

Dorchester Town Council

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9 September 2015

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 15 September 2015** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers 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.

Membership of the Committee

Councillors C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, M. Rennie, K. Rice, P. Stein, D. Taylor, and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 16 June 2015 (adopted by Council on 21 July 2015). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Community Activities Panel

To consider the Minutes of the meeting of the Panel held on 26 June 2015 (enclosed).

4. Management Arrangements

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

5. Borough Gardens Bowling Green – Outcome of Consultation

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

6. Council Governance Review

To receive the summary of responses received in respect of the Council's Governance arrangements (enclosed) and to agree any comments on them that Members would wish to forward to Policy Committee.

7. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) 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.

(c) War Grave – Fordington Cemetery

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

8. Monitoring Reports

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

9. Dorchester Arts

(a) To receive a report from the Town Clerk updating the Committee on the Dorchester Arts move to the Corn Exchange (enclosed).

(b) To consider a request from Dorchester Arts to hang their Colours of Africa wall hanging in the entrance lobby of the Buildings (report enclosed).

(c) To note the Minutes of the Dorchester Arts Board meetings held on 24 June 2015 (enclosed).

Dorchester Town Council
Community Activities Panel

25 June 2015

Present: Councillors T.C.N. Harries, F.E. Kent – Ledger, M.E. Rennie (Chairman).

Apologies: Mayor R. Potter and Councillors S.C. Hosford and E.S. Jones.

2. Financial Assistance Applications

The Panel considered grant applications which had been received.

Recommended

(1) That £300 be awarded to the Volunteer Centre Dorset and that further consideration be given to increasing the grant up to a maximum of £500 should not enough funds be raised to cover their expenses.

(2) That £500 be awarded to the Dorchester Area Community Partnership for the Try This event to be held in October 2015.

In accordance with the powers delegated at Standing Order 50, it was also

Resolved

(3) That a grant of £500 be awarded to the Duchy of Cornwall to support Children's activities at the Dorset Food and Arts Festival 2015.

3. Grant Application Form

The Panel had before them a report about the grant application procedure which explained the legal basis for the allocation of funding, the existing procedure for applying for funding, the existing criteria for awarding funding and recommendations to improve the procedure. Members were also advised of the various budgets available for grants.

The panel agreed that the proposals for the grant application process should be supported subject to minor changes to wording. The Panel also felt that the grant application from AsOne Theatre should not be reconsidered despite there being budgets available.

Recommended

(1) That the proposals to review and change the existing grant application process be supported and the recommendations be adopted subject to minor changes in wording.

(2) That a complete review of the grant application process be undertaken, to include those events that it has previously been agreed to regularly fund such as Armed Forces Day, Skatejam, Football and Rugby match sponsorship etc.

DORCHESTER TOWN COUNCIL

GROUNDS WORK SPRING/SUMMER 2015

Borough Gardens

- Cut old bowling green x 2 per week - *ongoing*
- Fertilise old bowling green x 1 during period –
- Cut grass edges to old bowling green fortnightly - *ongoing*
- Strim grass surrounds to old bowling green monthly - *ongoing*
- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily, (plus deep clean June) – *ongoing*
- Collect fees occasional tennis as required - *ongoing*
- Remove Spring bedding plants –*completed*
- Dig and prepare beds compost added –*completed*
- Plant out summer bedding plants – *completed*
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required – *ongoing*
- Strim lawn edges fortnightly - *ongoing*
- Mow all lawns weekly/fortnightly - *ongoing*
- Prune spring flowering shrubs –
- Cut hedges x 2 during period –*ongoing*
- Weed kill hard surface areas as required – *1 x application completed*
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding winter bedding plants in greenhouse –
- Potting up winter bedding –
- Watering greenhouse – *daily*
- Rub down and oil seats & bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –*ongoing*
- Clean fountain as required – *reduced to fortnightly contract now*
- Plant out shield beds – *completed*
- Tree inspections –
- Install repaired heritage bench - *completed*
- Reinstate repaired benches to putting green surrounds – *completed*
- Clean as required new toilet block –*ongoing*
- Plant up new bed (Mediterranean) – *ongoing awaiting plants to finish*
- Glazing repairs to greenhouses – *completed*
- Love Parks event – *event held very successful*
- Legionella and fire testing – *ongoing*
- 3 hour test on emergency lighting - *completed*
- Prepare area for grass free lawn – *completed*
- Assist in planting and maintaining grass free lawn – *completed*
- Repainting as required play equipment as required – *ongoing*
- Replace shackles on swings – *completed*
- Borough Gardens House Lift serviced – *completed*
- Borough Gardens House Fire extinguisher's serviced – *completed*

- Borough Gardens House Fire alarm serviced - *completed*
- All Borough Gardens buildings/clock 5 years wiring test inc flat – *completed*
- Repairs to **vandalised** toilets, replace all toilet roll holders etc – *ongoing*
- Repairs to play equipment, slide and swings – *repaired*
- Repairs to Bandstand gate re welding **vandalism** – *repaired*
- Several young trees **vandalised** – *prune and try and reshape?*

Weymouth Ave Recreation Ground

- Mow field area weekly – *ongoing*
- Hand mow field edges – *ongoing*
- Strim field perimeter – *ongoing*
- Mow cricket square – *ongoing*
- Fertilise cricket square x 2 *applications completed*
- Mow out wickets as required – *weekly as required*
- Mark out wickets and boundary lines – *weekly as required*
- Roll wickets – *ongoing*
- Scarify and repair wickets after play – *ongoing*
- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Paint goal posts – *ongoing*
- Mark out from scratch winter pitches –
- Take down football posts and store – *completed*
- Repair winter pitches – *completed*
- Erect goal posts –
- Weed Sawmills shrub areas by railway bridge – 2 x *completed*
- Prepare cricket nets for play, mark artificial wicket creases – *completed*
- Legionella and fire testing – *ongoing*
- Pavilion Fire extinguisher's serviced – *completed*
- Pavilion Fire alarm serviced - *completed*
- 3 Hours test on emergency lighting – *completed*
- 5 year fixed wiring testing – *completed*
- Field weed killed and liquid feed applied - *completed*

Sandringham Sports Ground

- Take down football posts and store – *completed*
 - Paint goal posts – *ongoing*
 - Mark out from scratch winter pitches – *senior pitch marked as football starts 15th August*
- August*
- Erect goal posts – *senior only, remainder 5th September*
 - Mow field area on a weekly basis – *ongoing*
 - Mow perimeters hand mower, fortnightly – *ongoing*
 - Strim perimeter fortnightly – *ongoing*
 - Weed kill boules court – *ongoing*
 - Weed kill car park edges – *ongoing*
 - Litter pick and empty bins x 3 per week – *ongoing*

- Pitch renovation seeding pitches etc – *completed*
- Legionella and fire testing – *ongoing*
- Fire extinguisher's serviced – *completed*
- 3 Hours test on emergency lighting – *completed*
- 5 year fixed wiring test – *completed*
- Field weed killed and liquid feed applied – *completed*
- Repair or replace shower head push button controls - *completed*

Kings Road and Salisbury Field

- Mow field areas on a weekly basis - *ongoing*
- Mow perimeters hand mower, fortnightly - *ongoing*
- Strim perimeter fortnightly - *ongoing*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Play equipment painting (roller prior to event 27th June) – *completed*
- Repairs to shelter seating following **vandalism** – *completed*
- Tree survey - *completed*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Grove bank, following HSE direction, flail mow (contractor) bottom section, DTC staff top areas only – *booked for three /four cuts 2015, May, July, August, October?*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth – *completed*
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) – *completed*
- Mow additional DCC areas (Junction, skatepark verges etc) – *ongoing*
- Seat base re-laid in concrete – *completed*
- Tree felled and stump ground following failed inspection West Walks – *completed*
- Replace **vandalised** litter bin in Bowling Alley Walk - *completed*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? –
- Prepare info structure for Bank Holiday event Maumbury Rings –
- Break out concrete lump, soil and seed after M/R – *completed*
- Repairs and painting play equipment as required – *ongoing*
- Maumbury Rings, install additional litter bin at the Maumbury Rd entrance – *completed*
- Skate Park, collect litter and empty bins Monday – Saturday -*ongoing*

Allotments

- Cut grass paths tractor/rotary on a fortnightly basis – *ongoing*
- Provide trailer to remove green waste- as per schedule – *ongoing*
- Strim and clear unlet plots at various sites – *ongoing*
- Replacement of Perspex to notice board Frome Terrace – *completed*
- Frome Terrace, removal of non-green waste 2 x transit loads – *completed*
- Alington Allotments, replace leaking water butt - *completed*

Hanging Baskets Town Centre

- Water 54 hanging baskets on a daily basis (7 days per week) – *daily*
- Put up 54 hanging baskets around the town – *completed*

Additional Work Planned or Completed

- Borough Gardens – Love parks week various additional events planned 29/7/15
- Borough Gardens – Green flag, - *awarded for the 8th year*
- Maumbury Rings – prepare and take down after event August B/holiday – *completed*
- Painting playground equipment, various sites -*ongoing*
- Fire extinguishers servicing all sites, external contractor –*completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- PAT testing, all Town Council buildings –
- Riverside reserve, strim pond area and path sides-*ongoing*
- Clean and paint three finger posts the Grove/Colliton Walk – *completed*
- Seat refurbishment public seat High East by bus shelter – *completed*
- Replace broken slats on walkway Riverside Reserve – *completed*
- Maumbury Rings Pavilion, 5 year fixed wiring test – *completed*
- Remove **graffiti** from the skate park - *ongoing*

The Great Field

- Mow field areas gangmower, every 10 days – *ongoing*
- Litter pick field area – as per rota – *ongoing*
- Take down goal posts –*completed*
- Reseed goal mouth areas – *ongoing*
- Prepare site for cricket – *completed*
- Fertilise weed kill field area – *completed*
- Mark out football pitches –
- Erect football posts –

Fordington Cemetery

- Monthly grass mowing – *ongoing DCC contract*
- Tree inspections –
- Burials as required – *ongoing*

- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways –
- Annual cutting to steep banking –

Weymouth Avenue Cemetery

- Grass mowing rota – *ongoing DCC contract*
- Burials as required – *ongoing*
- Tree inspections – *completed*
- Weekly removal of waste from bins etc - *ongoing*
- Rabbit removal – *as required*
- Oil chapel doors –
- North Chapel repairs, repointing, ridge tiles replace, lead work to bell tower etc. – *completed*
- South Chapel – correct gutter flow fit new gutter stays - *completed*

Poundbury Cemetery

- Grass mowing rota, - *ongoing*
- Wildflower area mowing –
- Tree inspections –
- Burials as required - *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Rub down and treat benches – *completed*
- Spread shingle over bare areas -*ongoing*
- Paint/repair building windows and doors – *completed*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015

BOROUGH GARDENS BOWLING GREEN – OUTCOME OF CONSULTATION

1. At the last meeting of the Committee it was agreed that a consultation be undertaken at the annual Love Parks event on options, previously identified by Members, for the future use of the bowling green in the Borough Gardens.
2. Some 101 responses were received. Many thanks to Councillors Molly Rennie, Stella Jones and Janet Hewitt who all spent a considerable amount of time helping with the consultation on the day.
3. The outcome of the consultation is as follows:-

Proposal	Preference	%
Continue with the grass free lawn / wildflower area	26	13
Seating / picnic area	37	19
Sculpture display area	7	3.5
Crazy golf course	31	15.5
Bee hives enclosure	9	4.5
Climbing boulder	25	12.5
Tea shop / kiosk	8	4
Relocate the gardens tennis court(s) to the bowling green and open up the main gardens area	31	15.5
Quiet space for older community, with scented plants, a variety of textured foliage etc, together with wheelchair friendly paths	25	12.5

4. The consultation produced no clear preference with what to do with the area. However a number of the preferred options naturally link together into one scheme – grass free lawn, seating / picnic area, tennis courts and a quiet space – these options together account for 60% of the responses.
5. Additionally, at the last Democracy Day event, the young people themselves identified their top priority as a free access climbing facility in the town – if this facility could be incorporated into an overall scheme for the Gardens then 72.5% of the preferred options would be accommodated and would also show the young people that their voices are heard.
6. If Members support a scheme based on paragraphs 4 and 5 above, Policy Committee will be asked to identify some initial funding so as to enable a detailed scheme with costings etc to be drawn up. Preliminary discussions have been held with Dorset County Council Landscape Team who are keen to work with the Council in progressing this project.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

Management Committee – 15 September 2015

Review of Committee Arrangements

1. At Council in July it was agreed that a short review of current meeting arrangements should take place in time for the next Council meeting on 29 September. The components of the review are:
 - A preliminary discussion at Council on 21 July
 - A short questionnaire to all members
 - A discussion paper produced by two Chairmen regarding the allocation of work between Planning & Environment and Policy
 - The opportunity for each Committee to review the evidence gathered and comment to Council
 - Any revisions to existing arrangements agreed at Council on 29 September

Committee Processes

2. 13 questionnaires have been returned at 31 August, with feedback regarding Committee meetings summarised in Appendix 1. In summary Members are generally satisfied with the Committee process, with a few suggestions for improvements.
3. The Chairmen of Planning & Environment and Policy met with the Town Clerk in August to discuss how their Committees operate and how they relate to the Corporate Plan. Some suggestions for change are included in Appendix 2.

Panel Processes

4. The Questionnaire responses produced no clear view on changes to the Panel process and are not easy to summarise. To facilitate discussion some suggestions, based on the comments made supplemented by officer contributions, are included at Appendix 3. Members may wish to provide feedback on the suggestions relating to this Committee's Panels.
5. The Committee's feedback in relation to this Committee and the Panels it oversees is sought.

Adrian Stuart
Town Clerk

SUMMARY OF FEEDBACK ON COMMITTEES

Question	Yes	No	Comments
<p>With regard to meetings of Full Council</p> <p>Do you wish to receive a guest speaker at each meeting of Council?</p>	6	7	<ul style="list-style-type: none"> • Provided speakers are saying something new • Happy with guest speakers, but not every meeting • Make more use of Special Meetings
<p>Do you support moving public Question time to the beginning and incorporate it into the meeting</p>	11	2	<ul style="list-style-type: none"> • Needs to be time limited • Don't integrate into meeting • Public would leave after questions • Suggest regular update by WDDC/DCC Members
<p>With regard to Policy Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	8 7 7	2 2 1	<ul style="list-style-type: none"> • Inc. responsibility for Buildings, Arts, Grants, Civic and Twinning, Cemeteries • Not enough Members understand its remit • Needs greater strategic planning focus and capacity • Current remit too narrow – greater focus on strategic aims, partnership working and influencing
<p>With regard to Management Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	7 8 7	1 0 1	<ul style="list-style-type: none"> • Should focus on Outdoor services, transferring some services to Policy (see above) • Too focused on detailed management rather than overview of service • Would be more effective with fewer members
<p>With regard to Planning & Environment Committee</p> <p>Do you feel its overall remit is clear?</p> <p>Does it look at the right issues/operate at the right level?</p> <p>Does it have the right number of Members?</p>	10 11 9	2 1 3	<ul style="list-style-type: none"> • Focus only on Dev. Control every other month, or separate out other issues • Too many Members, need training, WDDC take the decisions

			<ul style="list-style-type: none"> • Too many Members, fix number • Too much of a catchall for anything not traditionally provided by DTC • Remit too wide
Domestics at Council and Committees Are you happy with the frequency of meetings? Are you happy with the 7.00pm start? Are you happy with the venue? Are you happy with the layout of the papers? What is your preferred meeting length?	13 11 13 13 1'00" 1'30" 2'00"	0 1 0 0 1 6 4	<ul style="list-style-type: none"> • Policy & Management in alternate months • 7.30pm start • Should not feel obliged to always meet in Council Chamber • Meetings should take as long or short as needed

REVIEW OF PLANNING & ENVIRONMENT AND POLICY COMMITTEES

As agreed at Council in July, Councillors Gareth Jones (Chairman of Policy Committee) and Susie Hosford (Chairman of Planning & Environment Committee) met with the Town Clerk as part of the review of Committee arrangements to be considered by Council at its meeting on 29 September.

The general issues we considered were

- The workload of the P&E Committees, and particularly the tension between the need to give proper attention to the high volume of Development Control applications and wider issues affecting the town and its environment, e.g. DTEP, parking charges, community planning
- The mechanism needed to deliver newer aspects of the Corporate Plan, e.g. influencing other tiers with regard to Parking and Traffic, Affordable Housing etc
- The need to be more proactive in our contact with other agencies rather than reactive

The two Chairmen agreed to propose to Council that the Terms of Reference of the two Committees should be clarified to enable P&E (to be renamed "Planning") to focus on

- Responding to West Dorset DC and Dorset CC on planning applications
- Making observations to Dorset CC advocating and in response to proposal related specifically to Traffic Regulation Orders
- Making observations to consultations from West Dorset DC and Dorset CC regarding high level plans (Local Development Plan, Waste Plan, etc)

With Policy Committee focusing on

- Managing the Council's role to influence partners, in line with the Corporate Plan and partnership working with organisations focusing on strategic delivery inc DCC and WDDC, Local Area Partnership
- Financial Control
- Strategic use of the Council's Assets (deciding how each asset should be used), and management issues relating to the Council's workforce

When a new major site emerges, e.g. Dorchester Prison, Charles Street a discussion should take place between the two Committee Chairmen to establish which Committee is most relevant in developing the Council's views on the site.

Revisions to the Panel Process

The questionnaire identified a number of benefits and disbenefits of the current Panel process

Pros

- Ability to focus in depth, including more time, on a specific subject
- Small Group working is rewarding for members and officers – interest, ownership
- Flexible, informal - Allows site visits
- Good way of involving new Councillors in an informal environment
- Opportunity for Task & Finish
- Can discuss and decide things between Committees (technically this is incorrect)
- Allows for Member's Specialist knowledge to be used
- (Not mentioned in the questionnaire responses) – Allows for partners to meet with Town Council informally
- Catalyst – could be a starting point for an idea

Cons

- Too infrequent – often difficult to organise a meeting
- Non-members can feel left out
- Risk that they become “My Panel” – territorial
- Can be overlong and doesn't prevent further discussion at Committee – many items could go straight to Committee
- Lack of meetings = work pushed up to main Committees
- Don't cover some of the newer issues arising from the Corporate Plan

An alternative approach that delivers the benefits and reduces the disbenefits might be

Committee	Panel	2014/15 workload	Alternative Approach
Planning & Environment	Traffic	Did not meet	<ul style="list-style-type: none"> • Consider as part of review of workload of P&E Cttee • Ensure does not duplicate role of DTEP Steering Gp
Policy	Risk & Resources	1 meeting <ul style="list-style-type: none"> • Risk Register 	<ul style="list-style-type: none"> • One report direct to Policy each November
Management	Arts	2 meetings <ul style="list-style-type: none"> • Dorchester Arts • Maumbury Rings 	<ul style="list-style-type: none"> • Twice yearly activity report to Management covering events and work with DA
Management	Community Activities	3 meetings <ul style="list-style-type: none"> • WW1 • Grants • Twinning 	<ul style="list-style-type: none"> • Greater role for Outside Bodies reps • Task & Finish Groups • Named Community Activities Councillor • Greater role for Mayor & Deputy

		<ul style="list-style-type: none"> • Events 	<ul style="list-style-type: none"> • Grant window and report to Management • Greater discretion for officers to make assets available
Management	Property Management & Maint.	1 meeting <ul style="list-style-type: none"> • Site visits 	<ul style="list-style-type: none"> • Bi-annual site visit of all sites on fixed days, open to all Cttee members, led by Chair/Vice Chair. Report finding to Cttee
Management	Outdoor Services	Did not meet	<ul style="list-style-type: none"> • Integrate into site visits rota. All sites visited once over life of Council
-	Task & Finishes	1 subject, 2 mtgs <ul style="list-style-type: none"> • Dorch Arts move 	<ul style="list-style-type: none"> • Greater use of Task & Finish, particularly by Policy to develop Corp Plan ideas

Advantages of the outlined approach

- More efficient use of officer time, less bureaucratic
- Fixed daytime dates for site visits give clarity
- Legitimises use of Task & Finish Groups for Corporate Plan projects

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 15 SEPTEMBER 2015

EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

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

Name	Grant No:	Grave Number
Dorchester Cemetery		
TRASFER DEED FROM IVOR HAWKINS TO S. SHUMER (DAUGHTER) NO FURTHER INTERMENTS	2891	1334
Poundbury Cemetery		
DENNIS & AUDREY YOUNG – TRANSFER	2887	223 (142 ALREADY SOLD)
DR. HILMA STAROSTINA	2888	522
BRUCE JONATHAN ANGUS MEAD	2889	494T
JOHN, MARGARET, CLIFFORD SMITH KAREN KING	2890	C181
Fordington Cemetery		
ADRIAN BARNES	2892	77

2. Since the last meeting of the Committee there has been the following interments, ashes etc at Dorchester's Cemeteries:-

10.6.2015 – 20.8.2015	Dorchester	Fordington	Poundbury
Interments	5	-	6
Ashes	3	3	-
Garden of Remembrance	1	-	-
Dorchester South Chapel	1	-	2
Poundbury Chamber	N/A	N/A	0

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015

WAR GRAVE – FORDINGTON CEMETERY

1. The Council has received a request from the Commonwealth War Graves Commission to erect a standard pattern Commission headstone on a newly discovered Fordington Cemetery grave of Private J H Lake. If agreed the Commission would maintain the headstone in perpetuity.
2. The Local Authority Cemeteries Order Act, 1977, allows a memorial to be placed on a grave where the owner cannot be traced or if the grave is a common grave. Allowing the memorial on a common grave confers no other rights to the grave.
3. The Council's present policy allows for the family of the last person buried in a common grave to place a memorial on it at a cost of £180. Common graves generally accommodate three unrelated burials.
4. At present there are three interments in Private Lake's grave – Private Lake was the first interment in 1916 followed by two further interments in 1971 and 1982. No request has been received for a headstone in respect of the last interment and as over thirty years have now passed it is unlikely that a request will be received.
6. Members are invited to agree that the Council's policy be varied in this instance
7. to allow the Commonwealth War Graves Commission to erect the headstone at no cost. It should be noted that the Commission normally agree to remove their headstone if the other family object at any time in the future.

Steve Newman
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015
Monitoring Report - Lettings**

Chargeable Bookings 2014-15					Chargeable Bookings 2015-16				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
June	19	26	18	£4,725	28	36	6	£5,229	£504
July	29	26	2	£4,676	32	22	9	£4,555	(£121)
Total	48	52	20	£9,401	60	58	15	£9,784	£383

Bar Income 2014-15			Bar Income 2015-16		
June		£533	June	£538	£5
July		£397	July	£475	£78
Total		£930	Total	£1,013	£83

Non Chargeable Bookings 2014-15				Non Chargeable Bookings 2015-16			
	Council	Partners	Total		Council	Partners	Total
June	6	6	12	June	10	7	17
July	5	9	14	July	4	2	6
Total	11	15	26	Total	14	9	23

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	1 (5)	(1)		

Municipal Buildings – Percentage of actual income against estimated income to date: **28.5%**

Weymouth Avenue Pavilion 2014-15				Weymouth Avenue Pavilion 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
June	13	0	£440	18	0	£555	£115
July	14	0	£252	16	1	£496	£244
Total	27	0	£692	34	1	£1051	£359

Borough Gardens House 2014-15				Borough Gardens House 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
June	9	3	£370	13	1	£513	£143
July	6	5	£250	12	7	£562	£312
Total	15	8	£620	25	8	£1075	£455

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Lighting Rig Test	Stage Electrics – 3 Year Service Agreement 14/16	July 2015	July 2016
PAT Testing	DAM Group	January 2015	January 2016
Boiler Service	A. P. Chant – Service Boilers – 3 Year Contract 14/16	April 2015	April 2016
Fixed Wire Testing (5 Year)	A. P. Chant	August 2015	August 2020
Stage Units – annual test and service	SICO Europe Ltd – 3 Year Contract 15/17	November 2014	November 2015
Service Clock – annual test and service	Smiths of Derby	November 2014	November 2015
Kitchen Clean	Rentokill	November 2014	November 2015
Ventilation Clean	Rentokill	December 2014	December 2015
Emergency Evacuation Chairs service (6 monthly)	Evan + Chair International	August 2015	February 2016
Lightning Protection	G & S Steeplejack Ltd	June 2015	June 2016
Lift	Stannah	June 2015	June 2016
Fire Extinguishers	Fire Express Ltd	August 2015	August 2016
Fire Alarms annual test and service	Churches	August 2015	August 2016
Intruder Alarm	Chubb	September 2014	September 2015
Emergency Lighting annual test and service	Andy Whitty	April 2015	April 2016
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Trident Access	February 2015	February 2016
Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members			
Project	Cost	Progress	
Revise Energy Efficient Lighting Scheme in Town Hall	£5000	Lighting scheme design produced – to replace existing floods with energy efficient is out to tender – consideration to enhanced lighting scheme to be considered next financial year.	

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015

DORCHESTER ARTS AND THE MUNICIPAL BUILDINGS

1. Dorchester Arts moved into the Magistrates Room on 1 June, having signed a standard law society based lease for a 3 years 1 month period to 30 June 2018. They are fully operational on the site.
2. Curtain tracking was installed in the Corn Exchange week commencing 11 May and DA's curtains were hung in the Corn Exchange on 26 May. A freestanding pipe and drape system arrived on 26 May and was used for the first time on 4 June.
3. DA Trading Ltd, who will gift all surpluses to Dorchester Arts, successfully took over the bar from 1 July having purchased stock and equipment from the Council. DA has provided new till equipment. The bar has been painted and later this year DA will submit a proposal for a more fundamental refresh of the bar area. The new franchise was agreed with the following changes from the previous agreement: -
 - a. A requirement for the franchise fee to be paid within 14 days of month end
 - b. A higher return on turnover above £50,000 – coupled with DA Trading's short term VAT position this will increase income from the franchise
 - c. A wider range of goods for sale, not just bar/alcohol, and the ability to trade throughout the building
 - d. 10 occasions each year for the Town Council to bring in alcohol, either for its own purposes (twinning and civic events) or partner events (e.g. Beerex) – replaces ad hoc requests
 - e. Clarification that DA are responsible for waste collections
 - f. Pricing structure linked to licensed premises rather than public houses, but with a £7 limit on corkage (previously up to £12)
4. Following a request by DA to West Dorset DC they will receive c. £11,000, being a mix of Leisure Development Fund grant from West Dorset DC and s106 funding from planning gain, to pay for the curtaining and equipment for the bar. As a result there is no need for DTC to make a loan available to Dorchester Arts.
5. Discussions have been held regarding the design of banners to be fixed to the outside of the building to give greater profile to both Dorchester Arts and the Corn Exchange. DA wish to request consideration of two vertical banners – one for DA and one for the Corn Exchange, erected on the front of the building. A mock up is attached to this report. It is also proposed to undertake a review of furniture and noticeboards attached to the front of the building. If the Committee supports the proposal to fit vertical banners to the front of the building as proposed and, subject to receiving the appropriate planning consents, the Deputy Town Clerk will consult the Chairman and Vice Chairman of the

Committee regarding the final designs and the furniture review, and implement the changes.

6. The Municipal Buildings was decluttered in May and the Box Office has been removed to create additional storage. Dorchester Arts have moved their equipment (seating, staging, lighting and audio) onto site into the space created.
7. Since 1 June most DA events have taken place in the Corn Exchange, with the Autumn season being the first to be fully delivered from the building. Additionally from September Dorchester Youth Theatre will operate from the Corn Exchange on Monday and Thursday nights, Connect Drama Workshops will use the Town Hall on Thursdays and Pop Club will use the Town Hall on most term-time Saturday mornings. Collectively these bring a net extra 180 hires a year during the life of the agreement, an overall increase in usage of the building of around 20% compared to 2014.
8. Following the departure of the Dorchester Family Church the building will generally remain closed on Sundays. The Income budget has been reduced by £8,400, offset by a reduction to the staffing budget of £7,000 and the utilities budget of £1,400. The staffing budget takes account of new working arrangements that have been in place since April.

Adrian Stuart
Town Clerk

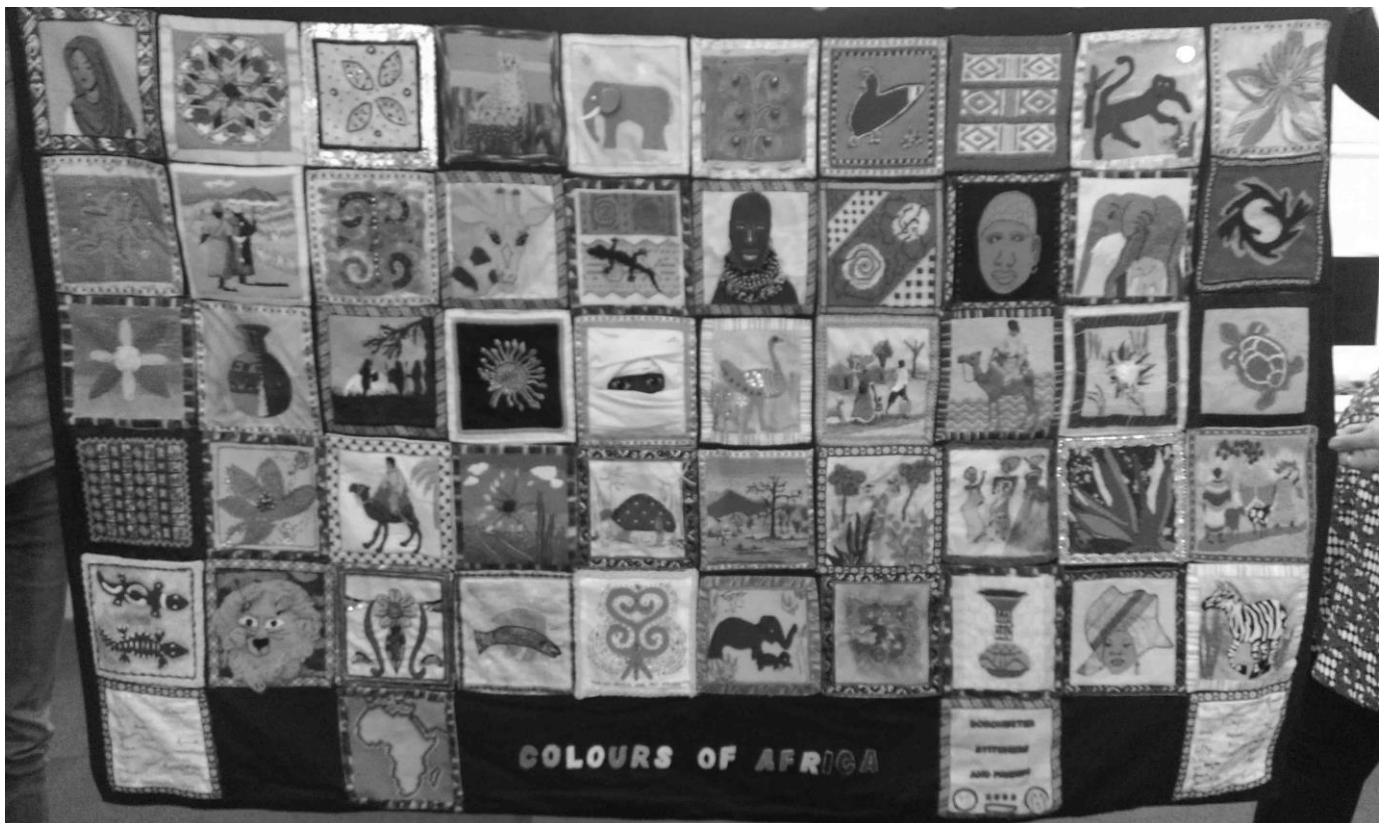


DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 SEPTEMBER 2015

DORCHESTER ARTS – COLOURS OF AFRICA WALL HANGING

1. Those Members who have past visited Dorchester Arts at its old premises in School Street may well recall the wall hanging that greeted you as you entered the building.
2. The wall hanging was created by the Dorchester Stitchers and is based on the Colours of Africa. For several months in 2009, Dorchester Stitchers collected African pictures, symbols and patterns which they then transferred to fabric and canvas. Fifty of these squares were eventually embroidered and made into the wall hanging for Dorchester Arts.
3. Dorchester Arts would like to display the hanging in the High East Street entrance lobby. A quote has been obtained for the hanging to be protected by a Perspex screen in the same way as the Dorchester Tapestries are, but at £795 it is not value for money for Dorchester Arts.
4. The hanging is approximately 1300mm high by 1900mm wide and is set out below:-



5. Members are asked to consider allowing the wall hanging to be displayed in the Municipal Building in the High East Street entrance lobby.

Steve Newman
Deputy Town Clerk

DORCHESTER ARTS BOARD MEETING

CORN EXCHANGE, 5.45pm, WEDNESDAY 24TH JUNE 2015

NB: Actions are highlighted in italic.

1. Present: Jem Shackleford JS; Rod Hoare RH; Sarah Locke SL; Mark Tattersall MT; Trevor Ware TW; Louise Sheaves LS; Simon Barber SB, Jane Burden JB (minutes).

2. Apologies: Susie Hosford; Dan Thomas; Terry Hooley; Fiona Pearson, Tess James.

3. There were no conflicts of interest.

4. The minutes from 27th April 2015 were approved

5. Matters arising were as follow:

- It was noted that at a previous meeting RH and TW had wanted to make sure that the trustees saw the Heads of Terms agreement with DTC for the move to the Corn Exchange: in the interim a lease and letter of comfort have been circulated and seen by trustees.
- MT asked if board members could do more duty managing and TW suggested that we should have a refresher duty management course for the new venue. MT suggested an update on duty management for the bar start up as well.

6. The Maltings: MT reported on the recent meeting with Oliver Letwin in London attended by himself, Andrew Wadsworth (Brewery Square Ltd) and James Baker (Resolution Property). In summary, Oliver is extremely supportive and we await news of his recent discussions regarding funds to commence the fundraising phase of the project.

7. DTC. MT and Adrian Stuart (AS) were congratulated for their work on the lease agreement and related financial issues. The bar franchise has progressed well and will be signed in time for the takeover – all points raised with DTC from the draft agreement were agreed without dispute. Following clarification from David Lang regarding issues around the formation of a trading arm, Dorchester Arts Trading Ltd has been formed with members MT, TH, Tina Hicks and RH, with LS attending meetings as an observer.

A letter of thanks to officers and staff at DTC for their help with the move was suggested by SB. *JB offered to write this letter. Thanks to Town Hall Keepers was also asked for in the same letter.*

DA was asked to book the bands for the DTC Music at Maumbury Rings event on August Bank Holiday Monday (31st August). DTC are paying the artists and all other expenses and DA Trading Ltd will do the bar.

8. Tess James was proposed as a board member by RH and seconded by LS.

9. Fundraising

2 August: A Summer Sunday with Instant Sunshine at Whitcombe Manor.

11 September: Hall and Woodhouse Beer and Food Match event at Brownsword Hall.

26 February 2016: DA fundraising gala/dinner dance with Company B.

A singalong on a Saturday afternoon is to be staged to either Frozen or the Sound of Music.

Grants of £11337 have been agreed in connection with the Corn Exchange move: £2267 from WDDC Leisure Development Fund and £9074 from WDDC Section 106 fund. This means that no loan repayments will be required to DTC in year 2 as had initially been proposed. MT and the board are hugely grateful to WDDC and DTC for their support with this.

A further funding application has been made to the Alice Ellen Cooper-Dean Trust and many other corporate sponsorship proposals have been sent in connection with the new season.

LS is to sponsor the DA Blues season in memory of Peter Sheaves, for which the board and MT are most grateful.

The sponsors for the move were Dorset Van Hire and Charles Stanley Wealth Management.

Thanks were expressed to TW for bringing these in.

COTE have sponsored the Joe Stilgoe gig (£1000).

Ideas to help to find a sponsor for Kinetics, a new Sue Wylie play were asked for. *JB suggested approaching MWMC, MT is to get back to JB before an approach is made.*

SL suggested approaching Neal's Yard Remedies.

Megan Dunford has started her job at DA as Participation Manager and as and when she is able to start working on projects requiring external funding she will start making applications. The recent donation to support bringing in new audiences (£12000) can be partially used as match funding for these.

RH asked if the Fundraising Strategy was being adhered to. *A meeting is to be called to review progress.* RH said he was keen to lay down 'governance ground rules' as we move towards The Maltings.

Individual donations targets are not being achieved. *MT and Karen Malim are to look at why not.*

A 50/50 Business Membership scheme is being launched: £50 for membership and an optional £50 donation.

MT to launch this at the next Chamber of Commerce business breakfast.

TW advised that 'legacy giving' should really be worked on. *MT to add this to the Fundraising meeting agenda.*

MT told the board that a £1 'future fund' donation for ticket purchasers scheme is to be looked at. Some discussion ensued.

10. MT presented his Artistic Director's Report.

Excellent programming was commented on but it was agreed that sight lines at Corn Exchange are 'diabolical', particularly for dance. *MT is going to look at improving the rake of DA and Corn Exchange seating. He has a plan...*

Ticket sales for children's theatre are very poor and a discussion ensued about why. SL is convinced that marketing material is crucial and much better / successful when it includes a video clip that customers can check out.

Unfortunately New Hardy Players are programmed for the same night as our Maumbury Rings Miracle Theatre event, but this cannot be avoided sometimes. MT is in contact with NHP and other groups with a view to avoiding clashes.

Visual Arts got a mention tonight! There is a co-curating scheme afoot. Watch this space...

11. AOB

TW raised health and safety issues for Corn Exchange. *H&S report/briefing documents are to be sought from DTC. Action TW to liaise with FP.*

TW suggests that H&S becomes a regular agenda item.

MT wants to hold a DA staff and board away day to celebrate progress and change and for the new staff and board members to get to know each other. Suggests a Tuesday. *Action : JB to contact CCSC for venue. Jo Simons may be asked to break the ice with drama activities.*

12. Date of next meeting: Tuesday 8th September 2015.

