

Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

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Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Meeting of Weymouth Town Council

**DATE & TIME**: Wednesday 24th June 2020 at 7.00pm

**PLACE:** Council Offices, Commercial Road, Weymouth, DT4 8NG

A close up of a logo

Description automatically generatedThis is a meeting in public, not a public meeting.

Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. Members of the public can view the meeting on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC)

Should members of the public and press wish to attend Full Council meetings or ask a public question, please email [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk)

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA Town Clerk 18 June 2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome
2. Apologies
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor Question Time
6. Public Question Time
7. Town Mayor’s Announcements
8. Representatives on outside bodies and local updates
9. Dorset Council reports
10. Committee Minutes and Recommendations from other Committees
11. Internal Audit Reports
12. Annual Governance Statement 2019/20
13. Annual Accounts 2019/20
14. Earmarked Reserves
15. Governance improvements for Weymouth Town Council
16. Covid-19 Tenants and Licensee Policy and Support
17. Motion – Weymouth Ferry Service
18. Neighbourhood Planning
19. Sponsorship Policy
20. Crookhill and Commercial Road Leases
21. Play Area Leases
22. Response to Dorset Council’s Local Plan consultation
23. Committee Membership
24. Nomination to the Melcombe Regis Board
25. Information Items
26. **Welcome**
27. **Apologies for Absence**

To approve apologies for absence.

1. **Declarations of Interest**

To receive Members declarations of interest in matters on the agenda.

1. **Minutes of the last meeting**

To confirm the minutes of the meeting held on 29 April 2020.

**Recommendation:**

That Members approve the minutes as a true and accurate record and agree they be signed as such on a future date.

1. **Councillor Question Time**

No questions have been received. Prior notice preferred where possible.

1. **Public Question Time**

Questions referring to the work of Dorset Council will not be taken at this meeting.

The length of time available for public questions will be determined by the Chairman.

The following question has been received from a member of the public:

“Who paid for the original resurfacing of The Marsh when the track was taken up? It has been redone. Was this because of poor workmanship in the first place and so have local Council Tax payers paid for it twice?”

A verbal response will be given by Tara Williams, Parks and Open Spaces Manager.

1. **Town Mayor’s announcements**

To receive announcements from the Town Mayor.

1. **Outside Bodies and local updates**

No reports have been received.

1. **Dorset Council Reports**

No reports have been received.

1. **Committee Minutes and Recommendations from other Committees**

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Date | Minute Nos | Recommendations |
| Planning & Licensing | 21/04/20 | P00196 – P00204 | None |
| Planning & Licensing | 05/05/20 | P00205 – P00214 | None |
| Finance & Governance | 13/05/20 | F0085 – F0093 | Reserve Allocations |
| Planning & Licensing | 19/05/20 | P00215 – P00224 | None |
| Planning & Licensing | 02/06/20 | P00225 – P00234 | None |

**Recommendation:**

That Members note the minutes for the meetings listed above.

1. **Internal Audit Report**

The Interim Internal Audit was undertaken in March 2020 with the Final Internal Audit undertaken in June 2020.

The authority’s internal auditor, acting independently and based on an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls for the financial year ended 31 March 2020.

Based on the findings in the areas examined, the internal audit conclusions are summarised within the Annual Internal Audit Report 2019/20 that is contained the Annual Governance and Accountability Return (Appendix A). Set out 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.

In addition to the Annual Internal Audit Report 2019/20 the Internal Auditor has also produced its audit report in respect of the Annual Return 2019/20 (Appendix B).

Members are asked to consider and note the Annual Internal Audit Report 2019/20 contained within the Annual Governance and Accountability Return and the findings and outcomes that are contained within the final report from the Internal Auditors

**Recommendation**

That Full Council note the Annual Internal Audit Report 2019/20 contained within the Annual Governance and Accountability Return and the final report from the Internal Auditors.

1. **Annual Governance Statement 2019/20**

**Purpose of the Report**

This report presents the Annual Governance Statement to Full Council, for the financial year 2019/20, in the form of the Annual Governance and Accountability Return (AGAR) attached at Appendix A. Section 1 relates to the Annual Governance Statement 2019/20

**Requirements of the AGAR**

Smaller authorities are required by law under the Accounts and Audit Regulations 2015 to prepare accounting statements for the year ended 31 March 2020 in the form required by proper practices, as provided in the updated Joint Panel on Accountability & Governance, Governance and Accountability for smaller Authorities in England Practitioners’ Guide (JPAG).

**Annual Governance Statement (AGS)**

In accordance with the Regulations, the Council must consider the internal audit work performed and the internal audit arrangements in place between 1 April 2019 and 31 March 2020.

In addition to the assurance provided by the Internal Auditor, Councillors can be reassured that the Council has in place arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices, and that public money is safeguarded and properly accounted, due to the Council’s adherence to the Annual Governance Statement assertions, as detailed in Appendix C.

Members are asked to approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

**Recommendation**

That Full Council approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) and that the Annual Governance Statement be signed by the Chairman and Town Clerk of the meeting where approval was given.

1. **Annual Accounts 2019/20**

**Purpose of the Report**

This report presents the Annual Accounts to Full Council, for the financial year 2019/20, in the form of the Annual Governance and Accountability Return (AGAR) attached at Appendix A. Section 2 relates to the Accounting Statements 2019/20.

**Accounting Statements 2019/20**

The notes and guidance column within section 2 of the Annual Governance and Accountability Return (AGAR) gives information as to which areas are included within each box. These Statements have been reviewed by the Internal Auditors.

**Additional Unaudited Financial Statements**

In addition to the Accounting Statements contained within the AGAR the Council has produced additional financial statements to enhance the readers understanding of the Council’s financial position as at 31 March 2020 (Appendix D and E). The Income & Expenditure Account and Balance Sheet are not subject to external audit.

**Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return**

This notice will have an announcement date of 26 June 2020 giving any person interested the right to inspect the accounting records between the dates of 29 June 2020 and 7 August 2020. The full notice is shown at Appendix F.

**Recommendation**

That Full Council approve the Annual Accounting Statements for the year ending 31 March 2020 (section 2 of the Annual Governance and Accountability Return) and the Annual Statements be signed by the Chairman of the meeting where approval was given.

1. **Earmarked Reserves**

**Purpose of the Report**

The purpose of this report is to note the unaudited financial outturn position for Weymouth Town Council for the 2019/20 financial year and the balance of reserves for the year ending 31 March 2020. Members will be asked to consider and approve the allocation of the General Unallocated Reserves to specific Earmarked Reserves as per the recommendation from Finance & Governance Committee.

**2019/20 Outturn Position**

For the year ending 31 March 2020, the underspend for the year was £640,608**.** This amount is currently being held in a General Unallocated Reserve. This balance will be allocated in accordance with the decisions made by this Council today.

**Reserves**

Appendix G shows the reserve balances as at 31 March 2020.

**Transfers to Reserves**

£906,152 was received from Dorset Council during the year and transferred to earmarked reserves and represented amounts relating to commuted sums, community infrastructure levy receipts, section 106 receipts and other reserves that related specifically to the town of Weymouth and previously held by Weymouth and Portland Borough Council.

£300,000 has been set aside as part of the Councils commitment to build up an appropriate minimum level of prudent general reserves of £900,000 over 3 years. The draft underspend of £640,608 is currently showing as a general unallocated reserve and members should consider recommendations as to how this amount can be earmarked for future specific projects and priorities. Allocations from reserves that have already been agreed and actioned are shown below.

**Transfers from Reserves**

During the year, the following amounts were transferred from reserves to fund specific expenditure.

|  |  |  |
| --- | --- | --- |
| **Amount** | **Reserve** | **Purpose** |
| £55,571 | Council Set Up Reserve | Funding of specific set up costs |
| £13,499 | Vehicle Replacement Reserve | Purchase of an electric vehicle |

**Reserve Allocations**

Appendix H lists the amounts that have already been agreed by Full Council to be funded from the 2019/20 underspend and other reserves.

Appendix I lists the amounts that have been recommended by the Finance & Governance Committee to be funded from the 2019/20 underspend. Members are asked to review this list and approve the allocations to specific earmarked reserves.

**2020/21 Potential Overspend**

It is anticipated that there will be an overspend for the 2020/21 financial year which is as a result of the current COVID-19 situation. This in the main will be because of income for 2020/21 being greatly reduced. However, it is very difficult to predict with any certainty the exact amount that this will be. It is recognised that income receipts will remain highly dependent on the length of time current social distancing measures are kept in place and the lifting of restrictions on the gathering of people. Officers have calculated that a “worst case” scenario could see income being underachieved in the region of £500k.

Members are therefore asked to approve that the balance on the General Unallocated Reserve be earmarked to support the 2020/21 budget to fund any budget gap. Members are also asked to agree that any budget gap greater than the General Unallocated Reserve balance will be funded from other unrestricted reserves. The balance of the unrestricted reserves will form an integral part of the budget monitoring process for 2020/21 to ensure recommendations are made so that any budget gap can be funded.

**Allocation of General Unallocated Reserve**

The table below summarises the potential allocation of funds from the General Unallocated Reserve that was created as a result of an underspend for the 2019/20 financial year.

|  |  |
| --- | --- |
| Approved Amounts to be funded from 2019/20 Underspend - Appendix G | 83,500 |
| Potential amounts to be earmarked from 2019/20 Underspend - Appendix H | 320,700 |
| Amount earmarked to support any overspend in 2020/21 | 236,408 |
| **Balance on the General Unallocated Reserve as at**  **31 March 2020** | **640,608** |

**Impact Assessment:**

Equalities – None directly from this report

Environmental - None directly from this report

Crime and Disorder - None directly from this report

Financial – As set out in the report

Resources – As set out in the report.

Economic - None directly from this report

Risk Management – The Council will need to manage the risk associated with the loss of income during 2020/21. There are risks to Council assets should Members decide not to earmark some of the earmarked reserves for the maintenance and necessary enhancements of capital assets. The Council is building up a reserve to be set aside to cover any unforeseen circumstances.

**Recommendations**

1. That the reserve balances as at 31 March 2020 be noted.
2. That the allocations from reserves that have already been agreed to be funded from the General Unallocated Reserve and Other Reserves be noted.
3. That the recommended Specific Earmarked Reserve allocations recommended by the Finance & Governance Committee be approved.
4. That Full Council approve the allocation of the balance on the General Unallocated Reserve to support any budget gap in 2020/21 caused by a net overspend.
5. That Full Council approve the use of other unrestricted reserves to fund the budget gap should this budget gap be greater than the balance on the General Unallocated Reserve.
6. **Governance Improvements for WTC**

The Governance Working Group has discussed some ideas for changes to the Standing Orders (SO). Please refer to the attached document.

1. **Covid-19 Business Tenants and Licensees Policy and Support**

**Purpose of Report**

To consider the adoption of the Business Tenant and Licensee Support Policy at **Appendix J** and the appointment of three Councillors to a panel to determine the extent of any support that may be offered or provided to the Town Councils Business tenants or Licensees.

**Background**

The Town Councils business tenants and Licensees are facing varying levels of financial hardship and worry due to Covid-19. These are unprecedented times.

The UK Government introduced a range of business support measures available to UK Businesses and Employees including grants, loans, rate relief, employee retention schemes etc.

The Coronavirus Act 2020 protects Commercial tenants for non-payment of rent until August 2020. However, it does not remove an obligation to pay rent.

In support of our tenants and licensees, the Council deferred rental/fee payments due to be made to the Council for an initial period (until July 2020). This has reduced the immediate pressure on our tenants and licensees and has provided an opportunity for support to come through and/or applications for Government assistance to be made and where eligible received. It has also allowed for tenants/ licensees to evaluate their financial position. There is still a duty placed upon our tenants/ licensees to meet rental amounts this financial year.

We have continued to work with all our tenants and licensees, and the wider business community to ensure local businesses are aware of the support available and are applying for that support. The Council’s tenants and licensees include those businesses operating commercially from the Beach, Promenade, Parks, Gardens, and Open Spaces; and in connection with events sponsorship/promotional activities. The total Rents & Licences budgeted in connection with these for 2020/21 is £320,790.

The Council is receiving general requests for rental/fee support measures from tenants and licensees. If the Council is minded to provide assistance it is recommended that this should be considered on an individual basis and within a policy framework.

In a few instances, our tenants/licensees have requested that we commence invoicing them, using the financial support they have received from Government. However, currently the invoices raised amount to £40,000.

**Business Tennant and Licensee Support Policy**

Attached at **Appendix J** is the draft Business Tenant and Licensee Support Policy for the Council to consider. This details the framework in which any tenant/licensee support will be considered and where appropriate provided.

The objectives of the policy are: -

* To support the future viability and security of our business tenants/licensees where possible.
* To protect and maintain the Town Councils income in the medium to long term that supports the delivery of essential Council Services.
* To obtain best consideration for the Council taking account of these unprecedented times and the circumstances of the Town Councils tenants and Licensees on a case by case basis.
* To ensure that the Council adopts a fair and transparent approach.

The policy requires a transparent open book approach between the Councils tenant/licensee and the Council, providing full disclosure. The tenant/licensee will be required to complete and return a proforma document, providing detailed information.

The policy includes the types of support or rental concessions that the Town Council member panel would consider: -

* Rent/Fee deferment (inclusive of a revised payment schedule)
* Rent/Fee discount or waiver
* Rent/Fee free periods
* Lease/Licence extension (where legally enabled or entitled do to so)

Please note: Some options may not be available or appropriate to leases or licences that are due to expire within the next 12 - 24 months.

The Council is asked to appoint 3 Councillors to a Business Tennant and Licensee support panel. The member panel will determine the extent of any support that may be offered or provided at that time in accordance with the policy.

The Council is not bound to offer or provide any forms of financial support, arrangement or concession. It is recognised that as COVID-19 restrictions are lifted and the potential for further customers is increased; the circumstances and net position of business tenants/licensees may change. Grant aid and legal implications will need to be thoroughly examined.

The 2019/20 budget paper being consider by Council this evening, recommends that the balance on the Unallocated General Reserve be set aside to fund an overall budget gap in 2020/21 – This includes potential losses of income derived from the Town Councils business tenants and licensees.

**Impact Assessment:**

Equalities – The Policy will be applied on a fair and equitable basis. No equality impacts are foreseen through the direct application and adherence to the Policy

Environmental – None identified as a result of this report or application of the policy

Crime and Disorder – None identified

Financial – This approach is intended to support the future viability and security of our business tenants and licensees where possible and in turn protects and maintains the Town Councils future income that supports the delivery of essential Council Services.

Legal – Officers have obtained state aid advice including de minimis exemption.

Risk Management – Financial risk of income receipts not realising budgeted amounts.

**Recommendation**

That Full Council:

1. Approves the setting up of a Business Tenant and Licensee Support Panel; and if approved
2. Nominates 3 Councillors to the panel; and
3. Adopts the attached Business Tenant and Licensee Support Policy; and
4. delegates authority to the panel to make decisions to support tenant’s/licensee’s financial hardship and the best interests of the Council as detailed within the report and Business Tenant and Licensee Support Policy.
5. **Motion – Weymouth Ferry Service**

Proposed by Cllr Jan Bergman. Seconded by Cllr Colin Huckle

**Summary**

At its last meeting on the 29th April 2020, Weymouth Town Council (WTC) agreed that Councillors Bergman and Huckle would undertake initial investigations into a potential Weymouth ferry service and report back.

Initial investigations have been completed which demonstrate commercial support and potential support from Guernsey in establishing a passenger ferry service including Weymouth. This Report recommends and proposes that a task group now be established to undertake further work into a possible service, though based on two criteria set out later in this Report.

**Initial investigation/feasibility**

Our investigations included contacting Brittany Ferries (France), Red Funnel Ferries (Southampton) and marine consultants advising the States of Guernsey. All three organisations have replied and registered potential support for introducing a passenger ferry service at Weymouth, with one offering possible financial backing supporting a service. Replies from two Chief Executives and a transport adviser for the States of Guernsey are appended to this Report.

It must be noted that these have been initial investigations and any further investigations should involve liaising with a wider range of potential stakeholders.

On further assessment, it is feasible that a ferry service could be provided linking the Channel Islands and possibly the Isle of Wight, which is economically viable and should not require any financial subsidy from either Dorset Council (DC) or Weymouth Town Council (WTC).

With particular regard to The States of Guernsey, it is possible that Guernsey would wish to introduce, and financially support, ferry services to include Alderney as an alternative to air transport.

A potential concern could be any effect a ferry service could have on the harbourside. It is entirely feasible that a passenger ferry service, in particular, would not adversely affect the pedestrianisation of the harbourside.

It should again be noted that further investigation needs to be carried out taking into account the significant benefits to Weymouth that a ferry service could bring. In our view further investigation should involve DC and David Walsh, Growth and Regeneration Manager, DC has agreed to be included on a task group.

Some years ago there were discussions between the then Council and Condor Ferries which were non-productive from Weymouth’s perspective. This should not adversely affect any future work or strategy for a number of reasons. One being Condor Ferries is now owned by a consortia which includes Brittany Ferries which have better access to a varying fleet and size of ferry which could be more suitable for Weymouth.

Furthermore, it could be argued that Weymouth is a more accessible port and more commercially viable than Poole. Past failed negotiations should therefore not influence the position of WTC.

**Potential benefits of a ferry service**

Some potential benefits of a passenger ferry service from Weymouth to the Channel Islands include the following:

● Increased employment opportunities for Weymouth residents. This particularly includes skilled employment opportunities;

● Potential engineering apprenticeships for younger people in Weymouth;

● Increased trade for Weymouth’s hotels, restaurants and bars etc;

● Increased business and therefore more support for Weymouth precinct and shops;

● Leisure and travel opportunities for local people. This may be increasingly beneficial due to future difficulties in travelling abroad;

● In our view, a major advantage is in the support of learning for Weymouth school children and college students. For example, Guernsey has enormous history demonstrating the bravery of British citizens in World War II and associated cultural history for example the Guernsey Literary and Potato Peel Society. What an opportunity for Weymouth’s students to have easy access to this wealth of history and culture;

● The creation of investment opportunities in Weymouth. Post Covid 19 could see opportunity arising and improved linkage to the Channel Islands this may offer investment advantages.

**Proposal**

It is proposed that a short life task force be established which will now take forward the feasibility of a ferry service in more depth. Whilst acknowledging the benefits outlined above, the task group would take into account two specific criteria:

● That any ferry service should be compatible with the pedestrianisation of the harbourside;

● DC/WTC should not subsidise a service.

A task group would be expected to formalise discussions with not only the two ferry companies mentioned in this report but other potential providers and to make formal contact with the States of Guernsey, bearing in mind the above criteria.

It is proposed that the short life task force consists of the following:

* The Mayor (to Chair)
* Interested Weymouth Town Councillors
* Economic Growth Manager (DC)
* Chairperson (Harbour Committee)
* Harbour Master (DC)
* Transport Officer (DC)
* Representative from BID
* Representative from Weymouth Chamber of Commerce
* WTC officer support

**Recommendations**

That the Council:

* + - 1. Agrees to establish a short life task group to take forward the feasibility of a ferry service within the two criteria mentioned above
      2. Requests the task group to report back to Full Council as work develops

1. **Neighbourhood Planning**

**Background**

A neighbourhood plan puts in place planning policy for a neighbourhood area to guide future development. A neighbourhood plan is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, design, heritage and transport) or it may focus on one or two issues only.

These may be issues that are relevant to the whole neighbourhood or just to part of the neighbourhood. It is for those producing the plan to decide on its scope and content as a planning document.

Source: Neighbourhood Plans Roadmap [neighbourhoodplanning.org](http://www.neighbourhoodplanning.org)

The Neighbourhood Plan working group has met over the previous months and debated the merits of having a Weymouth Neighbourhood Plan.  The recommendation is to proceed and produce a costed production plan and outline, engaging a local consultant to assist.  The next step is to apply to Dorset Council for formal area designation, on the basis of the current boundary of Weymouth Town Council as established in April 2019.

Area designation enables the group to engage Locality for grants (Basic £10K, Additional £8K for large parishes with more than 25,000 people, and Affordable Housing for Sale £10K) which we intend using to fund the consultant.  Initially we shall apply for the Basic Grant of £10K as grant needs to be spent in a single Financial Year.

At all stages it is important to engage and consult our communities.  The working group intends to form a Steering Group with local community representatives and business representatives to both steer and produce the Weymouth Neighbourhood Plan in consultation with residents.

The first step in community engagement will be online, through community groups and through print and radio.  As Covid-19 lockdown eases it is intended to hold public engagement sessions across the town council area.

Sutton Poyntz have been successful in producing and having approved a Neighbourhood Plan which covers an area within the town council boundary.  The new Weymouth Neighbourhood Plan will ensure that the Sutton Poyntz plan is respected and included within the new developing plan.  A representative of the Sutton Poyntz Neighbourhood Forum will be invited onto the Steering Group, as will other community representatives.  Portland has a Neighbourhood Plan and Chickerell is completing theirs.

It is acknowledged that producing a Weymouth Neighbourhood Plan is a significant activity which it is estimated will require 3 years to complete. We shall be asking for support from members in engaging and representing their communities in its production.  It is for this reason that our next step is produce a fully costed plan (both time and money) for the production of the Neighbourhood Plan.

At the end of this period, estimated 6 months, we shall put the costed plan and outline before full council for endorsement to proceed with detailing the plan.

**Benefits**

A Weymouth Neighbourhood Plan allows Weymouth to express its priorities for development around social, economic and environmental issues

Communities and business will drive and guide policy.   Residents’ input will provide weight to the development plan and will assist WTC in responding to the parallel development of the Dorset Local Plan.

A Weymouth Neighbourhood Plan allows us to promote community-led strategies, and build these into a vision and land development policy for the future.

When the plan is made the Parish Proportion of CIL monies increases from 15% to 25%

**Recommendations:**

That Full Council approves of the next steps in producing a Weymouth Neighbourhood Plan.  It authorises the working group to:

* formally seek area designation, from Dorset Council, of the area within the Town Council boundary,
* seek views from our communities to inform the local planning policy work
* apply for grants from relevant bodies
* engage a local consultant to assist in developing the Weymouth Neighbourhood Plan

1. **Sponsorship Policy**

**Purpose of Report**

To consider the adoption of the joint Corporate Sponsorship policy at Appendix K.

**Background**

The Town Councils Income Generation Working Group consisting of Cllr Taylor (Chair), Cllr Harris, Cllr Wakeling, Cllr Wheller and Matt Ryan has brought forward the Sponsorship policy. The policy has also been shared with members of the Financial and Governance Committee enabling comments and suggestions to be incorporated.

Sponsorship in accordance with the Policy is defined as: “an agreement between the Council and the sponsor, where the Council receives either money or a benefit in kind in support of an event, activity, campaign, facility, asset or initiative from an organisation or individual which in turn gains publicity or other benefits”.

The adoption of the Sponsorship Policy will enable the Council to seek and maximise the financial return from activities carried out by services and functions within a clear and consistent framework. These undertakings will vary from title sponsorship of a Council event, digital, uniform branding to commercial promotional sites on Council land.

The policy sets out a fair, consistent, and transparent Sponsorship process to protect the image and reputation of the Council, members, and its officers. It also provides the Council with an appropriate level of governance whilst enabling Officers and Members to maximise on sponsorship and income opportunities.

Sponsorship provides a method to reduce Council revenue costs enabling investment into quality services and priority projects.

**Impact Assessment:**

Equalities – The Policy requires all sponsors to operate within such legislation as the Sex Discrimination Act, Race Relations Act, Disability Discrimination Act and Equality Act.

Environmental – Businesses will be required to work with the Council to implement best practice sustainable measures.

Crime and Disorder – Non identified.

Financial – An effective Sponsorship Policy provides an opportunity to generate much needed additional income.

Risk Management – An effective sponsorship policy will enable the application of a consistent and transparent process. The adoption of a coherent and practical sponsorship policy will help to reduce any negative impacts and protect the image and reputation of the Council, members, and officers.

**Recommendation**

That Full Council approves the adoption of the Sponsorship Policy to maximise the financial return from activities carried out by the Councils services and functions.

1. **Crookhill and Commercial Road Leases**

**Crookhill Lease**

The Crookhill lease forms part of the Local Government Reorganisation arrangements with Dorset Council to enable the continued operation of the Town Councils Parks and Opens spaces team from these premises. Dorset Council is the freehold asset owner.

The lease term is from the April 2019 until 31st March 2024 at a rent of £16,800 per annum. This includes the costs incurred by Dorset Council for utilities, support, protection and building insurance. The lease may be terminated by Dorset Council on the 1st April 2020 or at any time thereafter by giving not less than 12 months’ notice. The Town Council may provide 6 months’ notice to terminate the lease.

**Commercial Road (Town Council Offices)**

The Commercial Road lease enables Dorset Council to provide essential services to Weymouth residents. Dorset Council also provides reception duties for the Town Council. The Town Council is the freehold asset owner of the Commercial road offices.

The lease term is from the April 2019 until 31st March 2024 at a rent of £16,800 per annum. This includes the costs incurred for utilities, support, protection and building insurance. The lease may be terminated by the Town Council on the 1st April 2020 or at any time thereafter by giving not less than 12 months’ notice. Dorset Council may provide 6 months’ notice to terminate the lease.

The leases have been reviewed by Officers and the Town Councils legal advisors who are satisfied with their content.

Both leases are contracted out of the security of tenure provisions in the Landlords and Tenants Act 1954.

**Impact Assessment:**

Equalities – None identified.

Environmental – Forms part of the Town Council and Dorset Council climate emergency work and mitigating their associated carbon footprints by 2030.

Crime and Disorder – None identified at this time.

Financial – The level of rent and associated costs to be met by each Council is detailed in the report.

Economic – The premises support the delivery of local public sector services that benefit the local economy. The Councils are a sizeable local employers.

Risk Management – The freehold Council is responsible for the management and implementation of safe working conditions for all personnel.

**Recommendation**

That Councillors agree to the official sealing and signing of the leases.

1. **Play Area Leases**

As part of the Local Government Reorganisation arrangements it was agreed to transfer most of the play area assets on a freehold basis to Weymouth Town Council. However, in accordance with the Shadow Dorset Executive principles in respect of transfers to Town and Parish Councils there are three properties where it was decided to transfer these leaseholds; having been identified with a future alternative financial value. These plays area are:-

• Melcombe Regis Play area

• Southill Play area

• Louviers Road Play area

Dorset Council are the freehold asset owner. The three separate leases enable the continued use and protection of these locations as Play areas for a term expiring on and including 1st April 2144. The rent is set at a peppercorn. The leases may be terminated by either party by giving not less than 12 months’ notice. The Town Council is responsible for the continued management, maintenance and all costs

The leases have been reviewed by Officers and the Town Councils legal advisors who are satisfied with their content.

Both leases are contracted out of the security of tenure provisions in the Landlords and Tenants Act 1954.

Impact Assessment:

Equalities – None identified.

Environmental – As part of the Councils commitment to sustain measures – future considerations relating to the procurement of equipment will need to be carried out. The Councils carbon report and mitigation measures report will provide and influence all areas of the Councils operating model.

Crime and Disorder – None identified at this time.

Financial – The Council is required to meet ongoing costs. These are included into the Councils budget.

Economic – None identified.

Risk Management – The Town Council is responsible for the management and implementation of Health & Safety legislation including inspection regimes.

**Recommendation**

That Councillors agree to the official sealing and signing of the three Play area leases.

1. **Response to Dorset Council’s Local Plan consultation**

Earlier this year Dorset Council submitted a summary of the Local Plan for comment by Town Councils with a due date of 31st March 2020.  The Planning & Licensing Committee asked for an extension of this to 15th April but were unable to consider the item within the timescales. Further extensions were not possible. Councillors agreed the attached response by email and it was sent to Dorset Council on 17 April. Dorset Council have confirmed receipt.

The policy team at Dorset Council are drafting proposals for the plan with the aim of undertaking a formal, public consultation in the autumn of this year.

**Resolution**

Councillors are asked to formally endorse the response sent to Dorset Council on 17 April 2020.

1. **Committee Membership**

Due the vacancy in Wyke and a request for changing the Planning and Licensing Committee membership, Members are asked to approve the following changes to Committee membership:

* + - 1. That Cllr Ken Whatley become a permanent member of the P&L Committee to fill the existing vacancy.
      2. That Cllr David Northam is appointed as a permanent member of the P&L Committee to replace Cllr Kanji who wishes to stand down.
      3. That Cllr Kanji replaces Cllr Roos on the Appeals Committee to ensure that Standing Order (Appendix A) 1.6 that “Every Member shall serve on at least one standing committee” is complied with.

**Recommendation:**

That Councillors agree the permanent Committee membership changes as detailed in the report.

1. **Nomination to the Melcombe Regis Board**

Dorset Council are looking to re-start a board focussing on Melcombe Regis and the neighbouring areas. A new Board is being created which will form a much tighter and strategic executive which would be a Member body. This will be supported by an operational delivery group which would be responsible for the delivery.

Dorset Councillor Cllr Graham Carr-Jones will be chairing this board in his capacity as Dorset Council’s Cabinet Member for Housing and Community Safety and it will be made up of the PCC Martyn Underhill, Cllr Rebecca Knox (Chair of the Dorset Council Health and Wellbeing Board and member of the Dorset and Wiltshire Fire Service Committee) and Cllr Jon Orrell as the local Unitary councillor.

Cllr Carr-Jones has requested that Weymouth Town Council nominate and elected member to be part of the board. Dorset Council suggest the following criteria.

* Good community links
* Good links with the voluntary sector
* Good working knowledge of housing and community safety matters
* Good knowledge of the Health and Wellbeing agenda
* The ability to enable good partnership working across all agencies.

**Recommendation:**

That Councillors agree a Councillor to be nominated to the Melcombe Regis Board.

1. **Information items**

**Actions from previous Full Council meetings**

Please note that actions that have previously been reported to a Full Council meeting as “completed” are not shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 29/04/20 | All | Where an action from a meeting is for a letter to be sent, the letter to be attached to the next agenda in order that Members have sight of it. | Ongoing |
| 19/02/20 | IM | To discuss with WTC’s internal auditors the discontinuation of anything that remains high risk continuously and make amendments to Strategic Risk Register if appropriate and viable. | Discussions ongoing |
| 19/02/20 | JB | Request that the delegation to HR is clarified in Standing Orders and the Scheme of Delegation documents. | Completed |
| 19/02/20 | JB/MR | Explore the organisation of an event in the Summer in the town centre for residents to speak with Councillors and Officers. | To be progressed at a later date. |
| 19/02/20 | JB | Discuss Melcombe Regis Board with officers from Dorset Council. | Completed |
| 08/01/20 | JB | Social Media Policy to be put before Finance and Governance Committee | In progress |
| 20/11/19 | JB | Governance Working Group to explore the key differences and principles between WTC and DC | To be taken forward |
| 20/11/19 | MR | Follow up Low Carbon Dorset report looking at Council’s assets, vehicles, tools and equipment in terms of climate change | The draft Carbon Footprint report and Mitigation Measures report covering the activities of the Council was circulated to all Councillors for comment. The feedback was considered by the Clean and Green Working group and sent to the Carbon Trust to further inform and develop the reports. |
| 16/10/19 | MR | Develop a Community Emergency Plan in liaison with DC. Create an emergency planning page on the WTC website. | In progress – Liaising with DC Emergency Planning. Draft plan to be progressed as officer capacity allows. |
| 31/07/19 | JB | Explore actions available to the Council to tackle fly-posting and leafleting | In progress – With DC looking at legality of leafleting in car parks. |
| 31/07/19 | TW | Update on work at The Marsh including CCTV | In progress |

**Forward Plan**

The Council is now looking to pick up on our scheduled calendar of meetings. This will be done in consultation with Chairs and should any meeting not go ahead, we will inform Members and the public as soon as possible. The usual legal requirements still apply, and agendas will be sent out on email three clear working days before any meeting and posted on our website. All meetings are currently scheduled to be held on Zoom and the public and press are welcome to attend. A new forward plan is being drafted in light of new priorities and areas of work.

Future dates are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Full Council | Finance and Governance | Services | HR | Planning and Licensing |
| July 2020 | 01? | 22 | 08 |  | 14, 28 |
| August |  |  |  |  | 11 |
| September | 02 | 30 | 16 | 23 | 08, 22 |
| October | 14 |  | 28 |  | 06, 20 |
| November | 25 | 11 |  | 18 | 03, 17 |
| December |  | 16 | 02 |  | 01,15 |

**Recommendation:**

That Councillors note the above information items