council as an employer?
f	Has the correct amount of net pay been made to the employee?
8	ASSET CONTROLS
a	Does the Council keep an asset register of all material assets owned?
b	Is the asset register kept up to date?
c	Do asset insurance valuations agree with those in the asset register, taking into account the current market value of the item?
d	Are obsolete items regularly identified and details brought to the Council for a resolution to remove them from the register?
9	BANK RECONCILIATION
a	Is there a bank reconciliation for all accounts?
b	Are bank reconciliations done regularly?
c	Are there any unexplained balancing entries in any reconciliation?
10	YEAR END PROCEDURES
a	Are year end accounts prepared on the correct basis?
b	Do the accounts agree with the cash book?
c	Do the comparative figures agree with last year's statements?
d	Is there an audit trail from the underlying records to the accounts?
e	Where debtors and creditors exist at year end and are carried forward to the next financial year but not included in the financial statements, have they been properly recorded?
f	Are there any obvious errors or inconsistencies in the financial statements?
g	Do the figures on section 1 of the annual return agree with the financial statement?
11	Prior to the March meeting of the Parish Council (at which internal controls are reviewed) has a councillor (a different one each year) been nominated to undertake a detailed examination of the internal controls with the Clerk?

BROADMAYNE PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT: March 2021				
Topic	Risk Identified	H/M/L	Management of Risk	Control processes
Income				
Precept	Not submitted	L	Part of budget process.	Monthly calendar. Dorset Council sends a form in the autumn and chases non-return before the January deadline.
	Not paid by Dorset Council	L	Checked.	Monthly calendar.
	Adequacy of precept	M	Detailed budget preparation. Monthly financial statement shows actual against budget.	Monthly calendar.
Charges - Allotments	Rent demand	L	Monitored against schedule. Non-payment followed up as necessary.	Annual calendar.
	Handling and Banking	L	Payments requested to be made by cheque	Checked against schedule and banked immediately.
Rent income	Village Hall and playing field rents	L	Paid by Standing Order	Annual clendar- check receipt against bank statement.
VAT				
VAT claim	Annual claim not submitted	L	Clerk to check form submitted	Annual calendar - annual task
VAT claimed	Annual claim not received	L	Paid direct into bank	Check bank statement and receipt of advice slip.
Interest on bank accounts	Non-receipt	L	Bank sends monthly statement for main deposit account; check on line for BRS account	Check bank statements.
Expenditure				
Salary for single employee				
	Wrong salary paid	M	Council minute after annual appraisal	Verified by Members signing cheques for payment from supporting evidence on quarterly basis.
	Wrong hours paid	M	Council minute after annual appraisal	Verified by Members from records kept.
	Wrong deductions - NI	L	Use of HMRC Basic PAYE package.	Verified by Members from records kept.
	Wrong deductions - Income Tax	L	Use of HMRC Basic PAYE package.	Verified by Members from records kept.
Direct Costs and overhead expenses				
	Goods not supplied	M	Order system	Approval check.
	Invoice incorrectly calculated	L	Check arithmetic	Approval check.
Current (cheque) account	Insufficient funds transferred to cover cheques presented	M	Clerk must ensure transfer of adequate funds before posting cheques	Action check list for raising of cheques.

	Powers to pay	M	Clerk checks before grant made	Powers listed and Members verify.
	Agreement of Council to pay	L	Minute	All amounts for payment are listed for approval on monthly financial statement and minuted. List of all payments with minutes provided to internal auditor
	Cheque payments incorrectly made	M	Approval voucher is made out by clerk, and signed by 2 councillors. Dual cheque signatories neither of which is the Clerk. Cheque stub also signed by same 2 councillors.	Members verify.
Other matters				
Reserves - earmarked	Adequate	L	Considered at time of agreeing annual accounts	RFO's report to Council in support of annual accounts.
Assets	Loss, damage, deterioration in condition	M	The nature of the assets, village seats, etc means that it would be dealt with as it arises. Listed on asset register. Insured and amount reviewed.	Members verify asset register annually. Clerk has photographs of all seats, war memorial, millennium stone and equipment owned.
Third parties	Risk or damage to third party property or individuals.	M	Public liability insurance adequacy	Annual calendar.
Staff	Loss of Clerk	L	Amount held in reserves to cover Clerk's absence. Chairman and Vice-Chairman hold list of files.	Monthly calendar.
Data	Computer failure/loss of files through fire or theft	M	Data on PC laptop backed-up on external back-up drive and cloud.	Back up to external hard-drive on a monthly basis.
	Loss of financial transaction book	L	Held securely by Clerk	Photograph book on a regular basis
Fraud	Fraud by Clerk	L	Fidelity Guarantee value	Annual calendar.
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Annual calendar.
Cash	Loss through theft or dishonesty	L	Insurance cover review. Ensure adequacy of Fidelity guarantee insurance. Note that cash is not kept under normal circumstances	Annual. Calendar

Interest on bank accounts	Poor performance	L	Would be brought to the attention of the Council by the Clerk/RFO	Ongoing
Legal Powers	Illegal activity or payment	M	Clerk to check prior to or at time of Council's decision.	Ongoing
Financial Records	Inadequate records	L	Clerk always striving for improvements. There are 3 internal audits during year.	Each year, in February, a different Councillor reviews the financial records, processes and procedures with the Clerk
Minutes	Accurate and legal	L	Sent to all Councillors within week of monthly meeting. Confirmed and signed at following meeting.	On monthly Agenda.
Members' Interests	Failure to register/declare/seek dispensation in respect interests in accordance with the Code of Conduct	M	Members to be regularly reminded of the requirements of the Code of Conduct and of the need to complete new register of interest forms should circumstances change, and of the need to seek dispensations to speak, in writing, when necessary.	Annual calendar.
Audit	Failure to display required audit information on website	L	Part of annual audit process.	Annual calendar.
Chairman				
Clerk/RFO				
Date				

Susan Adams
20, Old Brickfields
Broadmayne
Dorchester, DT2 8UY

Telephone 01305 853935

Dr Janet Davis
Parish Clerk, Broadmayne Parish Council
Conygar Lodge,
Conygar,
Broadmayne,
Dorchester,
DT2 8LX

18 January 2021

Dear Janet,

Application for Grant for St Martin's Churchyard

I am writing, as in previous years, to ask whether the Parish Council would, once again, consider making a grant towards the upkeep of St Martin's churchyard/graveyard. It is important that we keep the area tidy and well maintained, and during 2020 this cost us £1,920. As usual the work covers both grass cutting and essential work to some of the trees in the churchyard.

I enclose copies of the invoices that we paid for this work to be undertaken; I also enclose a form to seek a grant, based heavily on the form which I submitted last year. Finally I note that you ask for copies of the annual account. I have enclosed these, but please note that they have not yet been examined.

Please let me know if you have any queries.

Yours Sincerely,



Susan Adams
Hon. Treasurer

<u>Invoices provided:</u>	
Grass cutting (May 2020) =	£375.00
Grass cutting (August 2020) =	£500.00
Grass cutting (November 2020) =	£625.00
Total grass cutting =	£1500.00
Tree works =	£420.00

BROADMAYNE PARISH COUNCIL

Application for a Grant from the Parish Council

Name of Organisation: St Martin's Church Broadmayne

If a Registered Charity state Registration Number: _____

Contact Name: Susan Adams

Contact Telephone Number: 01305 853935 or 07946 956921

E-Mail Address: g_s_adams@btinternet.com

Full Address

Include Post Code: 20 Old Brickfields
Broadmayne
Dorchester
DT2 8UY


Amount of Grant Requested: £1,920.00 (or whatever the PC feels able to award)

Reason for application and use of funds if so awarded:

We continue to maintain the churchyard for the use of all villagers and residents of the surrounding area. It is not available only for church-goers, and the PCC (Parochial Church Council) of St Martin's must keep it in a safe and respectable condition. The same applies to the car park and although we have not had to spend anything on the carpark this year, it has been used mainly by members of the general public this year rather than to church activities. The condition has deteriorated somewhat and work will need to be undertaken in future.

In the interests of fairness I have not included costs incurred in respect of work in 2019 (£875) which were not invoiced until well into 2020 in error by the provider.

I attach the latest Annual Accounts/ Audited Annual Accounts for the organisation or society.

Signed: 

Please refer to the notes overleaf and return the completed form to

Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2021-24

We are consulting on our draft Community Safety Plan, which sets out the key challenges and risks facing us over the coming years. With future financial uncertainty, the plan details what we intend to carry on doing and what we intend to review and do differently, in order to continue to provide a high level of service to our communities.

Working with others is central to how we deliver our services, and this will continue to be at the heart of everything we do. For that reason, we invite you to [visit our website](#) to view our draft plan and the accompanying video, which provides a short overview.

The consultation period runs from 17 February until 13 May 2021 and we would welcome your feedback, through a short set of questions on our website. If you wish to raise anything specific, or require any further assistance in accessing the information, please email us directly at consultation@dwfire.org.uk.

Kind regards



CLlr Rebecca Knox
Chair of the Fire and Rescue Authority



Ben Ansell
Chief Fire Officer

Community Governance Review

Dear Clerks

Introduction

During the last few months, the Council has received a number of queries from parish councils asking how they can change their governance arrangements, all of which can be considered as part of a Community Governance Review (CGR).

The areas that CGRs cover are:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Increasing or decreasing the number of Councillors
- Creating ward boundaries or changing existing Warding arrangements
- Changes to Parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

The Process

The responsibility of undertaking CGRs falls to the principal council (Dorset Council in this case) and can be triggered in a number of ways including a request from a parish, a community petition or, as in this case, at the principal council's volition. As a principal council, we are required to undertake a review of governance arrangements of all parishes every 10-15 years, and as a number of tentative enquiries have been made, now seems the right time to carry out a council-wide review. The various predecessor councils had undertaken reviews but, for some, this was many years ago so now seems the right time to undertake this piece of work.

The legislation that covers CGRs requires any Review to be completed within 12 months of Dorset Council publishing its Terms of Reference which is the document that sets the process running. It's a very tight timescale so we wanted to put you on notice that we propose to "formally" start this piece of work in July this year. Please note, any changes to governance arrangements agreed as part of the Review cannot take effect until the next scheduled elections in May 2024.

The process that Dorset Council will follow will be:

- Publication of Terms of reference that sets out what will be covered – in this case it will be a review of all parishes that sit within the Dorset Council area (July 2021).
- Public consultation for 12 weeks seeking proposals/initial submissions.(5 August to 28 October 2021)
- Consideration of consultation responses and preparation of draft recommendations. (to be agreed at Full Council - December 2021)
- Public consultation on draft recommendations. (20 December 2021 – 28 February 2022)
- Consideration of further responses and then publication of final recommendations. (to be agreed at Full Council – April 2022)

Considerations

When preparing any submissions, we recommend that you take into account the considerations that Dorset Council will need to apply that are set out in the LGBCE Guidance - a link to the Guidance can be found [here](#). The considerations include:

- The need to secure that community governance within the area under review:
 - reflects the identities and interests of the community in that area.
 - is effective and convenient.
- The impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
- The impact on electorate size of future development within the next 5 years.

We will be able to assist by providing street lists with elector numbers and we will also be able to provide figures for projected future developments. We are currently looking at options for mapping facilities and will advise in due course if we are able to provide any assistance with this.

Any changes will be set out in a Reorganisation Order – the Order will include a detailed map of any boundary changes with any changes taking effect at the next scheduled elections ie May 2024.

Obviously, if your parish is content that the governance arrangements are working well then you do not need to make any submission.

What we are recommending to Parishes prior to the formal start of the process:

Whilst the process will not start formally until July, we recommend that parish councils start talking with their parish at an early stage. Whilst the 12 week consultation period may sounds like a long time, this will pass very quickly.

It is important that any submissions you make to the Council must achieve electoral equality – ie each Councillor will represent roughly the same number of electors.

If parishes are proposing changes, we will ask that you provide information about how this will ensure community cohesion eg what are the links within the community that leads you to recommend that certain areas should be linked together eg in the same ward or parish.

If parishes are seeking a change to the boundaries of the parish, we suggest that they start talking to the other parishes affected. Decisions are much more straight forward if there is community agreement.

I would ask that queries are kept to a minimum between March and 11 May as the Team will be busy administering the Police and Crime Commission election, and a number of parish by-elections and Neighbourhood Plan referenda, but will be happy to help outside of this period. If, in the unlikely event that the May election should be postponed, I will write to you all again with a revised timetable once we are in a position to produce this.

If you have any queries in respect of the proposal, please do not hesitate to contact the Team at the cgr@dorsetcouncil.gov.uk address.

Kind regards

Jacqui Andrews

Service Manager, Democratic & Electoral Services

Legal and Democratic Services, Dorset Council

01258 484325; CGR@dorsetcouncil.gov.uk