



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
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Adrian Stuart, Town Clerk

8th January, 2014

Dear Sir or Madam,

A MEETING of the MANAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER on TUESDAY, 14th JANUARY, 2014 commencing at 7.00pm.

I hope that it will be convenient for you to attend.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'A Stuart'.

Town Clerk

Public Rights to Speak

If any member of the public wishes to speak at this meeting they may be allowed to do so at the discretion of the Chair. It would be helpful if anyone who wishes to address the Committee made their desire known to the Chair before the meeting starts: anyone allowed to speak will be expected to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.
A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.
A Member who declares a non-pecuniary interest may take part in the meeting and vote.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Committee held on 12th November, 2013 (adopted by Council on 26th November, 2013).

3. **COMMUNITY ACTIVITIES PANEL**

To receive and consider the Minutes of the Panel held on 7th January, 2014 (copy enclosed).

4. **MANAGEMENT ARRANGEMENTS**

To receive the updated works programme for parks, gardens and open spaces (copy enclosed).

5. **USE OF BOWLING GREEN SITE IN THE BOROUGH GARDENS**

To consider the report of the Town Clerk (enclosed).

6. **FREE RUNNING EQUIPMENT – SANDRINGHAM SPORTS CENTRE**

Members will be reminded that at the last meeting of the Committee it was agreed that some specialist free running equipment should be provided at one of the Council's open spaces. Prior to making a final decision on the location Members requested that potential users be consulted on a choice of three locations. Forty one young people responded to the consultation which produced the following results:-

- First preference (44%) - Sandringham Sports Centre to the rear of the Bowling Club in the area which previously accommodated the fitness trail.
- Second preference (32%) - Sandringham Sports Centre in the area between the outside gym and kickwall.
- Third preference (24%) - Kings Road Playing Fields.

Members will be asked to consider at which location to install the free running equipment.

7. **2014-2015 ESTIMATES**

To consider the Committee's estimates for 2014-2015 (enclosed).

8. **REVIEW OF CHARGES**

(a) **Recreation Facilities**

To consider revised charges for recreation facilities (existing and proposed charges enclosed).

(b) **Municipal Buildings**

To consider revised charges for the Municipal Buildings (existing and proposed charges enclosed).

(c) **Borough Gardens House and Weymouth Avenue Pavilion**

To consider revised charges for the Borough Gardens House and Weymouth Avenue Pavilion (existing and proposed charges enclosed).

(d) Cemetery Fees

To consider revised charges for Dorchester, Fordington and Poundbury Cemeteries (existing and proposed charges enclosed).

9. **CEMETERY MATTERS**

(a) Exclusive Right of Burial

To note the grants of Exclusive Rights of Burial issued since the last meeting of the Committee (copy enclosed).

(b) Interments and Burial of Ashes

To receive a report (copy enclosed) listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

(c) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

10. **MONITORING REPORT**

To consider the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House monitoring report (enclosed).

11. **PAID INVOICES**

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (direct debit and copy expenditure transactions lists enclosed).

12. **URGENT ITEMS**

To consider any other items that the Chairman or Town Clerk decides are urgent.

DORCHESTER TOWN COUNCIL

COMMUNITY ACTIVITIES PANEL

7th JANUARY, 2014

At a Meeting of the Community Activities Panel held on 7th January, 2014:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors S.C. Hosford, F.E. Kent-Ledger, T. James, P.G. Mann and M.E. Rennie (Chairman).

6. SUMMER EVENTS PROGRAMME

The Panel had before it the first draft Summer Events Programme 2014. The Panel agreed that the Council should only arrange one event per weekend throughout the summer. Members considered the possibility of moving the annual Love Parks event to the weekend so as to enable more families to attend but agreed that for this year as preparations were already underway, the event should continue to be held midweek on Wednesday, 30 July 2014. The Panel agreed that the revised Summer Events Programme should be circulated to all Councillors as and when amendments were made. The Panel also felt that a further family event should be held on a weekend towards the end of June to replace the Teddy Bear's Picnic in its previous format to a Family Picnic event, The Panel agreed that the Ridgeway Radio should be contacted and requested to take part in the event. It was agreed that the Town Clerk would report to the Panel in due course with proposals for a weekend family event.

It was noted that Love Parade would be going ahead in 2014 but that the next One World event would not take place until 2015.

The Panel agreed that one of music events to be held in the Borough Gardens would be an ideal opportunity for local charities to showcase their activities and that suitable music for the occasion should be booked.

The Town Clerk confirmed that he would contact Brewery Square Development Ltd so as to ensure that none of the Council's events clashed with events proposed for Brewery Square.

It was

RECOMMENDED

- (1) That, with the amendment of reintroducing a family orientated event for 29th June, the draft Summer programme be supported.
- (2) That the Summer programme is regularly circulated to Councillors as amendments are made.
- (3) That the Council should only arrange a maximum of one event per weekend throughout the summer.

- (4) That the annual Love Parks event take place on 30th July, 2014.
- (5) That local charities be encouraged to showcase their activities in the Borough Gardens.
- (6) That the Town Clerk report back to the Panel in due course with proposals for a weekend Family Picnic event to be held towards the end of June, 2014 and that Ridgeway Radio be contacted.

7. **FREEDOM / LIBERATION FLAME RELAY**

Members considered a request for the Freedom/Liberation Flame to pass through / be amalgamated in Dorchester between the 12th and 15th September, 2014. The Flame was established by the residents of Bayeux following being liberated from German occupation during World War II in June 1944. It was The Dorset Regiment that liberated Bayeux which was the first town in France to be liberated.

The Chairman reminded Members that funding was available to support such events. The Panel were pleased to note that the event would coincide with a visit from guests from Bayeux and that a reception had been booked for Friday, 12 September 2014 in the Town Hall and that consideration may be given to amalgamate the two events. The Panel agreed that in principal the flame could pass through / be amalgamated in Dorchester and that provisions would be made for the event.

It was

RECOMMENDED

- (1) That the Town Council continue contact with Dr Pinto and Hull City Council.
- (2) That, when further details of the event are known, members of the Panel meet with the Chairman of the Bayeux Society to discuss the Weekened.

8. **YOUTH FOOTBALL**

Members noted that it was proposed that youth footballers from Lubbecke would again be visiting Dorchester in October, 2014. More details would be provided nearer the time.

9. **MEMORIAL**

As a matter of urgency the Panel considered correspondence from Dr J. Travell requesting that the Council give some consideration to a remembrance ceremony for the battle of Kohima at the Cenotaph on Friday, 4 April 2014 and for a memorial to be erected in Dorchester.

Members felt that it would be worthwhile contacting the director of the Keep Museum to discuss the matter prior to a decision being made by the Panel. The Panel also discussed the possibility for a list of the Dorset Regiment's Battle Honours to be displayed in the Council Chamber.

It was

RECOMMENDED

- (1) That the matters raised in the correspondence be discussed with the director of the Keep Museum with a report back to the Panel in due course.
- (2) That consideration be given to displaying a list of the Dorset Regiments Battle Honours in the Council Chamber.

10. **LOZENGE TO COMMEMORATE THE CLOSING OF DORCHESTER PRISON**

Members of the Panel considered a proposal for a lozenge to be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison and it was

RECOMMENDED

That a lozenge be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison.

11. **DORCHESTER HERITAGE WEEK**

Members considered the potential for the Municipal Buildings to be opened as part of the annual Dorset Architectural Heritage Week, next held in September 2014, and supported the idea of opening the Municipal Buildings to members of the public.

It was

RECOMMENDED

That Dorchester Stitchers be contacted and requested to talk to members of the public about the tapestries that are on display in the Municipal Buildings.

DORCHESTER TOWN COUNCIL

GROUNDS WORK AUTUMN/WINTER 2013/14

Borough Gardens

- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove summer bedding plants – *completed*
- Dig and prepare beds compost added – *completed*
- Plant out spring bedding plants – *completed*
- Long handle shear beds - *ongoing*
- Water bedding displays if required –
- Cut hedges during period –*ongoing*
- Weed bedding displays - *ongoing*
- Seeding summer bedding plants in greenhouse – *ongoing*
- Planting into trays plugs – *ongoing*
- Potting up over wintering summer bedding - *ongoing*
- Watering green house – *ongoing*
- Rub down and oil seats –
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Final clean and winterisation of fountains & play feature –*completed*
- Leaf clearance – *completed*
- Pollard trees around bandstand and by house – *completed*
- Final mowing to areas if required – *completed*
- Deep clean to public toilets (wet weather job) –
- Power washing tennis courts - *completed*
- Tree inspections –
- Treat and clean play area safety surface – *completed*
- Moss kill tennis courts after cleaning – *completed*
- Snow clear paths as required – *ongoing as required*
- Fertilise shrub beds –
- Clean out and repair bird boxes –
- Shrub bed tennis courts, cultivate/replanting - *ongoing*

Weymouth Ave Recreation Ground

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Weed and prune Sawmills shrub area –
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Brush cricket square daily – *ongoing*
- Treat turf diseases as required on cricket Sq – *ongoing*
- Sweep up leaves various areas, cricket nets, car park etc – *ongoing*
- Mow winter pitches as required – *ongoing*

- Install pick up units to two dog bins – *awaiting delivery*

Sandringham Sports Ground

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Play area inspection – *weekly*
- Mow winter pitches – *ongoing*
- Hedge cutting and shrub pruning – *ongoing*
- Install pick up units to two dog bins – *awaiting delivery*

Kings Road and Salisbury Field

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mow if required – *ongoing*
- Mole clearance, external contractor – *completed*
- Plant up replacement trees 3 x Sycamore Salisbury Field Walk – *January delivery*
- Cut and clear Jubilee tree/wildflower area – *completed*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) *WDDC contract*
- Tree inspections (leaf off inspections) –
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- Autumn/ Winter planting replacement trees (Plane trees) in South Walks x 3 – *January Delivery*
- Power wash Cenotaph and garden of remembrance area prior to Remembrance Day - *completed*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Hedge cutting –
- Alington roundabout (bye pass), maintain – *completed*
- Second Alington roundabout (Trumpet Major), prune and shape – *completed*

Allotments

- Provide trailer to remove green waste- as per schedule – *ongoing*
- Cut boundary hedges –
- Plant new hedge Alington Allotments – *awaiting plants delivery*

Hanging Baskets Town Centre

- Remove summer hanging baskets – *completed*
- Put up Spring hanging baskets – *after January 2014*

Additional Work Planned or Completed

- Weekly/monthly Legionella & Fire testing – *ongoing*
- Clean out guttering to various buildings –
- Power wash public seats in the Walks – *completed*
- Clear John's pond of excess water weeds –
- Clear, prune and weed areas, Holloway Rd & Northern Hay –
- Greys bridge corner, hedge cutting –
- Snow clearing (winter maintenance plan) – *as required*
- Interior painting changing rooms Sandringham/Weymouth Avenue Pavilion -

The Great Field

- Litter pick field area – as per rota – *ongoing*
- Erect goal posts – *completed*
- Mark out football pitches – *completed*
- Repair as required damage to pitch areas – *ongoing*
- Spike football pitches – *ongoing*
- Install new play equipment – *ongoing*
- Install pick up units to three dog bins – *completed*

Fordington Cemetery

- Monthly grass mowing – DCC contract – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Hedge cutting and removal of briars –
- Cut and clear steep banked area – *completed*

Weymouth Avenue Cemetery

- Burials as required – *ongoing*
- Tree inspections – *completed*
- Treat chapel doors with Teak oil – *completed*
- Cut hedges and prune shrubs –
- Paint remembrance plaque wall – *completed*
- Remove Ivy from boundary wall - *completed*
- Monthly grass mowing – DCC contract – *completed*

Poundbury Cemetery

- Grass mowing – *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Phone transferred from Weymouth Ave Cemetery – *completed*

MANAGEMENT COMMITTEE

14 JANUARY 2014

USE OF BOWLING GREEN SITE IN THE BOROUGH GARDENS

1. The bowling green has not been used as such for some years now. The alternative use of a putting green has not created much take up in recent years. There is a need to bring the site back into full use during 2014, as in 2013 it became a focal point for anti-social behaviour.
2. The Corporate Plan identifies a priority task for 2013 as “To create a mini-golf course on the former bowling green” when resources permit. To that end a request was made for funding of £36,108 as part of discussions with the District Council regarding s106 contributions in March 2012. The sum of £18,054 was subsequently reserved for the purpose, leaving £18,054 to be found from other sources.
3. As yet there has been no sum allocated by the Town Council itself. Given the potential difficulties arising from changes to the receipt of government Council Tax Subsidy Grant it would be imprudent to allocate a sum towards the scheme at present unless the operational benefits of the scheme had been fully researched, and other alternatives considered.
4. The priority for the bowling green area in 2014 is to give it a public use. It is already scheduled to be used by Dorchester Arts as part of the festival in May 2014. In advance of and after that event it is proposed to mark out the area as a grass tennis court, and provide some form of fencing around the court. This can probably be achieved for a modest cost, funded within the Parks budget, and will create an extra court within the gardens area during the main summer period.
5. This will present an opportunity to provide grass court tennis to Dorchester for one season. While the grass should survive one summer’s use it is unlikely that the approach will be replicable in future years due to the cost of maintain the lawn in a playable condition.
6. During 2014 it is intended that additional monitoring will take place of tennis court usage in the Borough Gardens and the less well used and less attractive courts adjacent to Trinity Street Car Park. This will give an indication of whether there might be a need for additional courts or replacement courts within the Borough Gardens in the longer term, which might free up the land adjacent to Trinity St car park for other purposes.
7. Additionally officers will work with the Borough Gardens Panel to develop alternative proposals for the bowling green site and the site adjacent to Trinity St Car Park, including the original Mini-Golf option, to allow a report to be submitted by September regarding options for future use of the site.

Adrian Stuart
Town Clerk

MANAGEMENT COMMITTEE

14 JANUARY 2014

REVENUE BUDGET 2014/15

1. It is recommended that the draft budgets (attached) for services provided for this Committee are recommended for inclusion in the Council's overall budget. The main changes for the year include:
 - Living Wage costs are included, resulting increase of £15,000 on the Outdoor Services & Municipal Buildings Salaries and related budgets
 - A new Pension Fund regulation making overtime payments pensionable has increased the budget for Pensions by £3,000 on Municipal Buildings
 - One-off Pension costs have been removed from the Outdoor Services budget, reducing the Pensions budget by £9,000
 - Following the introduction of a new Grass Cutting regime in Cemeteries, and the tendering of the work for 3 more years, a permanent reduction of £11,000 has been made on the budget
 - Format changes – a more accurate method for reapportioning the work of both the Offices Team and the Outdoor Services Team across all services has been introduced since last year. For consistency all previous actual and budgeted costs have been recalculated.
2. The total cost of Services met by the taxpayer through the precept, excluding Special Items, is £880,000, £7,000 lower than in 2013/14.
3. A summary of Reserves is also attached. As part of the medium term financial strategy further consideration will be given regarding the need for a more significant reserve to be held for future works to the Municipal Buildings. The special item of £25,000 for Walks improvements in 2013/14 will be held in a reserve, and further sums will be added from 2014/15 onwards. A report on this issue is scheduled for your March Committee meeting. All other reserves are considered sufficient.
4. The Council has a provisional budget of £18,000 for Special Items. The Committee has made no requests to date during this financial year. Officers have therefore considered a long list of items based on knowledge of service needs, and given some thought to priorities within services operated by the Committee.

Priorities identified by officers

Skate Park	Improve fencing/alternative access points	7,500
Cemeteries - Memorial testing	Safety requirement	2,000
Corn Exchange Wall & Dressing Room Roof	Investigative works prior to repair	3,500
WW1 Commemorations	War memorial refurbishments, Events	5,000

Other Items considered

Electronic capture of Burial Records	Improve data resilience, reduce admin, and potentially increase income	15,000
Cemeteries – Replace Digger	Replacement for existing 2 diggers	5,000
Syward Road Playground	Replace fencing	7,500
Sandringham Sports Pitch	Resurface pitch	7,000

Borough Gardens Deck Chairs	Replace	1,500
Corn Exchange Acoustic Fabric	Replace the fabric	2,500
Municipal Buildings Magistrates Room	Repaint/refurbish	1,300
Municipal Buildings Clock Tower	Replace the ladder	4,000
Christmas Lights	Contribute towards replacement	5,000

The views of the Committee are sought.

Adrian Stuart
Town Clerk

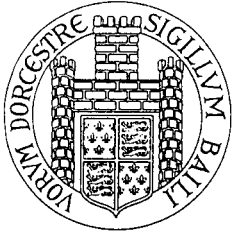
	2011/12 Actual £	2012/13 Actual £	2013/14 Budget £	2014/15 Budget £
PARKS & OPEN SPACES				
Gas	922	1,260	1,696	1,800
Electricity	6,077	10,012	10,600	12,000
Water	13,084	11,799	15,192	13,000
Rent	9,569	6,552	3,705	3,200
Rates	13,977	14,346	14,977	15,500
Premises Repairs & Maintenance	12,049	31,574	10,260	10,500
Other Repairs & Maintenance	47,799	53,769	38,621	39,000
Outside Contracts	5,382	1,481	5,500	5,500
Walks - Tree Maintenance	3,227	-	12,000	12,000
Maintain Highway Trees	-	-	3,500	3,500
Legal & Professional Fees	1,409	2,353	1,000	1,000
Special Items	48,587	-	6,300	-
Walks Cleaning Contract	19,752	3,299	19,391	20,000
Office Team	64,519	66,153	72,118	68,833
Outdoor Services Team	309,496	327,732	356,169	360,499
To Reserves - Play Equipment	-	12,000	12,000	12,000
To Reserves - Parks Premises	-	5,000	5,000	5,000
To Reserves - Walks	-	-	25,000	25,000
Total Expenditure	555,849	547,330	613,029	608,332
Recharge - Outside Organisations	- 10,538 -	958 -	5,596 -	3,300
Tennis	- 4,350 -	3,226 -	3,588 -	3,600
Putting Green	- 226 -	153 -	164 -	-
Football	- 5,936 -	4,838 -	5,638 -	5,800
Cricket	- 1,497 -	2,030 -	2,081 -	2,100
Wayleave	- 625 -	625 -	626 -	630
Telephone	- 11 -	260 -	-	-
Rent of Borough Gardens Flat	- 2,652 -	2,814 -	2,813 -	2,850
Hire of Borough Gardens House	- 5,291 -	5,816 -	3,895 -	5,000
Hire of Weymouth Avenue Pavilion	- -	-	2,071 -	3,000
Sundry	- 1,943 -	862 -	371 -	1,000
Total Income	- 33,069 -	21,062 -	26,843 -	27,280
Met by Precept on Taxpayer	522,780	526,268	586,186	581,052
ALLOTMENTS				
Water	1,679	767	1,794	1,800
Rent	519	1,000	1,300	1,000
Repairs, Maintenance & Pests	226	715	750	750
Subscriptions	55	0	55	60
Office Team	6,197	6,354	6,927	6,611
Outdoor Services Team	3,960	5,928	10,646	10,775
Total Expenditure	12,636	14,764	21,472	20,997
Rents & Wayleaves	-6,852	-7,568	-7,902	-8,000
Total Income	-6,852	-7,568	-7,902	-8,000
Met by Precept on Taxpayer	5,784	7,196	13,570	12,997

	2011/12 Actual £	2012/13 Actual £	2013/14 Budget £	2014/15 Budget £
MUNICIPAL BUILDINGS				
Salaries	59,906	59,740	60,000	47,262
Overtime	0	0	0	15,000
National Insurance	2,656	2,957	3,348	3,545
Pensions	7,882	8,302	8,750	12,211
Training Courses	608	474	615	600
Repairs & Maintenance	21,889	24,445	16,404	17,500
Materials & Equipment	2,874	3,118	5,540	3,500
Water	205	475	513	500
Electricity	9,525	5,827	10,260	12,500
Gas	9,289	9,552	8,773	10,000
Rates	15,856	17,318	17,590	18,000
Protective Clothing	172	129	210	300
Telephone	578	411	928	900
Performing Rights & Other Licences	-124	1,460	1,533	1,500
Legal & Professional Fees	704	1,040	500	1,000
Promotion & Stationery	1,787	1,255	1,436	1,500
Office Team	41,965	43,028	46,907	44,771
Outdoor Services Team	7,002	5,081	10,186	10,310
To Earmarked Reserve	0	13,000	13,000	13,000
Total Expenditure	182,774	197,612	206,494	213,898
Room Hire	-67,891	-60,916	-64,575	-66,000
Bar Franchise	-5,221	-4,315	-4,613	-5,000
Sundry	544	-2,447	0	0
Total Income	-72,568	-67,678	-69,188	-71,000
Met by Precept on Taxpayer	110,206	129,934	137,306	142,898
CEMETERIES				
Electricity	1,766	2,335	2,650	2,700
Water, Service Charges & Cesspit	382	260	762	500
Rates	1,651	2,200	2,498	2,500
General Maintenance	8,362	9,250	5,893	5,000
Cemetery Grass Cutting	14,956	13,140	31,100	20,000
Office Team	30,182	30,946	33,736	32,200
Outdoor Services Team	43,995	40,605	39,953	40,439
To Cemeteries Reserve	-	15,513	15,514	16,000
Total Expenditure	101,294	114,249	132,106	119,338
Burial Fees	- 21,600 -	11,838 -	11,685 -	12,000
Exclusive Rights to Burial	- 5,293 -	11,248 -	10,763 -	11,000
Memorials & Inscriptions	- 5,197 -	6,199 -	6,150 -	7,000
Chapel	- 516 -	426 -	513 -	500
Sundry	- 3,930 -	400 -	65 -	-
Total Income	- 36,536 -	30,111 -	29,176 -	30,500
Met by Precept on Taxpayer	64,758	84,138	102,930	88,838

	2011/12 Actual £	2012/13 Actual £	2013/14 Budget £	2014/15 Budget £
CULTURAL & TWINNING				
Borough Gardens Events	3,745	5,700	5,700	6,500
Summer Saturday Live	3,000	-	1,000	-
Maumbury Rings Events	11,078	7,247	6,000	9,000
Maumbury Rings Youth Event	2,000	-	1,000	-
Marketing & Promotion	-	-	1,000	-
Christmas Lighting	12,516	13,433	6,698	7,000
Dorchester Arts Centre	-	-	4,900	5,000
Event Sponsorship	5,073	24,745	9,100	8,500
Grants Panel	2,991	-	3,266	3,300
Twinning Grants, Receptions etc	320	2,655	1,869	1,900
Twinning Special Anniversaries	-	-	7,000	-
Offices Team	15,300	15,687	17,102	16,323
Arts Festival Reserve	2,750	2,750	2,750	3,000
Christmas Lighting Reserve	-	2,500	2,500	2,500
Total Expenditure	58,773	74,717	69,885	63,023
Christmas Lights	- 9,921 -	9,000 -	9,921 -	9,000
Total Income	- 9,921 -	9,000 -	9,921 -	9,000
Met by Precept on Taxpayer	48,852	65,717	59,964	54,023
OUTDOOR SERVICES TEAM				
Salaries	250,302	244,497	227,021	241,508
Overtime	0	0	8,600	8,800
NI	14,142	13,453	16,958	18,113
Super	30,970	31,671	61,316	51,203
Training & Subsistence	2,618	3,152	3,064	3,100
Subscriptions	883	1,074	975	1,000
Transport	19,515	19,736	20,895	19,000
Mowers - Fuel & Repairs	5,378	6,234	7,182	7,200
Cleaning - Materials & Equipment	7,443	4,772	2,565	2,600
Tools, Equipt, H&S, Signs	10,161	243	8,832	9,000
Waste Services	9,905	14,413	12,500	12,500
Equipment Service	8,642	12,770	6,123	6,200
Protective Clothing	836	2,388	2,256	2,300
Printing, Stationery, etc	167	207	257	300
Telephone	3,491	1,736	2,160	2,200
Depot Loan Reserve	0	20,000	20,000	20,000
Vehicles & Equipment Reserve	0	3,000	16,250	17,000
	364,453	379,346	416,954	422,024
Recharged to				
Borough Gardens	309,496	327,732	183,264	185,492
Playgrounds	-	-	33,638	34,047
Sports Pitches	-	-	65,241	66,034
Other Open Spaces	-	-	74,026	74,926
Allotments	3,960	5,928	10,646	10,775
Cemeteries	43,995	40,605	39,953	40,439
Municipal Buildings	7,002	5,081	10,186	10,310
	364,453	379,346	416,954	422,024

EARMARKED RESERVES

	Actual 01/04/2013 £	2013/14		Balance 31/03/2014 £	2014/15		Balance 31/03/2015 £
		Contribution to Reserve £	Spent from Reserve £		Contribution to Reserve £	Spent from Reserve £	
Infrastructure & Equipment							
Cemeteries Repairs & Renewal	15,500	15,500	0	31,000	16,000	5,000	42,000
Municipal Buildings Repairs & Renewal	13,000	13,000	0	26,000	13,000	20,000	19,000
Borough Gardens Repairs & Renewal	5,000	5,000	0	10,000	5,000	0	15,000
Play Equipment R&R (in Holmead Walk)	27,000	12,000	10,000	29,000	12,000	10,000	31,000
Walks Resurfacing & Upgrade	0	25,000	0	25,000	25,000	0	50,000
Vehicles & Equipment Replacement	3,000	16,250	13,250	6,000	17,000	20,000	3,000
Cultural							
Dorchester Arts Festival (Biennial)	2,750	2,750	5,500	0	3,000	0	3,000
Christmas Lights Refresh	2,500	2,500	1,000	4,000	2,500	0	6,500
Town Crier Uniform	299	299	0	598	0	0	598
Other Reserves							
Council Offices Repairs (to be removed)	1,000	1,000	2,000	0	0	0	0
Loan Repayment Reserve	120,000	20,000	0	140,000	20,000	0	160,000
Maumbury Rings S106	15,077	0	15,077	0	0	0	0
Graves In Perpetuity (£ graves)	14,352	14	150	14,216	0	100	14,116
	219,478	113,313	46,977	285,814	113,500	55,100	344,214



DORCHESTER TOWN COUNCIL

PARKS, GARDENS & OPEN SPACES

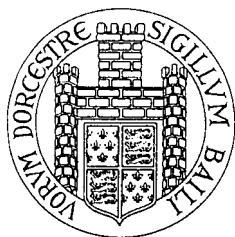
CHARGES FOR RECREATIONAL FACILITIES

April 2014 – March 2015

		<i>Existing</i>	<i>Proposed</i>
<u>TENNIS</u>	Per Court per hour	£6.00	£6.20
	Per Court per hour prior to 12 Noon Monday - Friday (except Bank Holidays)	£4.50	£4.70
	Concessionary Per Court per hour	£3.60	£3.70
	Adult Season Ticket – six month	£49.00	£51.00
	Adult Season Ticket – twelve month	£78.00	£81.00
	Concessionary Season Ticket – six month	£33.80	£34.80
	Concessionary Season Ticket – twelve month	£45.40	£47.00
<u>PUTTING</u>	Adult per round	£1.00	£1.00
	Children under 16	50p	50p
	<i>The prices above are inclusive of VAT at 20%</i>		
<u>FOOTBALL</u>	Weymouth Avenue Recreation Ground - Senior Pitch	- with showers £39.00	£40.00
		- Junior use £31.70	£32.60
	Weymouth Avenue Junior Pitch	£23.50	£24.20
	Weymouth Avenue Mini Pitch	£11.60	£12.00
	Sandringham Sports Centre	- Senior Pitch £39.00	£40.00
		- Junior Pitch £23.50	£24.20
	Sandringham / Hardye's Pitch (Mini Pitches 1 & 2)	£11.60	£12.00
	King's Road Playing Field and The Great Field Junior Pitches	£16.60	£17.10
<u>CRICKET</u>	Evening Matches (6.30p.m. start)	£39.00	£40.00
	Afternoon Matches (2.00p.m. - 6.00p.m.)	£50.90	£52.50
		£31.70	£32.60
	Artificial wicket (maximum of 2 hours)	£11.60	£12.00
	All Day Matches (11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)	£66.70	£68.70
	Sunday Matches (2.00p.m. - 6.00p.m)	£66.70	£68.70

The prices above are exclusive of VAT

With effect from 1st April, 2014.



DORCHESTER TOWN COUNCIL

MUNICIPAL BUILDINGS CHARGES

1st APRIL, 2014 until 31st MARCH, 2015

Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

Charges in **Bold** are the proposed increased prices

◆ **Voluntary or Charitable Organisations**

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£84.35 / £86.90	£25.60 / £26.35	£35.60 / £36.65
- Weekend	£105.50 / £108.65	£34.50 / £35.55	£44.40 / £45.75
Dressing Rooms	£33.20 / £34.10		£14.80 / £15.25
(When other functions are on)	£16.50 / £17.00		£14.80 / £15.25
Corn Exchange Kitchen	Full use £34.70 / £35.75		£16.75 / £17.25
	Part Use £19.90 / £20.50		£16.75 / £17.25
Town Hall	£44.40 / £45.75	£25.60 / £26.35	£19.90 / £20.50
Magistrates Room	£33.20 / £34.10	£19.40 / £20.00	£14.80 / £15.25
Council Chamber	£44.40 / £45.75	£25.60 / £26.35	£19.90 / £20.50

◆ **Other Non Commercial or Private Events**

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£112.10 / £115.50	£28.30 / £29.20	£36.20 / £37.30
- Weekend	£134.40 / £138.50	£34.50 / £35.50	£45.60 / £47.00
Dressing Rooms	£42.25 / £43.50		£17.80 / £18.30
(When other functions are on)	£28.30 / £29.20		£17.80 / £18.30
Corn Exchange Kitchen	Full use £34.50 / £35.50		£16.75 / £17.25
	Part Use £19.90 / £20.50		£16.75 / £17.25
Town Hall	£55.50 / £57.15	£31.90 / £32.85	£22.20 / £22.85
Magistrates Room	£42.30 / £43.50	£21.20 / £21.80	£17.80 / £18.30
Council Chamber	£55.50 / £57.15	£31.90 / £32.85	£22.20 / £22.85

◆ **Civil Weddings/Civil Partnerships**

<i>Town Hall/Corn Exchange</i>		
	Monday - Thursday	£162 / £167
	Friday - Saturday	£222 / £229

<i>Council Chamber</i>		
	Monday - Thursday	£135 / £139
	Friday - Saturday	£200 / £206

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£141.60 / £145.85	£45.60 / £47.00	£61.10 / £62.95
- Weekend	£175.50 / £180.75	£58.20 / £60.00	£77.70 / £80.00
Dressing Rooms	£54.40 / £56.00		£22.90 / £23.60
(When other functions are on)	£41.10 / £42.35		£22.90 / £23.60
Corn Exchange Kitchen	Full use £35.60 / £36.65		£17.25 / £17.75
	Part Use £21.15 / £21.75		£17.25 / £17.75
Town Hall	£77.70 / £80.00	£45.60 / £47.00	£34.50 / £35.50
Magistrates Room	£54.50 / £56.15	£33.40 / £34.40	£22.90 / £23.60
Council Chamber	£77.70 / £80.00	£45.60 / £47.00	£34.50 / £35.50



DORCHESTER TOWN COUNCIL

BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2014 until 31st MARCH, 2015

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

Session times for Weymouth Avenue Pavilion are 8.00am – 1.00pm, 1.00pm – 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

Prices in **Bold** are the proposed increased charges.

◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£39.00 / £40.00	£22.20 / £22.90	£17.80 / £18.30
Weymouth Avenue Pavilion	£33.20 / £34.10	£19.40 / £20.00	£14.80 / £15.25

◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£49.00 / £50.00	£26.70 / £27.50	£20.00 / £20.60
Weymouth Avenue Pavilion	£42.30 / £43.50	£21.20 / £21.80	£17.80 / £18.30

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£66.70 / £68.70	£39.00 / £40.00	£27.80 / £28.65
Weymouth Avenue Pavilion	£54.50 / £56.15	£33.40 / £34.40	£22.90 / £23.60

DORCHESTER TOWN COUNCIL

Dorchester, Fordington and Poundbury Cemeteries

FEES, PAYMENTS AND SUMS WITH EFFECT FROM 1st APRIL, 2014

INTERMENTS	Existing	Proposed
A For the interment of the body of:		
a) a stillborn child or a child whose age at the time of death did not exceed 2 years (for the Green Burial Area at Poundbury an additional £10 will be charged)	£65.00	£67.00
b) a child whose age at the time of death exceeded 2 years but did not exceed 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged)	£138.00	£142.00
c) a person whose age at the time of death exceeded 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged)	£293.00	£302.00
d) for the interment of a casket of ashes (for the Green Burial Area at Poundbury an additional £10 will be charged)	£98.00	£101.00
B Graves in respect of which an exclusive right of burial granted:		
For an interment over the depth of 1.8 metres, an additional charge of - for each 30cm dug (graves at Poundbury Cemetery will be dug to 2.7 metres for which no additional charge be made)	£50.00	£52.00
SCATTERING OF ASHES		
a) Scattering of ashes under turf on a grave	£52.00	£54.00
b) Scattering of ashes in the Garden of Remembrance	£19.00	£20.00
c) Dispersal of ashes in the pit at Poundbury	£52.00	£54.00
EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES		
For the grant of an exclusive right of burial for 100 years in an earthen grave:		
a) 2.7 metres by 1.2 metres (3.0 metres by 1.5 metres at Poundbury)	£466.00	£480.00
b) Ashes and children's plots (where available)	£150.00	£155.00
USE OF SOUTH CHAPEL, DORCHESTER CEMETERY	£105.00	£108.00
SEARCH FEES		
For the first thirty minutes	No Charge	
For the first hour or part thereafter	£25.00	£26.00
For each subsequent hour or part	£21.00	£22.00

Casket type coffins

Double fees will be charged for casket type coffins.

Stillborn children

Single fees will be charged for the interment and grave digging for stillborn children regardless of whether either parent is a resident of the area administered by the Committee.

Non-residents

The fees, payments and sums settled and fixed in the foregoing charges will be doubled where the person to be interred, or the person to whom the right is granted is, or was immediately before death, not an inhabitant or parishioner of those parts of the parishes of Dorchester or Winterborne Herrington within the area for which Dorchester Joint Burial Committee acts, excepting that any person who has resided within the area administered by the Joint Committee within the previous **ten** years or was a resident of that area for at least **twenty-five** years will be subject to the charges set out.

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Single fees apply to all fees for memorials

For the right to erect or place:

- | | | |
|--|---------|----------------|
| a) a headstone, footstone or a monument in any other form on a grave - | | |
| - where the exclusive right of burial has been granted | £117.00 | £120.00 |
| - where the exclusive right of burial has not been granted (not available at Poundbury) | £150.00 | £155.00 |
| b) a flat stone at Dorchester or Fordington not exceeding 1.8 metres by 0.9 metres which must not project above ground level – (not permitted in the Lawn Area at Poundbury) | | |
| - where the exclusive right of burial has been granted | £150.00 | £155.00 |
| - where the exclusive right of burial has not been granted | £205.00 | £211.00 |
| c) a flat stone at Poundbury not exceeding 2.075 metres by 0.875 metres (only available where the exclusive right of burial has been granted and in the traditional area) | £185.00 | £190.00 |
| d) a tablet measuring 25 centimetres by 20 centimetres in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery | £80.00 | £83.00 |
| e) a flat stone not exceeding 30 centimetres by 30 centimetres which must not project above ground level in the Garden of Remembrance at Fordington Cemetery | £80.00 | £83.00 |
| f) an inscription, after the first, on a gravestone, tablet or other memorial (for each deceased) | £42.00 | £44.00 |
| N.B. For this fee an additional inscription is defined as an inscription added to an existing memorial. Any additional stones are defined as a new memorial | | |
| g) a flat stone at Dorchester or Fordington not exceeding 90 centimetres by 60 centimetres which must not project above ground level - | | |
| - where the exclusive right of burial has been granted | £80.00 | £83.00 |
| - where the exclusive right of burial has not been granted | £107.00 | £110.00 |
| h) a memorial at Poundbury not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted and in the cremation section) | £80.00 | £83.00 |
| i) children's memorials not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted in the children's area at Poundbury) | £80.00 | £83.00 |
| j) brass or bronze plaques 15.8 centimetres by 10 centimetres (only available at Poundbury) | £80.00 | £83.00 |

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 14th January, 2014

EXCLUSIVE RIGHT OF BURIAL

To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Grant No:	Grave Number
Dorchester Cemetery		
John & Gwendoline Darling	2827	1947/C
Poundbury Cemetery		
Frances Yvonne Riggs	2824	460(T)
Esme Christine Short	2825	163 (L)
Shane Lavis (Children's)	2826	11
Michael Philip Dutton	2828	1320
John Herring	2830	204(L)
Fordington Cemetery		
Gillian Rose Clifton	2829	GOR 64

MANAGEMENT COMMITTEE
14th January 2014

November/December 2013 Report

MUNICIPAL BUILDINGS MONITORING REPORT

- Generally: The table below shows figures of the number of events held, with comparisons between this year and last year. These events are individually counted so for example if we had a booking for one week it would only count as one event.

	NOVEMBER 2012	NOVEMBER 2013 – PAID	FOC	DECEMBER 2012	DECEMBER 2013 - PAID	FOC
Corn Exchange	14	18	0	15	13	2
Dressing Room	2	4	0	2	2	0
Town Hall	17	9	2	14	8	1
Magistrates Room	7	7	5	3	4	2
Council Chamber	-	1	10	-	1	2
Overall Total	40	39	17	34	28	7
Weymouth Avenue Pavilion	7	9	0	3	5	1
Borough Gardens House	6	4	0	2	6	2

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Civil Weddings	12	20	22	23	29	32	29	36	24	19	16	23	13	14	
Civil Partnerships					1	3	1	1	2	3	-	1	1	1	

INCOME

	NOVEMBER		DECEMBER	
	2012	2013	2012	2013
	£	£	£	£
Corn Exchange	3127.94	3200.55	2953.14	2735.06
Dressing Rooms	226.10	481.14	113.00	116.10
Town Hall	1458.56	868.14	1558.60	826.82
Magistrates Room	620.84	567.93	209.14	421.81
Council Chamber	-	60.90	-	33.20
Overall Total £	5433.44	5178.66	4833.88	4132.99
2013/2014 Cumulative Total £		35665.34		39798.33
Percentage of Estimated Income 2013/14		55.2%		61.6%
Weymouth Avenue Pavilion	423.00	612.48	163.40	312.91
Borough Gardens House	305.00	298.90	645.06	448.53
	November		December	
Bar Franchise 10%	352.71	312.20	420.47	312.20

Usage/Occupancy The following charts show the usage of all the rooms available. This is shown by the type of the event showing number of sessions used not the number of event. Subsequently if an event is all day it will appear more than just a morning event.

November 2013	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Shows/Performances	9 + 2hr	4			2	-				
Live Music Events	-	-			-	-		-		
Farmers Markets/Sales	2	-			4	-	9	5		
Commercial Bookings	4	3	-	-	-	-	-	-	-	-
Birthday/Socials	-	2			-	-	-	-	-	-
Dance Classes	3	5 + 5hr			13 + 1hr	5	-	-		
Wedding Receptions	-	-			-	-		-		-
Wedding Ceremonies	-	-			-	-		-		-
Training Events	-	-	-	11	4 + 4hrs	3 + 15 hrs	6	2	-	-
Meetings	8 + 6hrs	9	10	4	7	7	4	8	-	1
Exhibitions	-	3	-	-	2	-	-	1	-	-
Total:	26 + 8hr	26 + 5hrs	10	15	33 + 5hr	15 + 5hr	19	16	-	1
Income £	3127.94	3200.55	226.10	481.14	1458.56	868.14	620.84	567.93	0.00	60.90

December 2013	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Shows/Performances	5	3			-	-				
Live Music Events	-	-			-	-				
Farmers Markets/Sales	4	-			-	-	6	3		
Commercial Bookings	-	4	-	-	-	-	-	-	-	-
Birthday/Socials	2 + 1hr	1			-	-	-	-	-	-
Dance Classes	4 + 3hr	4 + 5hr			6	5	-	-		
Wedding Receptions	1 + 2hr	-			-	-		-		-
Wedding Ceremonies	-	-			2	-		-		-
Training Events	1	-	3	1	9hr	3 + 12hr	-	6	-	-
Meetings	6	7	1	3	15	7	1	3	-	1
Exhibitions	-	2	-	-	-	-	-	-	-	-
Total:	23 + 6hr	21 + 5hr	4	4	23 + 9hr	15 + 12hr	7	12	-	1
Income £	2953.14	2735.06	113.00	116.10	1558.60	826.82	209.14	421.81	0.00	33.20

DORCHESTER MUNICIPAL BUILDINGS

Planned Maintenance/Projects and Urgent Works

14th January 2014

Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited – 27th April 2010 – 24th October 2010 – 27th October 2011 – October 2012 – October 2013 (3 Year Service Contract 2008-2011) – new contract - 2012-2015.*
- ❖ Floor needs some minor repairs – *September 2013*
- ❖ Stage Lights PAT Tested – *Completed March 2008 – Stage Electrics – Completed Nov. 2010 – Completed 1st November 2011 – Completed 31st October 2012 – Receiving Quotes for 2013*
- ❖ LED Lighting for Corn Exchange purchased and installed – *Completed December 2011*
- ❖ Corn Exchange – *Miscellaneous item - PAT Tested – Terry Morrison – Completed: May 2012 – October 2013*
- ❖ Corn Exchange Dimmers – *replace all dimmer packs and controls for the Corn Exchange Lighting – Completed - May 2013*
- ❖ *Replace broken blinds and electric motors – Crystal Blinds – Completed October 2010 - faulty June 2013 – Town Hall Keepers repaired*
- ❖ *Boiler Serviced – Asbury's – March 2011- replaced minor parts – September 2011 – March 2013*
- ❖ *Stage curtains repaired – Completed December, 2011 – repaired August, 2013.*
- ❖ *Follow up ProDub Licensing requirements for the Corn Exchange – Completed March 2013 – not Required*
- ❖ *New Wi-Fi Installed*
- ❖ *Microphones – replace missing buttons – Completed May 2013*
- ❖ *Install new Blu-Ray DVD Player – Andy Worth – March 2013*
- ❖ *Cleaning of Stretched Fabric Systems – Corn Exchange – cleaned and dusted as carefully as could to avoid any damage– February 2013 + Servicemaster contacted to see if they can clean to a better standard in accordance with the fabric system, which they could not – Property Management and Maintenance Panel advised on painting the fabric with microporous paint – seeking advice*

Kitchen

- ❖ All Appliances Serviced
- ❖ Food Hygiene Inspection carried out under the Food Hygiene (England) regulations 2006 Act – *new inspection not required - informed April 2012*
- ❖ WDDC carried out a physical inspection of kitchen, bar, cellar and toilets – *all found to be in good order and clean. Extra storage was recommend in the kitchen – Purchased new cabinet – January 2009*
- ❖ Ventilation System Serviced – *Rentokill – 31st October 2011 (Re-negotiated contract from April 2008 – reduced by £140.00 per year) – Contract for Bar and Toilet Ventilation Cleaning to be negotiated – January 2010 – completed – 31st October 2011 – 28th October 2012 – 27th October 2013*
- ❖ *Clearwater to clean and disinfect water tanks – Completed October 2008*
- ❖ *Legionnaire Testing – Peter Mullins monitoring – some changes needed to existing plumbing to comply with legislation – completed April 2009 and ongoing inspections*
- ❖ *Steam Cleaner purchased – October 2009*
- ❖ *Deep Clean Kitchen – once a year – Rentokill completed November 2010 – completed November 2011- completed November 2012 – completed November 2013*
- ❖ *Light diffusers replaced – February 2013*

Magistrates Room

- ❖ New flooring – quote being obtained – on hold – deteriorating, also in main lobby February 2013
- ❖ New blinds to be installed – Damers Blinds – *Completed 4th November 2013*
- ❖ Contacting English Heritage regarding wall colour change restrictions to a Grade II listed interior
- ❖ New tables purchased to improve appearance of room (8 old tables removed)
Need to start replacing old for new – many tables have damaged tops - replace 8 badly damaged tables in Mag. Room – Japanese Beech GP58 2L1830x760 – 6ft x ft – investigating costs – refurbishing existing tables

Town Hall

- ❖ Window hinge loose – *Investigate Companies & cost – repaired – June 2013*
- ❖ Kitchen – *total refurbishment completed – May 2010*
- ❖ Windows – *some glass panels need replacing – cracked – arranging quotes July 2009 – completed November 2011*
- ❖ Scaffold erected to paint higher level – *October 2009 – Completed April 2010*
- ❖ Dumbwaiter parts replaced and serviced – *Completed April 2011*
- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31st December 2016*

Ground Floor Lavatories

- ❖ Total refurbishment - *tenders received – September 2009 – work commenced 30th September 2009 – Work Completed 17th November 2009*
- ❖ *Safety strips added to the door hinges to prevent accidents – safety measure – Completed January 2013*
- ❖ Investigate urinal fresh mats for men lavatories – *costs v toilet blocks*

Council Chamber

- ❖ Flags to be cleaned – *County Cleaners – Completed 28th October 2009 (9 Flags)*
- ❖ Infra red hearing system to be serviced – checked by Town Hall Keepers – November 2012
- ❖ Re-paint Wall – *Completed – June 2010 – November 2012*

Stairway to Town Hall

- ❖ Dorchester Stitchers, Dorset Jurassic Coast hangings to be hung at high level left of the window on the landing - *Completed – April 2012*
- ❖ Lift needs new parts fitted – *Completed January 2014*

Bar

- ❖ New Bar Franchise let as from 1st July 2010 – King's Arms – due to be extended to June 2015 on completion of improvements to bar area – *Completed August, 2013*
- ❖ Alterations to bar in conjunction with new Franchisee – *June 2010*
- ❖ Ventilation to be cleaned – *Completed February 2013*
- ❖ New Flooring installed – *completed June 2013*

Boilers

- ❖ Replaced – new maintenance contract – three year contract to A. P. Chant to service the boilers during each April for 2014-2016 on all four Municipal Buildings boilers (this has produced a saving of £400 per year on Asbury 3 year quote)
- ❖ *Boilers serviced – March 2013*
- ❖ Replace faulty Pressurisation Unit – *completed September 2008 – new fan October 2009*
- ❖ First Floor – *inside of boiler reported to be in poor condition – obtaining quotes – P. Mullins May 2012*
- ❖ *Fan needs replacing and spares for main boiler ordered – March 2013*

Exterior Roof

- ❖ Town Hall roof leaking in bad weather – *tile missing – replace a.s.a.p. to see if this is where the leak is generating from – Completed – November 2012*
- ❖ Repairs required to ventilation cowls – *Roger Burgess Ltd - investigating when scaffolding present. Also repairs to the remainder of the Corn Exchange roof – Cowls being replaced January 2010 – completed. Some tiles replaced. Lightning Conductor tested and completed – February 2013*
- ❖ *Routine Gutter clean – Town Hall Keeper – March 2013*
- ❖ *Leak near dressing rooms – flat roof – contract let for repair October 2012 – completed Weatherby Roofing Ltd – November 2012*
- ❖ *Roof tiles replaced during restoration works – completed August 2013*

General

- ❖ To implement RBS computerised room bookings as recommended by the Council's Internal Auditor January 2013 – funding from 2012/2013 budget – *completed 2013*
- ❖ Energy saving light bulbs – *Purchased*
- ❖ Full NICEIC Test and Inspection of the Electrical Installation – *Complete – Andy Whitty - October 2012*
- ❖ Fire alarm and Emergency Lighting Test – quarterly & annual *Complete – Andy Whitty Ltd – May 2009 – May 2010 – December 2011 -*
Implementing Fire Risk Assessments
Arrange training for town hall keepers – November 2007 – Manual Handling/First Aid – Complete
Arrange training for Fire Safety Training and COSHH – April 2010
Arrange training for the Sound/Projector & Laptop Equipment for all users of the Corn Exchange that would like to attend, Town Hall Keepers/Julie – Completed - November 2009 with Multi-Media – Andy Bagwell - Evac training, manual handling training, etc – March 2013
Update to training:
Fire Marshall Training completed by Andy Bagwell, James Simpson and John Banks – November 2013
- ❖ Town Hall Keepers to update the Technical Specification Guide for the Corn Exchange. Also to provide additional training to the Town Hall Keepers on the Lighting Desk – *Completed August 2013*
- ❖ Update car park gates to comply with new frequency and health and safety guidelines – *Completed – February 2012 - a new one year contract with Trident Access from December 2013*
- ❖ Replace various broken fixtures and fittings
- ❖ Painting needed in various areas – scaffolding in Town Hall – 25th October – 2 weeks. Outside painting already started – October 2009 – February March 2010 – April 2012.
- ❖ General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule
- ❖ Service clocks – Town Hall (Corn Exchange clock) new strike controller being fitted – *completed March 2008 – parts replaced – February 2010 – February 2011- November 2011- November 2012*

- ❖ Corn Exchange internal clock faulty – Fred Burgess servicing – June 2010/February 2013
- ❖ Renew civil wedding license – *Completed August 2013*
- ❖ Personal Appraisal and Development interviews – *Completed September/October 2008 – Personal Appraisals – December 2011- March 2012 – March 2013*
- ❖ New Cigarette Bins to be placed outside of the North Square entrance and by the bins - *Completed – Summer 2009 – replaced January 2013*
- ❖ Regular weekly inspections being undertaken by Municipal Building Administrator
- ❖ Asbestos Survey – *completed August 2009*
- ❖ *Booking Form updated - to include the clause that the booking will be cancelled if the booking form and any necessary Public Liability Forms are not returned within 7 days of the date of hire. Also, if no PLI then a separate form has to be filled in – liability to hirer*
- ❖ Carry out appropriate health surveillance, if necessary or required by COSHH, purchase necessary equipment from SETON – October 2009 – *Completed November 2009*
- ❖ Monitor the exposure of employees to hazardous substances, if necessary.
- ❖ Fire Evacuation Procedures – *Instructions to Town Hall Keepers and Hirers implemented.*
- ❖ Town Hall Keepers – *Fire Safety Training Induction reminder.*
- ❖ Fire Log Book – to record all necessary fire records and checks. Town Hall Keepers, Andy Whitty Ltd and Rapid Fire Protection
- ❖ Evac. Chairs ordered so as to enable speedy evacuation of disabled people from the Town Hall and Council Chamber – Evac. Chair training: *Completed: Wednesday 24th August 2011. Additional training required by Mr A. Bagwell*
- ❖ H & S in the workplace training – Kingston Maurward – *28th September, 2011 & February 2012.*
- ❖ Rentokill quoting for Ventilation Duct Cleaning in Dressing Rooms. Etc.
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ
- ❖ Upholstery cleaner (bulk) to clean chairs
- ❖ Purchase Telescopic Pole – high level cleaning/cobwebs
- ❖ Remove and wash covers from Town Hall Oriel Seat – Julie
- ❖ Contract let for external stonework repairs – *work completed.*
- ❖ Replace general lights with LED's - *underway*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14th JANUARY, 2014

DIRECT DEBITS FOR NOVEMBER AND DECEMBER 2013

Date	Details	Gross (£)	Net (£)
15 Nov 2013	Salaries Telepay	30,719.24	
25 Nov 2013	Service Charges	10.00	
28 Nov 2013	Service Charges	62.80	
28 Nov 2013	Service Charges	25.45	
	Total for month	30,817.49	
13 Dec 2013	Salaries Telepay	29,290.23	
23 Dec 2013	Service Charges	10.00	
27 Dec 2013	Service Charges	59.59	
27 Dec 2013	Service Charges	30.86	
	Total for month	29,390.68	
	TOTAL FOR PERIOD	£60,208.17	

Signed:-

Chairman.....

Vice-Chairman.....

Date.....

Date: 08/01/2014
 Time: 09:09:44

Dorchester Town Council
Day Books: Paid Invoices (Summary)

Page: 5

<u>Tran</u> <u>Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Last Pay</u> <u>Date</u>	<u>Pay Reference</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Amount Paid</u> <u>this Period</u>
68282	11/12/2013	BTPLC	Q018XD	20/12/2013	029967	14.97	2.99	17.96	17.96
68283	11/12/2013	EDFENERG	0047	20/12/2013	029968	157.93	7.90	165.83	165.83
68284	14/12/2013	ROYALMAI	1108803254	20/12/2013	029969	72.87	14.57	87.44	87.44
68285	16/12/2013	CONSORTI	9517855	20/12/2013	029970	8.53	1.71	10.24	10.24
68286	16/12/2013	CONSORTI	9517855	20/12/2013	029970	38.35	7.67	46.02	46.02
68287	16/12/2013	CONSORTI	9517855	20/12/2013	029970	38.35	7.67	46.02	46.02
68288	13/12/2013	CORONAEN	08888929	20/12/2013	029971	142.36	7.12	149.48	149.48
68289	13/12/2013	CORONAEN	08888915	20/12/2013	029971	65.26	3.26	68.52	68.52
68290	13/12/2013	CORONAEN	08888941	20/12/2013	029971	57.62	2.88	60.50	60.50
68291	08/11/2013	E.ON	HF3941CCF	20/12/2013	029972	991.96	198.39	1190.35	1190.35
68292	11/12/2013	PORTLAND	102909	20/12/2013	029973	90.00	18.00	108.00	108.00
68293	12/12/2013	PIMSLTD	IN126533JI	20/12/2013	029974	1508.10	301.62	1809.72	1809.72
68294	10/12/2013	GIBBS&DA	3770/010185	20/12/2013	029975	20.31	4.06	24.37	24.37
68295	11/12/2013	GIBBS&DA	3770/010186	20/12/2013	029975	66.23	13.25	79.48	79.48
68296	24/09/2013	GIBBS&DA	3770/010157	20/12/2013	029975	7.05	1.41	8.46	8.46
68297	06/12/2013	GIBBS&DA	37700101848	20/12/2013	029975	66.02	13.20	79.22	79.22
68298	09/12/2013	TRAVISPE	4148ADG375	20/12/2013	029976	12.40	2.48	14.88	14.88
68299	19/12/2013	TUDOREN	118301	20/12/2013	029977	178.23	35.65	213.88	213.88
68300	06/12/2013	ECOCOMPO	295812	20/12/2013	029978	69.99	14.00	83.99	83.99
68301	11/12/2013	CEMCO	CLTD	20/12/2013	029958	619.09	123.82	742.91	742.91
68302	09/12/2013	DCC	2800019436	20/12/2013	029957	567.27	113.45	680.72	680.72
						<u>172452.25</u>	<u>19617.61</u>	<u>192069.86</u>	<u>192069.86</u>