



# Dorchester Town Council

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9 March 2016

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 15 March 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 12 January 2016 (adopted by Council on 26 January 2016). 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. Extending the Parkour Facility at Sandringham Sports Pitches**

To receive a presentation from users of the Parkour equipment at Sandringham Sports Centre who would like to see the facility extended.

#### **4. Community Activities Panel**

To receive and consider the Minutes of the Community Activities Panel held on 2 February 2016 (copy enclosed).

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

To consider the notes of the site visit held on 24 February 2016 (enclosed).

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

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

#### **7. 2016-17 Projects**

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

#### **8. Dorchester Cricket Club**

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

#### **9. Municipal Buildings – Public Access Defibrillator**

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

#### **10. 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.

#### **11. Monitoring Reports**

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

**12. Dorchester Arts**

To note the Minutes of the Dorchester Arts Board meeting held on 8 February 2016 (enclosed).

**13. Urgent Items**

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

**14. Public Bodies (Admission to Meetings) Act 1960**

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

**15. Charges for the Municipal Buildings**

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

## **Dorchester Town Council**

### **Community Activities Panel**

**2 February 2016**

**Present:** Councillors C. Biggs, S. Jones, F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman), K. Rice and the Mayor, R. Potter.

In attendance: Councillors J. Hewitt.

**Apologies:** Councillor D. Taylor.

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

The Panel heard that the Dorchester Area Schools Partnership had indicated that their orchestra and brass band may be available to perform at the lighting of the beacon event to be held on Thursday, 21 April to celebrate Her Majesty the Queen's 90th Birthday if a covered area with lighting could be provided. The Panel requested that a marquee with suitable lighting be hired for the occasion.

The Deputy Town Clerk informed the Panel that a large screen had been booked for the 'Picnic Style' Street Party in the Borough Gardens and that coverage from the Patron's Lunch held on the Mall in London would be broadcasted throughout the day.

The Panel requested that local charities that the Queen was patron to, be contacted and invited to the event.

Members were informed that a local band had been provisionally booked for the early evening. The Panel requested that another group be booked to perform in the afternoon. Councillor E.S. Jones informed the Panel that she had been in contact with former Town Councillor, Leslie Phillips and had arranged for his collection of commemorative china to be displayed in the Borough Gardens House. Members agreed that the event should finish at 8pm. The Panel stressed the need for extra recycling facilities and toilet facilities. Members requested that bunting and small flags be purchased for the occasion and the Chairman informed the Panel that Dorchester BID would be putting up the flags of the commonwealth across the town as part of their annual competition.

The Clerk to the Panel informed Members that Town Council Staff would be taking part in the scheme 'Clean for the Queen' on Friday, 4 March, the Panel requested that the Dorset Waste Partnership be contacted and requested to assist.

#### **Recommended**

- (1) That a marquee with suitable lighting be hired for the beacon lighting event.
- (2) That local charities that The Queen was patron to be contacted and invited to the 'Picnic Style' street party.
- (3) That further entertainment be organised for the 'Picnic Style' street party.

(4) That the 'Picnic Style' Street Party event end at 8.00pm.

(5) That extra recycling and toilet facilities be booked for the event and extra flags and bunting be purchased.

(6) That the Dorset Waste Partnership be contacted and requested to assist with the 'Clean for the Queen' event.

#### 10. **WW1 Commemorations**

The Panel heard that the Chairman and Vice Chairman of the Panel had met with the Curator of the Keep Military Museum and a local historian to discuss ideas about a possible event to be held with a Kut Day theme. The Chairman informed the Panel that The Corn Exchange had been booked for Monday, 25 and Tuesday, 26 July until 5pm for an event. It was hoped that local organisations would work with the Town Council to put on a similar event as to the one that was held in 2014, with food typical of the period, talks given by local historians, displays from local groups, and craft activities for children. It was hoped that there would be costumes of the period and a few carts similar to the ones that took part in the Kut Day procession in 1916 would be made.

The Panel noted that it was possible that a church service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell may take place and agreed that a small reception for the dignitaries in attendance should be held after the service.

#### **Recommended**

That an event with a Kut Day theme be held on Tuesday, 26 July 2016 in the Corn Exchange to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell.

#### 11. **The White Hart Development**

The Panel noted that it was likely that an official launch of the White Hart development site would take place in the early summer of 2016. The Panel were supportive of a possible event to unveil a new notice board detailing the history of the White Hart and the return of the White Hart Statue.

#### 12. **Applications for Financial Assistance**

The Panel considered a grant application which had been received.

#### **Recommended**

That the application from the Dorchester Dolphins Swimming Club be not approved.

## Notes of a Site Visit held on 24 February 2016 at 5.00pm.

Sites visited – Borough Gardens and the Municipal Buildings

Attending: The Mayor (Councillor Robin Potter) and Councillors G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk.

### 1. Borough Gardens

The Deputy Town Clerk updated those present on the projects planned for the forthcoming year which included a borehole water supply, new tennis courts on the old bowling green, relocation of the grass free lawn and refurbishment of the bandstand and clock.

Members viewed the Gardens and identified the following matters:-

- Kiosk – Ladies Toilets
  - Wallgate in the disabled toilet was starting to rust and might need attention.
  - Lock broken in the middle toilet.
  - Toilet ‘moving’ in left hand cubicle.
- Sundial – Could this be made more visible during the summer months.
- Litter bins to be stained in due course.
- Steps up to the Bowling Green – middle step, piece of ‘crazy paving missing’.
- Planting – Members felt that it would be nice to have some more snowdrops planted in the Gardens. Members also felt that it would be appropriate to have a swathe of poppies planted in the Gardens in 2018 if possible.
- Borough Gardens House
  - The House was generally in a satisfactory condition although there was a storage cabinet (which had been installed by a regular hirer of the room) in the main room which meant that hanging space was reduced and the area in which it was located was often used to set up buffets. It was considered that it was not suitable for keeping in the room on a permanent basis. It was suggested that an outside lockable storage facility be considered as an alternative – a grant application would be considered.

### 2. The Municipal Buildings

Members viewed all of the letting rooms in the Buildings and identified the following matters:-

- Sellotape and Blutack was being used to stick notices to walls leaving a stains or removing the paintwork – THK's to be reminded to stop hirers from doing this.
- Corn Exchange new curtaining – Members felt that this should not be tied to the pillar nearest the kitchen when not in use and that consideration be given to a hook on the wall.
- Corn Exchange door to stage room was in bad repair, could the door be redesigned to allow freer movement of staging etc.
- Six foot tables need to be replaced.
- Ladies toilets underneath of all the seats were stained and unclean – clean or replace.
- Town Hall doors urgently in need of repainting.
- Town Hall floor repairs need to be undertaken.
- Town Hall oriel seat covers need replacing.
- Town Hall oriel windowsill needs cleaning.
- Parking – concern was expressed regarding the lack of parking spaces – THK's to keep the gates locked unless there was only a single event in the evening.
- Council Chamber relocate hearing loop sign.
- Council Chamber Seal needs cleaning.
- Council Chamber lozenges need straightening.
- Council Chamber list of Alderman / Freemen needs producing for display.
- Council Chamber cabinet to be reviewed in the long term, in the short term straighten pictures, return the 'Borough' painting and remove the procession picture.

Meeting closed 6.55pm.

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK SPRING/SUMMER 2016

#### Borough Gardens

- Cut old bowling green x 2 per week -
- Fertilise old bowling green x 1 during period –
- Cut grass edges to old bowling green fortnightly -
- Strim grass surrounds to old bowling green monthly -
- 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 –
- Dig and prepare beds compost added –
- Plant out summer bedding plants –
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required –
- Strim lawn edges fortnightly - *ongoing*
- Mow all lawns weekly/fortnightly - *ongoing*
- Prune spring flowering shrubs –
- Cut hedges x 2 during period –
- Weed kill hard surface areas as required –
- Weed bedding displays and shrub beds x 2 –
- Seeding winter bedding plants in greenhouse –
- Potting up winter bedding –
- Watering greenhouse – *daily*
- Rub down and oil litter bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –
- Clean fountain as required – *fountain back on Easter*
- Plant out shield beds –
- Tree inspections – *completed*
- Clean as required new toilet block – *now open Saturday/Sunday only*
- Plant up new shrub bed by the fountain – *ongoing awaiting plants to finish*
- Glazing repairs to greenhouses – *completed*
- Love Parks event –
- Legionella and fire testing – *ongoing*
- 3 hour test on emergency lighting - *ongoing*
- Repainting as required play equipment as required –
- Borough Gardens House Lift serviced –
- Borough Gardens House Fire extinguisher's serviced –
- Borough Gardens House Fire alarm serviced - *completed*
- Repairs to play equipment, slide and swings – *repaired*
- Rub down and repainting all areas of the Bandstand –



## **Weymouth Ave Recreation Ground**

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

## **Sandringham Sports Ground**

- Take down football posts and store –
- Paint goal posts –
- Mark out from scratch winter pitches –
- Erect goal posts –
- Mow field area on a weekly basis – *ongoing*
- Mow perimeters hand mower, fortnightly – *ongoing*
- Strim perimeter fortnightly – *ongoing*
- Weed kill boules court –
- Weed kill car park edges –
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc –
- Legionella and fire testing – *ongoing*
- Fire extinguisher's serviced –
- 3 Hours test on emergency lighting –

## **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*
- Tree survey –
- Replace buffers and seat to Zip wire - *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 2016, May, July, August, October?*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Lime trees remove epicormic growth –
- Prune shrub/tree overgrowth –
- Tree inspections (leaf on inspections) –
- Mow additional DCC areas (Junction, skatepark verges etc) – *ongoing*

### **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 –
- Repairs and painting play equipment as required –
- 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*

### **Hanging Baskets Town Centre**

- Water 54 summer hanging baskets on a daily basis (7 days per week) –
- Put up 54 summer hanging baskets around the town -
- Put up and water “Bid” hanging baskets –

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

- Borough Gardens – Love parks week various additional events planned
- Borough Gardens – Green flag, -
- Maumbury Rings – prepare and rip down after event August B/holiday –
- Painting play ground equipment, various sites -
- Fire extinguishers servicing all sites, external contractor –
- Weekly/monthly Legionella & Fire testing – *ongoing*

- 3 hour emergency lights testing –
- PAT testing, all Town Council buildings –
- Riverside reserve, strim pond area and path sides-
- Maumbury Rings Pavilion, 5 year fixed wiring test – *completed*
- Replace timber walkway with recycled plastic – *awaiting funding*

### **The Great Field**

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

### **Fordington Cemetery**

- Monthly grass mowing – *ongoing Outside contractor*
- Tree inspections –
- Burials as required – *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways –
- Annual cutting to steep banking – *November*

### **Weymouth Avenue Cemetery**

- Grass mowing rota – *ongoing Outside contract*
- Burials as required – *ongoing*
- Tree inspections –
- Weekly removal of waste from bins etc - *ongoing*

### **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 –
- Spread shingle over bare areas -*ongoing*

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 15 MARCH 2016

#### 2016-17 - PROJECTS UPDATE

The Council's budget for 2016-17 was agreed at the last cycle of meetings which will now enable the Council to move forward with a number of projects previously discussed. This report updates Members on those projects which are within the Committee's remit. It should be noted that these are standalone projects to be undertaken this year, regular work patterns, commitments and events will also need to be undertaken.

Project	Update
Borough Gardens Tennis Courts	<p>The Lawn Tennis Association's technical expert has yet to visit the site. It is anticipated that work on the new courts on the old bowling green will now commence after the school summer holidays. Further detailed to Committee following visit from LTA technical officer.</p> <p>Officers are due to meet with DCC Landscape Architects in April to give further consideration to a potential scheme to remove the tennis court nearest the clock and open up the space towards the Borough Gardens House. Report to Committee in May.</p> <p>Grass free lawn to be relocated just prior to work on the new courts commencing.</p>
Borough Gardens Borehole	Policy Committee approved funding last month. The contract has now been let and the work will be undertaken after the Easter holidays and will take approximately two to three weeks.
Borough Gardens Clock	Re-paint scheduled for prior to summer holiday 2017.
Borough Gardens Bandstand	Being re-painted April 2016.
Picnic tables and shield beds	Picnic tables purchased. Work to 'build up' one side of the shield beds scheduled for September 2016.
Skatepark Additions	Maverick contracted to undertake work prior to summer holidays 2016.
New Outdoor Services Manager	Appointment process complete, new appointment made from 23 May 2016.
Walks Refurbishment	Scheduled Ancient Monument Consent applied for from Historic England. West Walks and Bowling Alley Walks provisionally due for commencement April 2016.
Dorchester Cricket Club	Separate report.

Digital Mapping	<p>Cemetery aspect - registers being photographed and transcribed, digital mapping in process, database built project due to be complete May 2016.</p> <p>Additional data sets to be mapped – scheduled for discussion with newly appointed Outdoor Services Manager with work to commence after the summer holidays 2016.</p>
Events	<p>Queens 90<sup>th</sup> Birthday</p> <p>Salisbury Fields Beacon Lighting – 21 April 2016</p> <p>Street Party in the Gardens 12 June 2016 being organised through Community Activities Panel.</p> <p>WW1 KUT Day – 26 July 2016 and Civic Service – being organised through Community Activities Panel.</p>
Riverside Local Nature Reserve – replacement of wooden part of the boardwalk	Working with Friends of the Riverside Reserve to replace the wooden boardwalk – grant funding received work scheduled for July 2016.
Climbing Boulders	<p>To discuss with the Duchy of Cornwall regarding potential funding and location at the Great Field.</p> <p>Smaller boulder to be considered for the Borough Gardens when funding available.</p>
Syward Close Play Area	Review equipment and age profile if the park with local Member. Report to Committee – May 2016.
New Sports Arena in the area of Mountain Ash Road.	Awaiting outcome of Sport Pitch and Cultural Facilities Audit report being prepared by West Dorset District Council.
New allotment handover Red Cow Farm	Meeting requested with the Duchy of Cornwall to arrange handover – likely end of Summer 2016.
Municipal Buildings Condition Survey	Condition survey to be undertaken so as to enable future financial planning.

Steve Newman  
Deputy Town Clerk

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 15 MARCH 2016**

#### **DORCHESTER CRICKET CLUB**

1. At the November 2015 meeting of the Committee, Members supported the cautious approach to the long term aim of Dorchester Cricket Club self-managing the Recreation ground site, independent of the Council.
2. Officers have recently met with representatives of the Cricket Club to discuss the steps to be taken this season that would help achieve the long term aim and help establish confidence that a greater role for the Club was sustainable.
3. The Club representatives confirmed that the Club was growing both in terms of players, particularly younger players and volunteers willing to help achieve the long term aim. They felt that the Club was in a good position and would be able to take those steps previously agreed to move forward.
4. The most significant step this year is for the Club to become responsible for evening and weekend bookings of the Pavilion (cricket matches still to be booked via the office). The alarm system at the Pavilion has already been changed so as to enable this to happen.
5. It is proposed that the lettings bookings will transfer to the Club on a date to be agreed around the middle of April following final agreement from the Committee and instruction to the Club regarding the alarms, key handling, discussion regarding existing bookings etc.
6. With regard to hirer fees for those bookings that the Club has been responsible for it is proposed that the Club retain eighty percent with the Council receiving twenty percent. Whilst this might seem a generous split it should be noted that the Council rarely hires the Pavilion at the weekend (other than for when attached to cricket matches which we will continue to do) nor in the evening bar one or two pre booked regular hirers (which we will retain) as it is generally not cost effective due to having to pay out of hours rates for staff to lock up.
7. The Club will also be undertaking some small projects themselves this summer which include installing a cooker in the kitchen (scheduled for the end of March), resolving operational arrangements to help provide a bar through adding some shelving, storage and a temporary counter in the storage cupboard and also laying a patio with some benches to provide an outdoor space outside of the Pavilion (this has also been agreed by the Duchy of Cornwall).
8. The Club are aware that there has been a lack of a strong historical relationship on which to build a partnership with the Council and are keen to address this as well as being able to share progress and any issues which might arrive in achieving this summer's aims. To help address this it is suggested that the Committee nominates two Members which could meet with the Club as and when over the summer to discuss progress and any concerns.
9. Members are asked to note the steps to be taken this summer; approve the arrangements for evening and weekend lettings as set out in paragraphs 5 and 6 above and appoint two Members to discuss progress and any concerns.

Steve Newman  
Deputy Town Clerk

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 15 MARCH 2015**

#### **MUNICIPAL BUILDINGS – PUBLIC ACCESS DEFIBRILLATOR**

1. Every year around 60,000 people have cardiac arrests outside of hospitals, but only a few casualties survive. CPR and early defibrillation within the first three minutes can give up to a 70% chance of survival.
2. The Town Hall Keepers are first aid trained in CPR but at present the nearest public access defibrillator is located at Princes Street, over three minutes away.
3. The number of visitors to the Municipal Buildings for events and shows has increased over the past year with the additional Dorchester Arts bookings - several hundred members of the public will pass through the building every week.
4. Whilst there is no obligation for the Council to provide a defibrillator it would be good practice to have access to one.
5. There are many different types of defibrillators available but it is suggested that a public access defibrillator be purchased for the Buildings. This type of machine is simple and safe and can be used by anyone. The machine gives clear spoken instructions and you do not need training to use one. Once in position, the defibrillator detects the heart's rhythm and it will not deliver a shock unless one is needed.
6. The cost of this type of defibrillator is approximately £1,500 and if the Committee was agreeable to the purchase it is suggested that it be located on the inner wall of the North Square entrance lobby, to the left of the doorway into the Corn Exchange lobby.
7. It is anticipated that the cost of the defibrillator could be covered from anticipated underspends in this year's budget.
8. Members are asked to agree the purchase of a defibrillator as set out above.

Steve Newman  
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 15 MARCH 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>		
Dianna Lynne Spracklen	2903	2254/b
John & Lynne Coleman	2904	2254/a
Transfer deed 182 to Paul Matthew	2906	2015A
<b>Poundbury Cemetery</b>		
John & Jean Park	2905	248
<b>Fordington Cemetery</b>		

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

01.01.2016 – 29.02.2016	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	5	1	3
<b>Ashes</b>	4	1	0
<b>Garden of Remembrance</b>	0	0	n/a
<b>Dorchester South Chapel</b>	2	0	0
<b>Poundbury Chamber</b>	0	0	0
<b>Children's Plot</b>	0	0	0



**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 15 MARCH 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)
Dec.	21	14	15	£3809	25	17	3	£3525	(£284)
Jan.	19	17	30	£4249	20	25	5	£3264	(£985)
<b>Total</b>	<b>40</b>	<b>31</b>	<b>45</b>	<b>£8058</b>	<b>45</b>	<b>42</b>	<b>8</b>	<b>£6789</b>	<b>(£1269)</b>

Bar Income 2014-15			Bar Income 2015-16		
December		£144	December	£533	£389
January		£134	January	£277	£143
<b>Total</b>		<b>£278</b>	<b>Total</b>	<b>£810</b>	<b>£532</b>

Non Chargeable Bookings 2014-15				Non Chargeable Bookings 2015-16			
	Council	Partners	Total		Council	Partners	Total
Dec.	1	5	6	Dec.	5	3	8
Jan.	6	8	14	Jan.	16	9	25
<b>Total</b>	<b>7</b>	<b>13</b>	<b>20</b>	<b>Total</b>	<b>21</b>	<b>12</b>	<b>33</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: 73.3%

Weymouth Avenue Pavilion 2014-15				Weymouth Avenue Pavilion 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Dec.	11	1	£400	15	1	£476	£76
Jan.	21	0	£651	24	1	£800	£149
<b>Total</b>	<b>32</b>	<b>1</b>	<b>£1051</b>	<b>39</b>	<b>2</b>	<b>£1276</b>	<b>£225</b>

Borough Gardens House 2014-15				Borough Gardens House 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Dec.	9	0	£360	8	7	£327	(£33)
Jan.	16	0	£595	7	1	£286	(£309)
<b>Total</b>	<b>25</b>	<b>0</b>	<b>£955</b>	<b>15</b>	<b>8</b>	<b>£613</b>	<b>(£342)</b>

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 15 MARCH 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	New contract: 2016 Benzoni Services Limited	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
Clock – annual test and service	Smiths of Derby	November 2015	November 2016
Kitchen Clean	Rentokill	November 2015	
Ventilation Clean	Rentokill	December 2015	December 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 disp x 24 Nappy Bag disp x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test & service	Trident Access	February 2015	February 2016

**Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members**

<b>Project</b>	<b>Cost</b>	<b>Progress</b>
Revise Energy Efficient Lighting Scheme in Town Hall	£5000	New lighting installed – 21-24 October 2015 Agreed January 2016 not to fund any additional scheme.

**Minutes of DORCHESTER ARTS BOARD MEETING  
CORN EXCHANGE, MONDAY 8 FEBRUARY 2016  
5.45pm**

Present

Mark Tattersall MT (Artistic Director)

Louise Sheaves LS (Chair)

Terry Hooley TH (Minutes)

Rod Hoare RH

Fiona Pearson FP

Trevor Ware TW

Tess James TJ

Sara Lock SL

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

CX = Corn Exchange

**1. Welcome**

LS Welcomed all attendees noting that Jem Shackleford had stepped down since the previous meeting

**2. Apologies**

Apologies were received from Jane Burden, Simon Barber, Susie Hosford, Dan Thomas, and Carl Woodward

**3. Conflicts of interest**

There were no conflicts of interest registered but MT indicated that he was a Trustee of the Art Academy who will be exhibiting at Duke's in the near future but that he would not gain financially from this arrangement. This Board considered that this was not a conflict of interest.

**4. Minutes**

It was noted that in approving the minutes of the meeting of 8 September 2015 they had been corrected by numbering the first four items. Subject to this correction the minutes of the meeting of 9 November 2015 were approved after being proposed by RH and seconded by TJ

The Chairman will follow up on the minutes of the brief meeting following the AGM **LS**

**5. Matters arising**

- A solution to the poor sight lines inside the CX was being pursued but MT said a new raked seating system was likely to be very expensive
- The Colours of Africa wall hanging display should be up in the next week.
- The professional indemnity insurance for Trustees had been organised
- The AGM had gone well. A member had queried adherence to the requirement to distribute the accounts before the AGM. **TH** will take this up with David Lang. The

desirability of holding the AGM earlier was discussed but the current timing was considered appropriate.

## **6. DTC**

Things seemed to be going well and a recent meeting with members of DTC was very positive and the relationship is good.

The issue of banners/lighting at the front of the Corn Exchange still needs to be resolved.

## **7 Finance**

The finance committee had held a meeting on 15 January 2016 and minutes had been circulated

The results to 31/12/15 had been circulated and the loss of £1,135 was highlighted. The estimated loss to 31/3/16 was £4,152. The wine suppliers are about to be changed.

The credit card charges/recovery situation is improving and it was noted that a £2 donation is requested for online bookings and all staff and volunteers manning the box office are getting used to asking for a donation when taking bookings. Consideration is being given to a scheme whereby a ticket 'levy' is added to some ticket prices, with this amount not being included in a split deal with the artist (this is operated successfully by Bath Theatre Royal, The Plough Arts Centre and others)

The bar profit was below original expectations due mainly to the level of wages for staff operating the bar. It was reported that volunteers were not keen to help with running the bar and this was being looked into as part of improving the profitability of the bar.

The next meeting of the finance committee on 23/3/16 will consider the budget for 2016/17.

## **8. Participation, education and outreach**

As requested by one of the Trustees a report had been prepared on participation, education and outreach. From this report it could be seen how much participation and outreach there was into the community

The take up for Live for 5 membership had been good but few tickets had been purchased. It was hoped that this will improve gradually, not least through more contact with Thomas Hardy School.

YouChoose Cinema had not had any ticket sales at this point in time.

Megan had established a good programme despite being only available one day a week.

## **9. Vision and mission**

MT reported that he had attended an Arts Marketing Association Culture Hive course. One of the outputs resulting from this course was reflected in his revising the vision and mission statement which had been tabled for this meeting.

These were discussed with particular reference to "Dorset's county town". The vision and mission were agreed without amendment.

## **10 Annual event/prize**

TW outlined how Bridport have developed an annual literary competition (The Bridport Prize). The money raised comes from entries from all round the world. This has been built up over many years and now brings in a significant contribution to their funds. Various options were discussed and something in the area of Youth Theatre might be appropriate. The proposal will be given further consideration by the Board who should email their suggestions to MT. **All/MT**

## **11. Maltings**

The Chairman reported that there had been a productive meeting regarding fundraising. A further meeting is to be held tomorrow with the developer. It was noted that the timing requirements contained in the Section 106 agreement only start from when the building is transferred to the Charitable Trust.

## **12 Dorchester Carnival**

A request had been received from Cllr. Stella Jones for DA to participate in the Carnival procession. After discussion it was agreed that the theatre group performing on the evening of the carnival would be approached to see if they would participate on behalf of DA. **MT**

## **13 AD's REPORT**

The AD's report had been circulated. MT was congratulated on the quality of the programme for the summer and autumn seasons.

The spring season is going well and classical music has now become a regular part of the programme.

Children's programming remains a problem area in terms of financial viability but discussions are ongoing to find ways around this.

It was noted that membership continues to increase and the last Members' Breakfast was very well attended.

More interaction and communication is needed with West Dorset District Council members outside Dorchester especially in North Dorset and MT is looking at ways to achieve this.

## **14 ANY OTHER BUSINESS**

14.1. Policies/HR:

FP indicated that the next policy meeting will be held soon. MT has now reviewed certain policies and these will be considered at the meeting together with the outstanding ones.

#### 14.2 Proving resilience

TJ reported that a visit had been requested from Jane Tarr of the Arts Council North East to see how DA had coped with the challenges of losing ACE funding.

#### 14.3 Fund raising gala

The gala organisation was going well and Lord and Lady Fellowes would be in attendance. The level of ticket sales needed to improve and corporates and 50/50 members will be re-approached.

#### 14.4 Arts Council

Darren Henley, CEO of the Arts Council, visited Dorset recently and met representatives from the arts across Dorset over lunch. MT will be following up on a suggestion he made that the Arts Council should support an advert for local arts offers as part of streaming of live events nationally .

17. Date of next meeting: This was set for 11 April 2016 (at 5.30pm)

TGMH

12/2/16