

# Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF  
Telephone: (01305) 266861

For information about this agenda contact Steve Newman  
s.newman@dorchester-tc.gov.uk

6 January 2016

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 12 January 2016** 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 10 November 2015 (adopted by Council on 24 November 2015). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### 3. Community Activities Panel

To receive and consider the Minutes of the Community Activities Panel held on 4 January 2016 (copy enclosed).

#### **4. Becoming Hedgehog Friendly**

To receive a presentation from a representative of the Dorset Mammal Group on how the Town Council might become more hedgehog friendly.

#### **5. Site Visits to Council Properties and Sites**

At the last meeting of the Committee it was agreed:-

*“That site visits, open to all Councillors, be held on a date to be agreed in February 2016 (5.00pm start), 12 April 2016 (9.30am start) and 23 August 2016 (5.00pm start).”*

Members will be invited to agree the February 2016 date. Suggested dates are:-

Tuesday 16 February	Wednesday 17 February
Tuesday 23 February	Wednesday 24 February

#### **6. Management Arrangements**

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

#### **7. Christmas Market – 2016 Onwards**

Weldmar Hospicecare Trust are giving consideration to holding a fundraising event in the form of an annual Christmas Market commencing in 2016. The Trust has initially approached the Council to see if it would be supportive of such an event and allow the Christmas Market to take place along South Walks in much the same way as the foreign market has set up in the past. If the Council is agreeable the Trust will proceed with ensuring that it has all the necessary licenses, liaise with the Informal Joint Markets Panel etc and will start making arrangements for the Market which will involve some significant infrastructure costs.

#### **8. Landance Event – September 2016**

To consider whether to support the Landance community event proposed to be held over a weekend in September 2016 which will take place at Maumbury Rings, the Skatepark and the Linhays. Some details and budget for the event are enclosed and a grant of £1,600 and use of Maumbury Rings and the Skatepark is requested.

#### **9. 2016-2017 Estimates and Special Items**

To consider the Committee's Estimates and Special Items for 2016-2017 (enclosed).

***If any Member has any detailed queries or questions regarding the proposed 2016-17 budget please contact the office prior to the meeting.***

## **10. Review of Charges**

### (a) Municipal Buildings

The Municipal Buildings charging structure was simplified last year and the new system has so far proved successful with income higher than estimated for this year. With the aim of building on this success it is proposed that the charges are not increased for 2016-17 (existing charges enclosed).

### (b) Recreational Facilities

To consider revised charges for recreation facilities (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 – these charges have been discussed with local funeral directors).

## **11. 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.

## **12. Monitoring Reports**

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

## **13. Dorchester Arts**

To note the Minutes of the Dorchester Arts Board meeting held on 9 November 2015 (enclosed).

## **14. Urgent Items**

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

# Dorchester Town Council

## Community Activities Panel

4 January 2016

**Present:** Councillors S. Jones, M.E. Rennie (Chairman), K. Rice and the Mayor, R. Potter.

In attendance: Councillors J. Hewitt and S. Hosford.

**Apologies:** Councillors C. Biggs, F. Kent-Ledger, T. Lyall and D. Taylor.

#### 4. **Queen Elizabeth II 90th Birthday Celebrations**

The Panel received information about a proposed initiative to light beacons throughout the Country in celebration of Her Majesty The Queen's 90th Birthday on Thursday, 21 April. The Panel also considered a report by the Clerk to the Panel about a proposed 'picnic style' street party which would take place in the Borough Gardens on Sunday, 12 June with live entertainment, to coincide with the Patron Lunch, a celebration of Her Majesty's patronage of over 600 organisations in the UK and around the Commonwealth since 1952 which would take place on The Mall.

The Panel felt that it would be appropriate for the beacon at Salisbury Fields to be lit and felt that the occasion would be enhanced with live music from local schools.

The Panel agreed that a 'picnic style' street party should be organised by the Town Council and that the Panel would lead in the organisation but would welcome assistance from all Councillors. The Panel agreed that extra toilets and recycling / litter facilities should be provided for the events and further consideration should be given to the timings of the street party. The Panel requested that the organisations that the Queen is patron to be invited to attend the event. The Panel agreed that consideration should be given to purchasing a marquee for the celebrations and for use on other occasions.

#### **Recommended**

(1) That the beacon at Salisbury Fields be lit on the evening of Thursday, 21 April 2016 and that the Dorchester Area Schools Partnership be invited to perform at the event.

(2) That a 'picnic style' street party should be organised by the Town Council in the Borough Gardens on Sunday, 12 June 2016.

(3) That consideration be given to purchasing a marquee for the celebrations and for use on other occasions.

#### 5. **WW1 Commemorations**

The Panel had before them a report about a fundraising effort carried out by residents of Dorchester in 1916 for troops from the 2nd Dorsets Regiment that were taken prisoner when Kut in Mesopotamia fell.

Members agreed that the idea of an event with a Kut Day theme to be held on Tuesday, 26 July be explored (The Panel were advised that the Corn Exchange would be available if required). The Panel requested that the Clerk to the Panel arrange a meeting with the local historian Dr John Travell, the Curator of the Keep Military Museum and the Chairman of the Panel to obtain further information and to discuss ideas.

The Panel enquired if there had been any developments with the proposed piece of commemorative art, the Panel were informed that the Town Clerk was in the process of arranging a meeting with a local sculptor. The Panel requested that the meeting be arranged as a matter of urgency.

### **Recommended**

(1) That the Clerk to the Panel arrange a meeting with the local historian, Dr John Travell, the Curator of the Keep Military Museum and the Chairman of the Panel to obtain further information and to discuss ideas.

(2) That the Town Clerk arrange a meeting with a local sculptor to discuss the commissioning of a piece of art to commemorate WWI as a matter of urgency.

## **6. Borough Gardens Events Programme 2016**

The Panel noted the events that had been booked for 2016. The Panel were informed that the Deputy Town Clerk was in the process of completing a full programme of events. The Panel requested that the Deputy Town Clerk continue with his efforts to arrange a varied events programme for 2016.

### **Recommended**

That the Deputy Town Clerk continue with his efforts to arrange a varied events programme for 2016.

## **7. Twinning Visits**

The Panel noted that the Bayeux Society had invited a party from Bayeux to visit Dorchester from Friday, 9 September to Monday, 12 September. The Panel agreed that a small reception should be held. The Panel instructed the Clerk to the Panel to contact the Chairman of the Society to request a copy of the proposed itinerary and to arrange a convenient time for a small reception.

### **Recommended**

That the Clerk to the Panel contact the Chairman of the Society to request a copy of the proposed itinerary and to arrange a convenient time for a small reception.

## **8. Applications for Financial Assistance**

The Panel considered grant applications which had been received.

## **Recommended**

(1) That the application from the Dorchester Strollers be approved and that a sum of £100 be awarded.

(2) That the application from Life Education Wessex be not approved.

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK AUTUMN & WINTER 2015/16

#### 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*
- Plan up bulbs displays - *completed*
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required – *ongoing*
- Cut hedges x 1 during period –
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding summer bedding plants in greenhouse –*ongoing*
- Potting up summer bedding – *ongoing*
- Watering greenhouse – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Clean fountain as required – *weekly contract, winter shutdown November completed*
- Tree inspections – *completed*
- Clean as required new toilet block –*ongoing, open on Saturday/Sunday only.*
- Plant up new bed (Mediterranean) - *ongoing*
- Glazing repairs to greenhouses – *completed*
- Legionella and fire testing – *ongoing*
- Leaf clearance lawns and paths –*completed*
- Leaf clearance tennis courts – *completed*
- Moss killing tennis courts-*one treatment completed*
- Machine brush moss from tennis courts – *ongoing*
- Prepare for Christmas Carol concert – *completed*
- Borough Gardens – Love parks week – *planning stage*
- Boundary fencing cleaning –
- Deep clean to Kiosk toilets and repaint as required –
- Repairs to tiling rear of men’s toilet –
- Replace faulty light unit Kiosk ladies toilet – *completed*
- Apprentice (Borough Gardens) training in house - *ongoing*
- Install three new notice boards – *awaiting delivery*
- Revamp and paint all public benches-*ongoing*
- Annual boiler servicing, greenhouse and flat -

#### Weymouth Ave Recreation Ground

- Fertilise cricket square x 1 *applications - completed*
- Reseed cricket square – *completed*
- Top dress cricket square-*completed*
- Spike cricket square-*completed*

- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches –*completed*
- Erect goal posts –*completed*
- Prune Sawmills shrub areas by railway bridge –
- Remove covers on portable cricket covers store for winter – *completed*
- Prepare cricket nets for the winter– *completed*
- Legionella and fire testing – *ongoing*
- Spike winter sports pitches-*ongoing*
- Brush winter sports pitches-*ongoing*
- Divit replacement winter sports pitches-*ongoing*
- Remove tarmac strip cemetery wall, soil and seed-*ongoing*
- Treat park benches-*completed*
- Mark winter sports pitches, check for dogs mess-*weekly ongoing*
- Apprentice training (Weymouth Avenue) in house – *ongoing*
- Clear area to the rear of Sawmills backing onto car sales – *completed*
- Replace cracked lighting panels in pavilion main hall –
- Install timers on point of use water heaters – *completed*
- Remove public pay phone from the main entrance – *completed*
- Replace taps in main kitchen – *completed*
- Annual boiler servicing -

### **Sandringham Sports Ground**

- Mark out from scratch winter pitches – *completed*
- Erect goal posts –*completed*
- Litter pick and empty bins x 3 per week – *ongoing*
- Legionella and fire testing – *ongoing*
- Mark winter pitches weekly, check for dog mess-*completed*
- Prune shrubberies to the side of the carpark and behind the houses – *ongoing*
- Winter hedge cutting to perimeter –
- Remove public pay phone from building – *completed*
- Spike sports pitches as required – *ongoing*
- Annual boiler servicing –
- Replace shower head taps changing rooms - *completed*

### **Kings Road and Salisbury Field**

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Tree surgery on several trees-*completed*
- Fell diseased tree - *completed*
- Install new seesaw (King's Road) – *completed*
- Repair/replace fencing to one side of Kings Road –
- Cut and collect wildflower area, rotorvate and seed - *ongoing*

### **Walks System including Grove Bank**

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract



- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth –
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) – *completed*
- Install pick up poo bag dispensers – River Walk & Frome Terrace – *completed*
- Power washing public benches –
- Leaves removal – *ongoing*
- Cut back and stump poison young trees/shrubs growing from bank riverside - *completed*

### **Other Public Open Space/Play Areas**

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Town Centre and approach roads clean traffic signs – *ongoing*
- Paint railings on Fordington High Street high pavement – *completed*
- Cut back tree growth from riverside walls - *completed*

### **Allotments**

- Provide trailer to remove green waste- as per schedule – *2015 completed*
- Strim and clear unlet plots at various sites – *ongoing*
- Turn off water at all sites for winter – *completed*
- Cut back growths through boundary fencing -

### **Hanging Baskets Town Centre**

- Install spring hanging baskets in South Street -

### **Additional Work Planned or Completed**

- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- Riverside reserve, strim pond area and path sides-*completed*
- Turn off fountain Roman fountain prepare for the winter- *completed*
- Clean out and repairs to John's Pond – *completed*
- Sawmill site, clear brambles and rubbish from behind garage – *completed*
- Paint iron fencing going up Fordington High Street – *completed*
- Riverside nature reserve, rebuild sections – *awaiting funding?*

### **The Great Field**

- Litter pick field area – as per rota – *ongoing*
- Fertilise field area – *completed*
- Mark out football pitches, inspect for dogs mess – *ongoing*
- Erect football posts –*completed*

### **Fordington Cemetery,**

- Monthly grass mowing – *completed DCC contract*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways – *completed*
- Annual cutting to steep banking – *completed*
- Power wash German War Memorial - *completed*

### **Weymouth Avenue Cemetery**

- Grass mowing rota – *completed DCC contract*
- Burials as required – *ongoing*
- Tree inspections – *completed*
- Weekly removal of waste from bins etc - *ongoing*
- Oil chapel doors – *ongoing*

### **Poundbury Cemetery**

- Grass mowing rota, - *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- 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*
- Following a further break-in external sheet steel plates are being fitted to the garage doors, with internally fitted steel sheets to the office entrance- *ongoing*
- Curtain alarm fitting to garage doors - *completed*

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 12 JANUARY 2016**

#### **LANDANCE IN DORCHESTER, 2016**

Landance is planning a project to be run in central Dorchester this September.

The aim is to engage local young people with live dance performance and to attract a wide-ranging audience, many of whom do not generally attend live performance, into central Dorchester for these free performances. Dorchester Arts will be the delivery partners, they will use their team, contacts and expertise to help with outreach into local communities. They are particularly keen to achieve success with engaging new hard to reach young participants and audiences, which matches Landance's aim.

Professional artists, including dancers from Impermanence Dance Theatre, will collaborate with local young dancers, skate boarders and parkour practitioners, through a series of open workshops and rehearsals, to create performances which are a creative response to very contrasting sites in the centre of town.

This project is subject to funding and to the relevant permissions from the councils.

A brief outline of the initial ideas:

Dusk

Steep grassy banks of a Neolithic henge, huge circular earthworks, paths trace diagonally up the sides and on ridges.

Dancers etched on the skyline, on the banks, within the audience.

Then out over the road, past skate-boarders riding the curving concrete slopes and sharp edges of the skate park, across the tarmac to the market area.

Dark

Long low lincays set back to each side of the market building, tarmac parking areas, a big tall open-sided structure.

Cars, positioned to create the lighting, send sudden shafts of light through spaces, highlighting dancers and parkour.

Lead artist Ella Huhne, Landance, collaborating with five dancers from Impermanence Dance Theatre, and visual, sound and light artists and assistants, will create these contemporary dance performances.

Local youth dancers, parkour practitioners, break-dancers and skate-boarders will join the creative process as collaborators and performers, bringing an energy and their own consciousness of their environment.

Performances are a journey from Maumbury Rings: chalk, earth and turf, to the market area: concrete, tarmac and brick, exploring our sense of place through movement, form, light and sound, our presence in place as individuals and as part of a community, offering the audience a radically different narrative of their town.

<b>LANDANCE IN 2016, DORCHESTER</b>	
<b>Artistic Spending</b>	
creative producer/director/ visuals fee	5000
choreographer/ dancer fee inc. youth dancer workshops	3400
music/ sound artist R&D week 2 days , 2 half day meetings, 10 days inc. performance @ £200 per day	3000
consultant light artist £350 per day + travel £60	410
Dancers x 4, including older male professional, @ £466 p.w.for 3 weeks	5992
light artist/ technician fee	1118
musician/ assistant sound technician, R & D 3 days, performance week 9 days @ £466 p.w	1118
assistant/technician for the visual art	1118
assistant/ technician lighting R&D week & rehearsals total 2 weeks @ £466	£932
Audience Director fee (inc.directorial feedback during rehearsal period)	600
<b>Visual art/ design budget</b>	
Set/sculpture builder 2 weeks @ £460+holiday £38= £498	996
Costume maker 2 weeks @ £498	996
Materials set/sculpture	2,000
Costume materials, 20 costumes @ £50 each	1,000
<i>subtotal Artistic Spending</i>	<b>27,680</b>
<b>Making the project accessible</b>	
Activate creative producer's advice & consultation, Roz Conlon, in kind, re wheelchair access and all access possibilities	
filmmaker fee inc filming & edit	2000
assistant film maker	400
<i>subtotal Making the project accessible</i>	<b>2400</b>
<b>Youth Dance Workshops</b>	
Youth dance leader 3 days, 9 1/2 days + one 1/2 day meeting @ £200 per day	1600
Choreographer extra 3 days	600
Associate youth dance leader@ £100 per day	800
<i>subtotal Youth dance workshops</i>	<b>3000</b>
<b>Marketing</b>	
<b>Publicity</b>	
Publicity: website, adverts and leaflets: targeted marketing campaign	1,000
Photographer for press and programmes, publicity and of the show for website	250
Dorchester Arts marketing provision: brochure, website, PR, publicity in kind	
<i>subtotal Marketing</i>	<b>1,250</b>
<b>Overheads</b>	
<b>Production</b>	
producer 5 days £250 per day	1250
assistant producer (maybe on a grant maybe paid )assist produce , possibly work with Dorchester Arts, on outreach youth dancers/ develop contacts?	?
project management @ £175 per day 20 days	3500
production manager 8 days @ £175	£1,400
stage manager	£600

stewards Dorchester Arts in kind	£0
insurance quote estimated as not available till renewal	428
lighting equipment hire, Dorchester Arts in kind	0
sound equipment Dorchester Arts in kind?	?
St John's Ambulance first aid provision, 2 first aiders @ £72 per performance	144
Hall hire, (rehearsals wet weather contingency) in kind Dorchester Arts	0
Signage - possible in kind?	400
tens licence	21
programme design and print	200
<b>Expenses</b>	
Accommodation and food allowance £52.75 per day for 7 artists @ 15 nights	5539
travel artists @ £100 each x 9	900
travel artistic director site visits/ production and creative meetings and R&D & performance weeks,	300
travel youth dance leader/ producer/ project manager/assistant technicians @ £150 each	750
<b>Administration</b>	
Activate creative producer's advice & consultation, Roz Conlon, in kind	
Administration costs phone, postage and stationery, inc. print feedback forms	360
Eventbrite ticketing costs n/a tickets free (although maybe a deposit required? Cost?)	
<b>subtotal Overheads</b>	<b>15792</b>
<b>Other</b>	
<b>Evaluation</b>	
Evaluation & report	1000
contingency	2208
<b>subtotal Other</b>	<b>3208</b>
<b>TOTAL EXPENDITURE</b>	<b>53,330</b>
2014 funding from ACE £49,219	
2016 application:	
ACE	47,330
to raise minimum	6,000
	53,330
<b>2016 income possibilities:</b>	
Dorchester town council	1,600
WDDC via Jude Allen	1,000
Battens Waiting on a decision	1,600
Activate Roz	200
Brewery Square, Andrew Wadsworth to be approached	1,600
<b>Total</b>	<b>6,000</b>
Dorchester Arts value of in kind to be added	
Activate value of in kind to be added	

# DORCHESTER TOWN COUNCIL

## MANAGEMENT COMMITTEE – 12 JANUARY 2016

### REVENUE BUDGET 2016/17

1. A draft budget for services provided by this Committee is attached (Appendix 1).
2. The **key changes** to budgets for services operated by the Committee are: -
  - Utilities reduced by £9,000, following a review of work practices and usage
  - Regular income from the Bowls Club (£3,000) under the agreement
  - Following the departure of Dorchester Community Church, reduced income from the Municipal Buildings (£8,400) offset by reduced salaries (£7,000) and utility costs (£1,400)
  - Cemeteries Income is increased by £5,000
  - Pay inflation has been allowed at 2%, but this has been superseded for many staff by a planned increase in the Living Wage of 5%. Changes that increase employer National Insurance contributions have also been included. Generally inflation has not been added to supply budgets and, where possible, these have been reduced
  - The Play Equipment Reserve is currently sufficiently funded, so instead it is proposed that an additional £12,000 will be added to the Walks Resurfacing Reserve
3. Allowing for the above, but excluding Special Items totalling £18,000, the proposed budget for services run by the Committee is £3,000 lower for 2016/17.
4. £18,000 has been allowed for **Special Items** in 2016/17. Possible items are identified at Appendix 2 below, and a proposed way forward is included on the Appendix for consideration.
5. **Earmarked Reserves** are identified in Appendix 3. Several major items of expenditure are planned for 2016/17: -

	£
Borough Gardens – Repaint Bandstand/Clock	25,000
Play Equipment – General Replacement	10,000
Vehicles and Equipment – Replace Piaggio	10,000
Maumbury Rings s106 – Completion of works	14,000

6. If the Estimates are accepted as drafted they will form part of the **Council's overall budget**, which is being set within the following context: -
  - A 2% increase in Council Tax will be proposed that, coupled with a 1% growth in Council Tax Base, will produce a precept of £1,246k, up £36k (3%) from 2014/15
  - Budgets overseen by the Policy Committee will stay at £258k, with the inclusion of a 3 month handover period for the Compliance Manager (£9,000) being offset by increased interest and reduced debt charges (£9,000)

- These factors give the Council an operating surplus of £125,000 for 2016/17, i.e. the Council could expand its current services, take on new services, take on new debt, or reduce its precept next year to the value of £125,000, or top up its Reserves
- Council will consider possible service expansions totalling up to £125,000 on 26 January, along with the allocation of up to £500,000 to one off projects.

7. Taking account of all of the information above it is **RECOMMENDED** that: -

- a. The budget as laid out at Appendices 1 and 3 is submitted to the Policy Committee for inclusion within the Council's overall budget for 2016/17
- b. A list of Special Items totalling £18,000 is proposed to the Policy Committee for their consideration, based on the items in Appendix 2

Adrian Stuart  
Town Clerk

## APPENDIX 1

	2014/15 Actual £	2015/16 Budget £	2016/17 Budget £
<b>PARKS &amp; OPEN SPACES</b>			
Gas	973	1,800	1,000
Electricity	10,715	12,000	10,000
Water	17,027	13,000	13,000
Rent	2,252	3,200	3,700
Rates	15,355	15,500	15,500
Premises Repairs & Maintenance	10,878	10,500	10,500
Other Repairs & Maintenance	31,525	42,700	42,700
Walks - Tree Maintenance	10,539	12,000	12,000
Maintain Highway Trees	7,000	3,500	3,500
Walks Cleaning Contract	20,000	20,000	20,400
Office Team	56,178	60,968	60,324
Outdoor Services Team	344,245	348,264	360,178
To Reserves: Play Equipment	12,000	12,000	12,200
To Reserves: Parks Premises	5,000	5,000	5,100
To Reserves: Walks	25,000	25,000	25,500
<b>Total Expenditure</b>	<b>568,686</b>	<b>585,432</b>	<b>595,602</b>
Recharge - Outside Organisations	-2,098	-1,000	-500
Tennis	-3,879	-3,000	-3,000
Football	-5,555	-5,900	-5,900
Cricket	-2,424	-2,500	-2,500
Wayleave	-1,250	-630	-630
Rent of Borough Gardens Flat	-2,968	-3,000	-3,100
Hire of Borough Gardens House	-4,831	-5,000	-5,000
Hire of Weymouth Avenue Pavilion	-6,620	-6,000	-6,000
Bowls Club Charge	0	0	-3,000
Hanging Baskets & Sundry	-46	0	-500
<b>Total Income</b>	<b>-29,671</b>	<b>-27,030</b>	<b>-30,130</b>
<b>Met by Precept on Taxpayer</b>	<b>539,015</b>	<b>558,402</b>	<b>565,472</b>
<b>ALLOTMENTS</b>			
Water	2,055	1,800	1,800
Rent	500	1,000	1,100
Repairs, Maintenance & Pests	750	400	400
Subscriptions	55	55	55
Office Team	0	4,789	4,621
Outdoor Services Team	4,134	4,274	5,753
<b>Total Expenditure</b>	<b>7,494</b>	<b>12,318</b>	<b>13,729</b>
Rents & Wayleaves	-8,442	-8,000	-8,000
<b>Met by Precept on Taxpayer</b>	<b>-948</b>	<b>4,318</b>	<b>5,729</b>



	2014/15 Actual £	2015/16 Budget £	2016/17 Budget £
<b>MUNICIPAL BUILDINGS</b>			
Salaries	61,521	57,567	50,588
Overtime	0	5,000	5,000
National Insurance	2,861	4,030	3,886
Pensions	10,146	10,323	9,172
Training Courses	1,286	600	600
Repairs & Maintenance	15,707	18,000	18,000
Materials & Equipment	6,650	3,800	3,800
Special: Works Investigations	2,950	0	0
Water	519	500	500
Electricity	13,619	12,800	8,400
Gas	7,850	10,000	8,600
Rates	15,492	17,500	17,500
Telephone	940	900	1,000
Performing Rights & Other Licences	778	1,500	1,000
Promotion & Stationery	922	1,500	1,500
Special: Lighting, Flooring, Hearing & Tables	0	9,000	0
Office Team	36,863	39,864	39,584
Outdoor Services Team	5,175	10,142	7,964
To Reserves: Municipal Buildings	13,000	20,000	20,400
<b>Total Expenditure</b>	<b>196,279</b>	<b>223,026</b>	<b>197,494</b>
Room Hire	-61,080	-66,000	-57,600
Bar Franchise	-4,268	-5,000	-5,000
Sundry	-378	0	0
<b>Total Income</b>	<b>-65,726</b>	<b>-71,000</b>	<b>-62,600</b>
<b>Met by Precept on Taxpayer</b>	<b>130,553</b>	<b>152,026</b>	<b>134,894</b>
<b>CEMETERIES</b>			
Electricity	2,440	2,700	2,300
Water, Service Charges & Cesspit	367	500	500
Rates	2,793	2,500	3,000
General Maintenance	5,087	5,000	5,000
Cemetery Grass Cutting	11,491	16,000	16,000
Office Team	23,301	25,120	25,021
Outdoor Services Team	41,953	42,811	43,895
To Reserves: Cemeteries	16,000	30,000	30,600
<b>Total Expenditure</b>	<b>103,432</b>	<b>124,631</b>	<b>126,315</b>
Burial Fees	-24,995	-20,000	-25,000
ERBs, Memorials & Inscriptions	-17,566	-20,000	-20,000
Chapel	-856	-500	-500
<b>Total Income</b>	<b>-43,417</b>	<b>-40,500</b>	<b>-45,500</b>
<b>Met by Precept on Taxpayer</b>	<b>60,015</b>	<b>84,131</b>	<b>80,815</b>

	2014/15 Actual £	2015/16 Budget £	2016/17 Budget £
<b>CULTURAL &amp; TWINNING</b>			
Borough Gardens Events	4,607	6,500	6,500
Maumbury Rings Events	10,051	10,000	10,000
Christmas Lighting	1,986	3,000	3,000
Dorchester Arts Centre	5,877	8,500	8,500
Events & Sponsorship	7,290	7,500	7,500
Grants Panel	2,298	3,500	3,500
Twinning Grants, Receptions etc	993	2,000	2,000
Special: Twinning/WW1 Commemorations	5,947	3,000	0
Special: New Christmas Lights	0	5,000	0
Special: Major National Events	0	1,000	0
Offices Team	17,779	19,052	19,091
To Reserves: Arts Festival	3,000	3,000	3,000
To Reserves: Christmas Lights	0	0	0
<b>Met by Precept on Taxpayer</b>	<b>59,827</b>	<b>72,052</b>	<b>63,091</b>
<b>OUTDOOR SERVICES TEAM</b>			
Salaries	235,801	238,698	254,224
Overtime		9,000	9,000
National Insurance	11,647	14,322	18,134
Pensions	35,424	40,870	43,432
Training & Subsistence	1,536	2,000	2,000
Subscriptions	300	1,000	500
Vehicle/Mower Costs and Repairs	7,242	14,000	19,200
Mowers Costs and Repairs	3,129	5,200	0
Fuel	9,346	7,200	7,200
Cleaning/Bin Liners/Dog Bags	2,321	2,700	2,700
Tools, Equipment, H&S, Signs, Servicing	24,427	9,200	9,200
Waste Services	15,109	12,800	12,800
Equipment Servicing	11,791	6,400	6,400
Protective Clothing	2,151	2,400	2,400
Printing, Stationery, etc	0	0	0
Telephones	2,085	2,200	2,000
Contracts Manager handover to Corporate	0	0	-9,200
To Reserves: Depot Loan	20,000	20,000	20,000
To Reserves: Vehicles & Equipment	17,000	17,500	17,800
<b>Total Expenditure recharged to Services</b>	<b>399,308</b>	<b>405,490</b>	<b>417,790</b>

**APPENDIX 2**

<b>SPECIAL ITEMS FOR CONSIDERATION</b>		Bid	Recommend	Comment
		£	£	
Parks & Open Spaces	Skate park Upgrade	5,600	5,600	Upgrade as well as repair
Parks & Open Spaces	Riverwalk materials	3,000	0	Look for grant funding, otherwise use underspends
Parks & Open Spaces	Picnic Tables & Shield Beds	2,500	2,500	Shield Bed is materials only - own labour
Events	WW1 Commemoration	2,000	2,000	Corn Exchange event plus grants
Events	Queens 90th birthday	5,000	5,000	Birthday celebration events
Parks & Open Spaces	Datasets for Pear system	3,000	3,000	To support new Compliance Manager
Municipal Buildings	Sand Corn Exchange Floor	3,200	0	Wait until DA vacate
Municipal Buildings	Town Hall Lights Phase 2	16,000	0	No payback
		<b>40,300</b>	<b>18,100</b>	

**APPENDIX 3**

**EARMARKED RESERVES HELD FOR  
MANAGEMENT COMMITTEE**

	Balance	Contribution	Spend	Balance	Contribution	Spend	Balance
	01/04/2015	2015/16	2015/16	31/03/2016	2016/17	2016/17	31/03/2017
	£	£	£	£	£	£	£
<b>Infrastructure &amp; Equipment</b>							
Cemeteries Repairs & Renewal	47,000	30,000	25,000	52,000	30,600	0	82,600
Municipal Buildings Repairs & Renewal	39,000	20,000	25,000	34,000	20,400	0	54,400
Borough Gardens Repairs & Renewal	17,500	5,000	0	22,500	5,100	25,000	2,600
Play Equipment R&R (inc Holmead Walk)	43,854	12,000	10,000	45,854	0	10,000	35,854
Vehicles & Equipment Replacement	5,367	17,500	11,500	11,367	17,800	10,000	19,167
Trees	1,500	0	0	1,500	0	0	1,500
<b>Cultural</b>							
Dorchester Arts Festival	3,000	3,000	0	6,000	3,000	0	9,000
Christmas Lights Replacement	5,000	0	5,000	0	0	0	0
<b>Miscellaneous Reserves</b>							
Maumbury Rings s106	15,077	0	1,200	13,877	0	13,877	0
Graves In Perpetuity (6 graves)	14,271	0	100	14,171	0	100	14,071
	<b>191,569</b>	<b>87,500</b>	<b>77,800</b>	<b>201,269</b>	<b>76,900</b>	<b>58,977</b>	<b>219,192</b>

**MUNICIPAL BUILDINGS CHARGES 2016-17**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Morning</b>	All rooms (Corn Exchange, Town Hall, Dressing Rooms, Council Chamber) £20 per hour Minimum Hire Period 1.5 hours = £30					Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60  (per session)	Reserved for use by Dorchester Town Council or Dorchester Arts
<b>Afternoon</b>						Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60  (per session)	
<b>Evening</b>	Corn Exchange - £180 per evening  Town Hall - £100 per evening  Dressing Rooms and Council Chamber - £60 per evening				Corn Exchange - £220 per evening  Town Hall - £100 per evening  Dressing Rooms and Council Chamber - £60 per evening		

**Notes**

The above charges include VAT.  
 The Deputy Town Clerk has the authority to vary the charge for bookings where there is a local community connection to Dorchester.  
 The Deputy Town Clerk has the authority to vary the charge for repeat bookings.  
 The Deputy Town Clerk has the authority to vary the charge for weekend bookings where more than one session is used.  
 An additional charge will be made for all bookings beyond midnight.  
 A separate schedule of charges will apply to Weddings (presently £1,000 for exclusive hire and £400 for ceremony only).

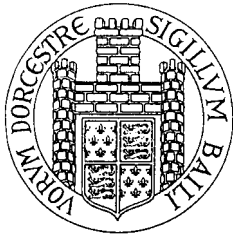
## DORCHESTER TOWN COUNCIL

### CHARGES FOR RECREATIONAL FACILITIES April 2016 – March 2017

		<i>Existing</i>	<i>Proposed</i>
<b><u>TENNIS</u></b>	Per Court per hour – all times	£7.00	<b>£8.00</b>
	Tennis Court Fob Membership	£25.00	<b>£25.00</b>
<b><u>FOOTBALL</u></b>	Weymouth Avenue Recreation Ground - Senior Pitch	£49.00	<b>£50.00</b>
	- with showers		
	- Junior use	£40.00	<b>£41.00</b>
	Weymouth Avenue Junior Pitch	£30.00	<b>£31.00</b>
	Weymouth Avenue Mini Pitch	£15.00	<b>£15.00</b>
	Sandringham Sports Centre		
	- Senior Pitch	£49.00	<b>£50.00</b>
	- Junior Pitch	£30.00	<b>£31.00</b>
	Sandringham / Hardy's Pitch (Mini Pitches 1 & 2)	£15.00	<b>£15.00</b>
	King's Road Playing Field and The Great Field Junior Pitches	£21.00	<b>£22.00</b>
<b><u>CRICKET</u></b>	Evening Matches (6.30p.m. start)	£49.00	<b>£50.00</b>
	Afternoon Matches (2.00p.m. - 6.00p.m.)		
	Adult use	£65.00	<b>£67.00</b>
	Under 18 use	£40.00	<b>£41.00</b>
	Artificial wicket (maximum of 2 hours)	£15.00	<b>£15.00</b>
	All Day Matches (11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)	£85.00	<b>£87.00</b>
	Sunday Matches (2.00p.m. - 6.00p.m)	£85.00	<b>£87.00</b>

*The prices above are all inclusive of VAT*

With effect from 1st April, 2016.



# DORCHESTER TOWN COUNCIL

## BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2016 until 31st MARCH, 2017

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

Town Clerk / Deputy to have discretion on session charges in order to attract new business or to retain existing business. These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

### *Proposed Charges in Bold Italics*

#### ◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£49.00 / <b>£50</b>	£32 / <b>£33</b>	£23 / <b>£24</b>
<b>Weymouth Avenue Pavilion</b>	£42 / <b>£43</b>	£32 / <b>£33</b>	£19 / <b>£20</b>

#### ◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£62 / <b>£63</b>	£35 / <b>£36</b>	£25 / <b>£26</b>
<b>Weymouth Avenue Pavilion</b>	£55 / <b>£56</b>	£35 / <b>£36</b>	£23 / <b>£24</b>

#### ◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£85 / <b>£87</b>	£60 / <b>£62</b>	£35 / <b>£37</b>
<b>Weymouth Avenue Pavilion</b>	£70 / <b>£72</b>	£60 / <b>£62</b>	£29 / <b>£31</b>

## DORCHESTER TOWN COUNCIL

### Dorchester, Fordington and Poundbury Cemeteries Fees

INTERMENTS	1 Apr 15	1 Apr 16
a) A child before 2 years or stillborn	Nil	Nil
b) A child age from 2 years to 16 years	£155	£160
c) A person aged 17 years or older	£540	£550
d) A casket of ashes	£155	£160

### SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£55	£55
b) In the Garden of Remembrance	£25	£25

### EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£800	£820
End of term Renewal for 25 years	£670	£685
b) Infant under the age of 2	£180	£185
End of term Renewal for 25 years	£670	£685
c) Ashes plots	£320	£325
End of term Renewal for 25 years	£155	£160

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington within the previous **ten** years or previously resident in the area for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

### MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site.	£180	£185
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An additional inscription, after the first, on a gravestone or other memorial (for each deceased)	£90	£95
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### CHAPEL HIRE

Use of South Chapel at Weymouth Avenue	£155	£225
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VAT is not chargeable on any of the above fees.

**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 12 JANUARY 2016**  
**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:

<b>Name</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>		
Jean Horsley	2900	2259/A
Andrew Sturdy	2901	2353/A
<b>Poundbury Cemetery</b>		
David Dorton (Child's)	2899	68
Patricia Sheppard	2902	496
<b>Fordington Cemetery</b>		

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

31.10.2015 – 31.12.2015	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	2	1	3
<b>Ashes</b>	5	2	1
<b>Garden of Remembrance</b>	1	0	N/A
<b>Dorchester South Chapel</b>	1	0	0
<b>Poundbury Chamber</b>	N/A	N/A	0
<b>Children's Plot</b>	N/A	N/A	1



**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 12 JANUARY 2016  
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)
Oct.	28	15	18	£4887	37	31	5	£6221	£1334
Nov.	29	32	34	£6341	32	32	6	£6320	(£21)
<b>Total</b>	<b>57</b>	<b>47</b>	<b>52</b>	<b>£11228</b>	<b>69</b>	<b>63</b>	<b>11</b>	<b>£12541</b>	<b>£1313</b>

Bar Income 2014-15			Bar Income 2015-16			
October		£504	October		£779	£275
November		£290	November		£277	(£13)
<b>Total</b>		<b>£794</b>	<b>Total</b>		<b>£1056</b>	<b>£262</b>

Non Chargeable Bookings 2014-15				Non Chargeable Bookings 2015-16			
	Council	Partners	Total		Council	Partners	Total
Oct.	6	6	12	Oct.	3	5	8
Nov.	5	9	14	Nov.	5	8	13
<b>Total</b>	<b>11</b>	<b>15</b>	<b>26</b>	<b>Total</b>	<b>8</b>	<b>13</b>	<b>21</b>

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	4(5)	(1)		

Municipal Buildings – Percentage of actual income against estimated income to date: 78.5%

Weymouth Avenue Pavilion 2014-15				Weymouth Avenue Pavilion 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
October	17	3	£446	21	2	£858	£412
Nov.	23	0	£709	24	0	£996	£287
<b>Total</b>	<b>40</b>	<b>3</b>	<b>£1155</b>	<b>45</b>	<b>2</b>	<b>£1854</b>	<b>£699</b>

Borough Gardens House 2014-15				Borough Gardens House 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
October	13	0	£480	17	2	£805	£325
Nov.	12	0	£513	16	2	£859	£346
<b>Total</b>	<b>25</b>	<b>0</b>	<b>£993</b>	<b>33</b>	<b>4</b>	<b>£1664</b>	<b>£671</b>

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 12 JANUARY 2016  
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

<b>Regular Contracts</b>	<b>Contractor</b>	<b>Last Completed</b>	<b>Next Scheduled</b>
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 2015	November 2016
Service Clock – annual test and service	Smiths of Derby	December 2015	December 2016
Kitchen Clean	Rentokill	November 2015	Looking at alternative arrangements for 2016
Ventilation Clean	Rentokill	December 2015	Looking at alternative arrangements for 2016
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 2015	September 2016
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

<b>Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members</b>		
<b>Project</b>	<b>Cost</b>	<b>Progress</b>
Revise Energy Efficient Lighting Scheme in Town Hall	£5000	Complete - New lighting installed – 21-24 October 2015

**Minutes of DORCHESTER ARTS BOARD MEETING  
CORN EXCHANGE, MONDAY 9TH NOVEMBER 2015**

**5.45pm**

Mark Tattersall MT (Artistic Director)

Louise Sheaves LS (Chair)

Terry Hooley TH

Rod Hoare RH

Jane Burden JB (minutes)

Jem Shackleford JS

Simon Barber SB

Fiona Pearson FP

Trevor Ware TW

Tess James TJ

Dan Thomas DT

Sara Lock SL

Carl Woodward CW (Observing)

Fiona Kent-Ledger (FK-L) (DTC)

Susie Hosford (SH) (WDDC)

CX = Corn Exchange

1. LS welcomed all attendees, including Carl Woodward, observing as a prospective board member.
2. Apologies were received from JS, SB, TW, FK-L
3. There were no conflicts of interest registered.
4. The minutes were approved by TH and seconded by FP.
5. Matters arising were that the poor sight lines inside the CX are still awaiting a solution but MT said that finding time to sort it out was a problem. He is aware of the need for a solution. TH mentioned that chairs had encroached on the fire exit area at a performance he attended, MT was surprised, but is going to talk to CX staff about it to make sure it doesn't happen again. The away day was enjoyed and thanks were given - but RH was disappointed at the lack of trustees who attended. MT told LS that we are fully extricated from the Grove and no further mention has been made about the sycamore trees and roots. The Colours of Africa wall hanging has approval for display and should be up next week.

6. DTC: No more to say other than 'All is going smoothly' and both sides seem happy with the move to the CX.

7. Chair: Louise Sheaves left the room so that RH could talk to the board about the impending end of her time as Chair. He reminded us that it is generally felt that a change of Chair after such a challenging year is not in Dorchester Arts' best interests, and Louise has been invaluable in helping to steer DA through the changes that have occurred. As it is Louise's last year as a trustee he suggested an amendment to the constitution allowing her to stay on as trustee and to stand for re-election to the Chair for the next 3 years. This request is to go before the members at the next AGM and needs the approval of 75% of the members present at the AGM (including any proxies). As well as already running this idea past all the board members, RH has also asked some DA members and the DA staff, who have all said that they support the idea.

(It is important to mention that Louise was expecting to stand down and has indeed offered to stand down: it is her special importance to the board and the desire for stability that have prompted this event, not any personal reason).

To summarise: The unanimous decision from the board is that DA is to ask the members present at the AGM to approve the Special resolution that Louise can continue as a trustee for a further 3 years and to continue as Chair.

8. The Finance report was delivered by TH. See attachment for figures. The credit card transaction charges are not in line with what is expected but he and Kathy Webb are looking into this. MT is still fairly certain that the threatened WDDC cut will happen and the board was reminded about the compulsory pension payments coming into practice next year. Congratulations were offered by all to MT for delivering an excellent DA year with such a small projected budget deficit.

9. Insurance for trustees: The importance of insurance for trustees was discussed. RH proposed and LS seconded a decision to cast a vote for agreement to spend on the insurance. Agreement was made.

10. ACE: their annual report letter to DA was disappointing – highly supportive but somewhat perfunctory. MT will circulate to trustees.

11. AGM: during a short discussion it was agreed to set the date as Saturday 16th January at 11am in The Corn Exchange, with Pop Club hopefully supplying a short entertainment before the 11.45 AGM in the Town Hall.

12. Policies/HR: FP has spoken to the Town Council and she now has a copy of the 'Green Book' , certain relevant sections of which need to be referred to in employees contracts. In response to RH's question about a completion date FP reported that the contracts have been written but the policy document still has some incomplete sections. SH wondered why the Green Book needed to be used as it is usually for local and district council employers. LS said that we do follow the local and district guidelines. MT asked the board if they were happy to use the Green Book for this purpose and we all agreed to its use. Data protection issues are still awaiting a response from MT and TH assured the board that the review of policies for staff appraisals is to be carried out. SH

asked about paternity leave being included in the contracts and a whistleblowing policy was also discussed. TJ offered her whistleblowing / safeguarding policy documents to help with the development of a suitable DA policy. The next policy meeting is in Jan/ Feb .

13. Artistic Directors report: See attachment. TJ asked about The Academy of Ancient Music partnership. Did MT know why sales were so slow despite press coverage and prestige? MT asked the board to help promote it if possible. The Kinetics project is very positive with potential for it to go far. MT is wondering how to approach Sue Wylie about a DA commission if her play becomes financially successful. SL offered her partner Deryck as a direct commissioning expert. The Duke's gallery space is considered to be good despite comments about the height of the ceiling. Congratulations were offered to Will Thomas for completing his successful internship.

14. Festival/ Landance: The next main Dorchester Festival is to be scheduled for the last weekend in July 2017. For 2016 some outdoor events and events in other parts of town are being planned as part of the seasonal programme to ensure good community engagement in spite of the absence of a Festival. There are several other events in the pipeline including a potential Landance event with Ella Huhne in Dorchester. MT told us that some events are being sold ahead of the brochure publication because of the tendency for artists and their agents to publicise events very early on their own websites and to ask for ticket links.

15. Christmas event for members. Mince pies and tea or coffee are to be offered to members, business members and volunteers on Friday 18th December 11-2 in the bar. Ideas about a suitable fund for the fundraising bucket are needed.

16. AOB: Carl Woodward was reminded that he is required to be a member of DA if he is keen to be on the board. The banners for the front of the CX have been approved in principle and DA have to find half the money to fund them which was suggested as the Xmas 'Banner Fund' fundraiser. RH gave us the date for the next DA Breakfast on 21st January. The DA 2016 Calendar was admired with discussion about the choice of backgrounds for the photos.

17. Date of next meeting: It will follow the AGM on 16th January 2016 (at approximately 12 noon)