



# Dorchester Markets Informal Joint Panel

**Date:** Wednesday, 25 January 2023  
**Time:** 2.30 pm  
**Venue:** Dorchester Town Council Chamber, Corn Exchange, Dorchester

## Members (Quorum 3)

Fiona Kent-Ledger, Mary Penfold, Laura Beddow, Stella Jones, Janet Hewitt, Susie Hosford, Tony Lyall, Dave Bolwell, Simon Gibson, Nick Ireland, Molly Rennie, Jane Somper, Roland Tarr and John Worth

**Chief Executive:** Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact [joshua.kennedy@dorsetcouncil.gov.uk](mailto:joshua.kennedy@dorsetcouncil.gov.uk)

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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## Agenda

Item		Pages
1.	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
2.	<b>MINUTES</b>	5 - 6
	To confirm the minutes of the meeting held on 3 August 2022.	
3.	<b>DECLARATIONS OF INTEREST</b>	
	To disclose any pecuniary, other registrable or personal interest as set out in the adopted Code of Conduct. In making their decision councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration.	
	If required, further advice should be sought from the Monitoring Officer	

in advance of the meeting.

#### **4. PUBLIC PARTICIPATION**

Representatives of town or parish councils and members of the public who live, work, or represent an organisation within the Dorset Council area are welcome to submit up to two questions or two statements for each meeting. Alternatively, you could submit one question and one statement for each meeting.

All submissions must be emailed in full to [joshua.kennedy@dorsetcouncil.gov.uk](mailto:joshua.kennedy@dorsetcouncil.gov.uk) by 8.30am on Friday, 20 January 2023.

When submitting your question(s) and/or statement(s) please note that:

- No more than three minutes will be allowed for any one question or statement to be asked/read.
- A question may include a short pre-amble to set the context and this will be included within the three-minute period.
- Please note that sub divided questions count towards your total of two.
- When submitting a question please indicate who the question is for (e.g. the name of the committee or Portfolio Holder).
- Include your name, address and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- Questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda.
- All questions, statements and responses will be published in full within the minutes of the meeting.

[Dorset Council Constitution](#) Procedure Rule 9

#### **5. IMPROVING FAIRFIELD ROAD TRAVEL SAFETY**

The Principle Transport Planner to report.

#### **6. MARKET ACTIVITIES AND PROGRESS**

To receive an update on Dorchester Market activities and any progress being made.

#### **7. FINANCIAL OUT-TURN PROJECTION 2022/23 & PROPOSED**

## **BUDGET 2023/24**

To consider a report from the Senior Account for Place.

### **8. CAR BOOT SALE FUND**

The Dorchester Town Council Clerk to report.

### **9. URGENT ITEMS**

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

### **10. EXEMPT BUSINESS**

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 3 of schedule 12 A to the Local Government Act 1972 (as amended).

**There are no scheduled exempt items to report.**

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## **DORCHESTER MARKETS INFORMAL JOINT PANEL**

### **NOTES OF MEETING HELD ON WEDNESDAY 3 AUGUST 2022**

**Present:** Cllrs Mary Penfold, Laura Beddow, Janet Hewitt, Tony Lyall, Nick Ireland, Molly Rennie, Roland Tarr and Fiona Kent-Ledger

**Apologies:** Cllrs Stella Jones, Susie Hosford, Dave Bolwell, Simon Gibson, Jane Somper and John Worth

**Also present:** John George, Ensors

**Officers present (for all or part of the meeting):**

Graham Duggan (Head of Community & Public Protection), David Northover (Democratic Services Officer), Hannah Massey (Lawyer - Regulatory) and Steve Newman (Town Clerk)

**44. Minutes**

The minutes of the meeting held on 23 February 2022 were confirmed and signed by the Chairman.

**45. Declarations of Interest**

Cllr Mary Penfold declared a non-pecuniary interest in respect of the South Street Market, where her son sporadically has a food stall.

**46. Public Participation**

There was no public participation to report.

**47. Market Activities and Progress**

The committee received an update on the Dorchester Market activities and discussed progress made to date.

The Panel also heard from John George – Ensors who circulated his proposal for investing in the Market. It was reported that the legal advice was that it was not possible to offer a further extension to the existing contract and that a fresh procurement process would need to be undertaken. All of those present felt that this process should be commenced as soon as possible.

The Panel also made the following observations:

- Chase assets & property about any long-term view on use of site given upcoming procurement
- Unauthorised storage in the shed building

- Discussion about whether new contract or DTC to operate
- Presentations from potential operators ahead of procurement process
- To re-circulate the Daryl Chambers report
- To discuss the future of the Linneys and views of Planning & Conservation Officers.

**48. Financial position**

The informal panel considered a report of the senior accountant and members were advised that the total income accounted for during 2021/22 was £30,022 against a budget of £165,165, leaving an income deficit of £35,143. It was also noted that the main reason for the shortfall was the continued effect of the Covid-19 pandemic, on the Cornhill Traders Budget.

Members also noted that for 2020/21, there had been a 50% reduction in the budgeted income contribution of £47,824 in relation to Fairfield Car Park income in recognition of the reduced Market activities during restrictions.

However, in 2021/22, the full budgeted £48,541 contribution was received from Parking services following the easing of Covid restrictions and return a more normal trading environment.

**Decision**

That the income and expenditure statement for 2021/2 be approved.

**49. Car Boot Sale Fund**

Members considered a report of the Community Engagement Project Officer (DC) setting out the update on the current grant fund of the Dorchester Car Boot Fund as of July 2022 and asking the informal panel to open the grant fund for 2022/23.

**Decision**

- (a) That the 2022/23 Car Boot Sale Fund be opened to eligible groups from mid-September for a period of 6 – 8 weeks.
- (b) That a group consisting of the Chairman and Vice Chairman of the Panel, together with one other Member from each Council, be authorised to consider and agree the car boot fund grant applications.

**Chairman**

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## **Dorchester Markets Joint Informal Panel 25<sup>th</sup> January 2023 Financial Outturn Projection 2022/23 & Proposed Budget 2023/24**

### **For Decision**

**Portfolio Holder:** Cllr L Beddow, Customer and Community Services

**Executive Director:** J Sellgren, Executive Director of Place

Report Author: Kevin Evans

Title: Senior Accountant

Tel: 01305 225188

Email: kevin.evans@dorsetcouncil.gov.uk

**Report Status:** Public

#### **Recommendation:**

That Members of the Panel note the current projected outturn position for 2022/23 and approve the 2023/24 budget proposals.

#### **Reason for Recommendation:**

The Panel need to monitor the financial performance of the markets and agree a budget for 2023/24.

#### **1. Executive Summary**

Markets in Dorchester have operated since Anglo Saxon times and are prescriptive. Under an agreement dated 1984 the markets are managed by Dorset Council for the benefit of Dorset Council and Dorchester Town Council with operational oversight carried out by the Dorchester Markets Joint Informal Panel. The Markets income and expenditure is held within the accounts of Dorset Council. The Panel receives a report on the annual budget and the annual outturn.

#### **2. Financial Implications**

As detailed in the report

### **3. Well-being and Health Implications**

None

### **4. Climate implications**

None

### **5. Other Implications**

None

### **6. Risk Assessment**

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: LOW as the fall in income was anticipated

Residual Risk: MEDIUM as there could be a further loss of income

### **7. Equalities Impact Assessment**

None

### **8. Appendices**

Appendix 1 – Budget 2023/24

### **9. Background Papers**

Management Accounts from Market Operator – currently received figures up to end of Q1 2022/23.

### **10. Projected Outturn 2022/23 (Appendix 1, Column C)**

10.1 The total projected expenditure is forecast to be marginally over budget, currently looking at a potential cost of £44,889 against a budget of £44,313. The main reason behind the slight overspend is due to increased Electricity costs in relation to the monthly Npower bills, following the wider overall increase in utility costs seen during the previous year. This has been reflected in the assumed 2023/24 budget, provisionally allocating a 30% uplift (in line with Dorset Council's budgetary approach to utility costs). The projected outturn assumes that the full £19,600 R&M (Repairs & Maintenance) budget will be spent. Although current R&M actuals are minimal, it is assumed the unspent R&M budget will be transferred into the earmarked R&M reserve at year end (as per 2021/22, and prior, outturns).



- 10.2 There is projected to be a significant deficit on the gross income budget. Current projections indicate potential income of £133,729, against a budget of £166,379. However, it needs noting that as at the time of writing, Dorset Council has only received Management Accounts information from the Market operator, Ensors, up to the end of Quarter 1 (30<sup>th</sup> June 2022) for 2022/23. As a result, it is assumed that the proportion of the gross income budget relating to Ensors - £69,000 (£48,000 relating to the Dorchester Market Operation, and £21,000 relating to the Car Boot), will see a projected income deficit of ~£19,000. This is based on £16,612, being the net income due to the Market Panel at end of Q1 2022/23. Historically, Q1 income would typically represent around a third of the total annual income. Net income from this contract is considerably lower in Q1 2022/23 when compared to the Q1 2021/22 figure. For context, the 2021/22 outturn saw a strong recovery from the Covid-19 pandemic, with Market operator income slightly exceeding the budget, although Car Boot income was slightly under budget. Overall, there was a ~£4,700 income budget deficit in 2021/22 in relation to the Market operator contract.
- 10.3 It is currently anticipated that there will be a shortfall of £12,987 in relation to the Cornhill Traders income, based on the agreed rental premium reduction covering 2022/23. Cornhill Traders income is budgeted at £25,974 for 2022/23, and it is expected that half of this amount will be received.
- 10.4 The other sources of income are mostly expected to come in or around on budget during 2022/23, including the rents for the Corn Market & Café, and the full budget of £49,755 is anticipated in respect of the allowance for Fairfield parking income.
- 10.5 Overall, this means the sum available for distribution to the panel is forecast to be £88,840, against a net budget of £122,066. The relevant shares would be split as follows: Dorset Council - £49,290 (against a budget of £67,058), Dorchester Town Council - £26,541 (against a budget of £36,108) and transfer to the Car Boot Reserve of £13,010 (against a budget of £18,900).

## **11. Budget 2023/24 (Appendix 1, Column D)**

- 11.1 The proposed expenditure budget is £45,332. This represents a minor increase on the approved expenditure budget for 2022/23, set at £44,313. The increase is due to inflationary increases on the Electricity and Water budget lines. The prevailing Dorset Council budget guidance, used in the

preparation of 2023/24 budgets, doesn't provide for general inflation on expenditure budget lines, with the exception of utility costs (30% on Gas & Electricity, and 6% on Water).

- 11.2 The proposed income budget is £173,267, up from £166,379 agreed for 2022/23. The Dorset Council income budget guidance for 2023/24 is to assume increases of 5% on all Fees & Charges income budgets. This principle has been applied to the Market Operators (Ensors) and Fairfield Car Park income lines. Cornhill Traders income budget has been frozen at the 2022/23 level, pending further clarification on the premium going forward, while the Corn Market and Café income levels are based on their respective individual agreements – a slight increase to the income budget.
- 11.3 This means the budgeted surplus for distribution is £127,935, with Dorset Council due £70,259 and Dorchester Town Council £37,832. The budgeted top up to the Car Boot reserve would be £19,845.

**Footnote:**

Issues relating to financial, legal, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

## Dorchester Markets Joint Informal Panel

## Budget 2023/24

	(A)	(B)	(C)	(D)
	Outturn 2021/22	Approved Budget 2022/23	Projected Outturn 2022/23	Proposed Budget 2023/24
	(£)	(£)	(£)	(£)
<b><u>EXPENDITURE</u></b>				
<b>Premises</b>				
Repairs and maintenance	19,600	19,600	19,600	19,600
Electricity	3,036	3,345	4,111	4,349
Water	221	250	250	265
Insurance	880	880	880	880
2/7 share of actual costs of toilets	2,822	2,200	2,200	2,200
	<b>26,559</b>	<b>26,275</b>	<b>27,041</b>	<b>27,294</b>
<b>Supplies and Services</b>				
Subscriptions	738	716	384	716
Other Expenditure	0	0	143	0
	<b>738</b>	<b>716</b>	<b>527</b>	<b>716</b>
<b>Recharges</b>				
Dorset Council	15,634	15,634	15,634	15,634
Dorchester Town Council	1,689	1,688	1,688	1,688
	<b>17,323</b>	<b>17,322</b>	<b>17,322</b>	<b>17,322</b>
<b>TOTAL EXPENDITURE</b>	<b>44,620</b>	<b>44,313</b>	<b>44,889</b>	<b>45,332</b>
<b><u>INCOME</u></b>				
<b>Rents</b>				
Market Operator's Contract	-49,637	-48,000	-35,382	-50,400
Car Boot	-14,616	-21,000	-14,455	-22,050
Cornhill Traders	4,824	-25,974	-12,987	-25,974
Rents- Corn Market and Cafe	-21,150	-21,150	-21,150	-22,100
Farmers Market	0	0	0	0
Rival Markets Fee	0	-500	0	-500
Recovered Costs	-902	0	0	0
Fairfield Car Park	-48,541	-49,755	-49,755	-52,243
<b>TOTAL INCOME</b>	<b>-130,022</b>	<b>-166,379</b>	<b>-133,729</b>	<b>-173,267</b>
<b>SURPLUS</b>	<b>-85,402</b>	<b>-122,066</b>	<b>-88,840</b>	<b>-127,935</b>
<b>DISTRIBUTION OF SURPLUS</b>				
Sunday Market Reserve	13,154	18,900	13,010	19,845
Dorset Council	46,961	67,058	49,290	70,259
Dorchester Town Council	25,287	36,108	26,541	37,832
	<b>85,402</b>	<b>122,066</b>	<b>88,840</b>	<b>127,935</b>
<b><u>Market Maintenance Reserve</u></b>				
Balance b/f 01.04.2022	27,654			
Transactions 2021/22	15,274			
<b>Balance @ 31.12.2022</b>	<b>42,928</b>			
<b><u>Sunday Car Boot Earmarked Reserve</u></b>				
Balance b/f 01.04.2022	15,625			
Draw down in advance 2022/23	-20,200			
Top Up 2021/22	13,156			
<b>Balance @ 31.12.2022</b>	<b>8,581</b>			

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