



Dorchester Town Council

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8 March 2017

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 14 March 2017** 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, R. Potter (Chairman), M. Rennie, K. Rice, 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 January 2017 (adopted by Council on 24 January 2017). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Site Visits to Council Properties and Sites

To consider the notes of the site visit held on 21 February 2017 (enclosed).

4. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

5. Outdoor Services – Efficiencies and Work Practices

To consider a joint report by the Deputy Town Council Outdoor Services Manager (enclosed).

6. 2016-17 and 2017-18 Projects

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

7. Public Sculpture to Commemorate the 100th Anniversary of the end of World War One

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

8. Sports Arena – Mountain Ash Road Area

To consider a report by the Town Clerk (to follow).

9. Grant Applications

To consider a grant request from the following organisations (applications enclosed):-

- (a) Dorchester Food Bank (Lunch Club)
- (b) Dorchester and District Gardening Club
- (c) Try This... Dorchester
- (d) The YOU Trust – Stalking Project

(Note – a grant has been received from the Office of the Police and Crime Commissioner to deliver this training – the charity's rules do not allow its funds to be used for delivering training to statutory and voluntary sector partners – staff from YOU are not being paid to deliver the training. However a full set of accounts from the whole of You Trust Dorset are available to view prior to the Committee should any Member wish to see them.

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

12. Maintenance to the Town Hall and External Decoration

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

13. Dorchester Arts

To receive the minutes of the DA Board Meeting held on 23 January 2017 (enclosed).

14. Urgent Items

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

15. 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".

16. Charges for the Municipal Buildings

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

Notes of a Site Visit held on 21 February 2017 at 5.00pm.

Sites visited – Borough Gardens and the Municipal Buildings

Attending: Councillors A. Chisholm, J. Hewitt, T. Jones, T. Loakes, A. Lyall, R. Potter, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk.
Carl Dallison, Outdoor Services Manager.

1. Borough Gardens

Members viewed the work that had been undertaken in the Gardens over the winter which included:-

- An additional 2,000 snowdrops planted (plus an additional 2,000 to be planted March / April 2017)
- The Marie Curie daffodil project
- Creation of a new shield bed
- The new position for the grass free lawn and planting
- Re-painted bandstand
- New fern area
- New composting area and additional picnic tables
- General reduction in height of some shrubs so as to allow good views across the Gardens and removal of 'blind spots'
- Completion of the Gardens borehole

Members were also informed that the following work was due to be carried out in 2017-18:-

- Replacement safety surfacing for the water feature in the play area
- Potential purchase of a shredder which would make long term savings through the reduction of green waste being removed
- Painting of the clock tower and refurbishment of the clock faces
- Planting the new shield bed and grassing over two of the old shield beds and planting annual bed in that area.
- Sundial – to be made more visible during the summer months.
- Provision of new tennis courts- the archaeological dig for which was scheduled imminently
- New pedestrian entrance into the south end of the Gardens

Having viewed the Gardens and buildings Members identified the following issues (it should be noted that Members felt that the facilities were generally to of a high standard):-

- Gents kiosk toilets – some tiles need replacing/repairing plus an erroneous piece of wood removed from the cubicle door
- Ladies kiosk toilets – Baby changer not returning to the wall and toilet roll in the disable toilet needed refreshing
- Water fountain in the play area not working
- Ladder in the recycling area to be removed

- No power to the lift in the Borough Gardens House
- It was noted that the storage cupboard was still in the House but that the new storage area would be created over the next month or so
- Bowling Green toilets gents urinals starting to rust

2. The Municipal Buildings

The Deputy Town Clerk explained that following a professional survey it was noted that the Corn Exchange would need to be re-roofed at some stage in the next few years. Work was also required to the Town Hall pillars and the stonework around the windows which all needed the paint removing so as to allow the stone to breathe and prevent further rusting and damage.

Members also noted that a review of the use of the buildings would need to be implemented once Dorchester Arts had finalised any move to The Maltings.

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

- Consideration to be given to replacing the three foot tables.
- Ladies toilets underneath of all the seats were stained and unclean – clean or replace.
- Gents toilets far right flush sensor not working
- Magistrates Room door frame needed repairing
- Downstairs foyer lights needed cleaning
- Council Chamber investigate vibration from bar
- Dressing Room tables in poor repair
- Dressing Room lights needed replacing
- Dressing Room landing radiator thermostat control broken
- Council Chamber cabinet everything to be polished, pictures straightened etc prior to mid April 2017

Meeting closed 6.40pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE –14 March 2017

OUTDOOR SERVICES UPDATE REPORT – Late Winter 2017

1. The Autumn/ early winter period saw ongoing maintenance work and one off jobs being completed within the outdoor services team and this has carried on through the later winter period. Basic maintenance and preparation works that ease pressure in the summer and ensure good standards of maintenance for the coming spring have been undertaken and are nearing completion.
2. The Borough Gardens staff have created the new viewpoint by the Cornwall road / west walks entrance to open up the vista down to the fountain and bring back into use a seat that was underused, the old seat being replaced by a brand new donated seat that is slightly larger than the old one. Staff trialed a new shrub pruning / wood shredder, processing the material removed from the old shrub bed adjacent to the tennis courts and found it very fit for purpose . The machine if purchased will remove the need to travel to Weymouth and pay to tip green waste for composting and will produce a material that can be spread on shrub beds on site so removing double handling of prunings.
3. The new Katasura tree was planted in mid-January. The whole grass area around the new tree will be raked level and re-seeded to ensure a rapid establishment in the next couple of weeks.
4. The new bed for the carpet bedding display has been created and is to be found on the grass bank adjacent to West Walks. Soil from the recent archaeological excavations within the old bowling green will be used to bring up the soil levels in the old badge beds and turf, again re-cycled from the old Bowling Green, will be used to return them to grass.
5. The Snowdrops are currently coming to the end of a fantastic show this winter and a further 2000 have been planted to increase the display next year.
6. Away from the gardens, the outdoor services team have completed the installation of the new boardwalk, dipping platform and picnic bench at the riverside reserve. The new board walk (made from re-cycled plastic milk bottles) now provides a long term accessible route around the reserve, it is slightly higher than the old one to prevent a problem with flooding which has occurred in the past but slopes are very gentle which means the route is still easily accessible and handrails have also been installed. The work was carried out to a very high standard by our own staff and it is now well worth a visit and has proved incredibly popular with walkers along the riverside walk. Further routine work has continued keeping play equipment in a safe and well maintained condition with a focus on Holmead Walk play area where cleaning and repainting of the fencing has been carried out along with work to other timber items. Staff continue collecting litter from open spaces and all vacant allotments have been prepared for re-letting by strimming off grass and removing debris and rubbish. Any un-let plots will go onto a routine spray schedule to ensure they remain easily taken over by new allotment applicants and do not present problems to adjacent plot holders.
7. Cricket square maintenance is very much reduced at this time of year and is limited to removing dew/moisture on the grass surface to allow good grass growth and prevent fungal

disease affecting the newly emerged grass. A weather eye is being kept now for a dry spell so that initial heavy rolling can be carried out to start preparation for the new season. Recent heavy rainfall has created some problems for the groundsman and resulted in the cancellation of games.



8. Finally as part of our ongoing staff development and training members will be pleased to learn that 4 members of staff have gone through and passed safe use of wood chipper training which means the council can begin to recycle its green waste.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 MARCH 2017

OUTDOOR SERVICES TEAM – EFFICIENCIES AND WORK PRACTICES

1. The Policy Committee, at its last meeting, considered a report by the Town Clerk on staff pay and work practices, the minute of the meeting is set out below:-

“The Committee considered a report by the Town Clerk, which covered a recent review of pay and grading practices, including proposals to create a new grade of semi-skilled labourer and for the creation of a full time post to oversee work in the Borough Gardens at a future date. The report also identified that the findings of a review by the Outdoor Services Manager to evaluate the effectiveness and value for money of some current operational processes would be presented to the next meeting of the Management Committee, with recommendations that would reduce budgets in the future.

Recommended to Council

That new pay and grading arrangements are introduced with effect from 1 April 2017, at a cost that may increase the Revenue budget by £11,000 a year in due course, to be offset by efficiencies to be identified by the Outdoor Services Manager.”

2. The Outdoor Services Manager has been reviewing work practices since last summer and has already identified a number of areas where cash savings can be achieved without any reduction of service provision, as follows:-

- Purchase of cheaper dog waste collection bags – saving of approximately £2,600pa
- Reduction in the amount of waste and green waste taken away for disposal (see paragraphs 4 and 5 below) – saving of approximately £6,700pa (this ignores the saving already made to the Council by allotments green waste removal service and encouraging allotmentees to compost instead)
- Self watering hanging baskets – saving of approx. £1,120pa

3. Additionally work is underway to identify some additional changes in working practice which will reduce the amount of non-contractual overtime payments, special payments etc. Discussion with staff in this regard is ongoing and will be reported to a future meeting of the Committee.

4. With regard to the saving in green waste disposal, this can only be achieved by the replacement of the 20 plus year old shredder presently owned by the Council. This shredder is not self drive, cannot be easily transported and cannot cope with the large amount of brush type green waste produced by the Council. In short this piece of equipment is no longer fit for purpose and has not been used for some years.

5. Therefore in order to achieve the saving set out in paragraph 2 it will be necessary to purchase a new shredder at a cost of £16,700. A number of different shredders have been investigated and the one that has been identified as the most suitable for the majority of the green waste produced by the Council is the TS Industrie - GS/Tiger/25D which, amongst other things, has a patented mixed rotor which deals very well with the brush type of green waste with a diameter of up to 14cms mostly produced by the Council, has an automated feed belt, can easily

be towed to site and can be towed without the need of a towing licence and a Kubota 25HP diesel engine.

6. There are funds available in the Vehicle and Equipment Reserve which would cover the cost of this purchase and Members are asked to agree that the Policy Committee be requested to release the funds for this piece of equipment.

7. With regard to future efficiencies, the Outdoor Services Manager, over the forthcoming year, will be reviewing and where appropriate changing working practices within the team to improve both output and efficiency whilst retaining a focus on delivering quality services to both the residents of and visitors to Dorchester. The review will cover several different areas including the Borough Gardens, sports areas, cemeteries, allotments and play areas and will also focus heavily on developing staff to meet the additional expectation placed upon them. It is anticipated that the review will identify additional cash and staff time savings which can be reinvested into the service and help prepare us for the future.

8. The areas presently identified for review include the following:-

- Replacement of small annual beds and pockets of planting that are too small to produce a significant impact, with shrubs to remove both burden and cost of growing x 2 crops of annuals per year and also the cost to maintain and specifically water.
- Hanging basket types and floral containers within the town centre areas, how these can be made less expensive, less time consuming but retain a quality display.
- Groundsman presence at sport fixture over the weekend, discuss whether it is possible for football clubs to set up nets and flags. This reduces both costs and make for more efficient working as groundsman can be supported by other staff during normal working week more easily.
- Green waste production and disposal. Cessation of green waste collection from allotments has already been implemented at a significant financial saving to the Council. By the procurement of a towed waste shredder it will be possible to remove the cost of green waste tipping completely along with the time taken for the tractor operator to travel to Weymouth with the waste which will make the tractor driver available for other duties and should lead to a higher standard of grass cutting with no cost to the council.
- Review of reporting lines within the staff and to increase personal responsibility to ensure time is not wasted by staff checking for permission to undertake relatively simple tasks which will lead to a decrease in "lost time"
- Review of current working location arrangements, currently staff are spread over 4 distinct locations, Poundbury cemetery, Weymouth Avenue, Borough Gardens and Louds Mill Depot.
- It is the case that by combining some staff and teams and moving staff to other areas at peak time efficiencies can be gained and increases in output achieved.
- Purchase of modern hand tools that would reduce cost of employing contractors and increase efficiency by staff being able to work more efficiently and on a wider range of tasks.
- Developing existing staff so that they are more confident, skilled and able to carry out tasks and with that, take on responsibility for the work of others less skilled who work

with them. The expectation placed on staff will be that they are to do their very best to provide a high standard of service to the public and they can be confident that they will be supported in doing that.

9. With regard to developing existing staff it is proposed that this takes a high priority and will include the following:-

- A review of all current staff qualifications and training so as to establish clearly what training and qualifications that our current staff presently hold.
- Future skills requirements will be compared to existing staff skills, this will enable the development of a training programme that will develop wherever possible in-house skills to meet service needs.
- Staff will be briefed as part of wider engagement work to let them know exactly what is being reviewed and why and to encourage them to comment and bring forward ideas of their own which will influence the review.
- Training will be given to staff to enable a widening of the overall skills base which will protect the council from skills shortages in times of holiday illness etc. and give the staff a sense of being valued and being able to see progression within the council.
- Staff will be regularly encourage to challenge why things are done in a particular way across the service, so as to break down current team “silo “ thinking where the staff only focus on actions within their individual teams.
- Staff will be encourage to take responsibility and make decisions which will be more efficient but also make them more confident of their role and place in the organisation.

10. Members are asked to note the areas for review and the proposals for developing further our existing staff.

Steve Newman
Deputy Town Clerk

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 MARCH 2017

2016- 17 and 2017-18 - PROJECTS UPDATE

The Council’s budget for 2017-18 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, regular work patterns, commitments and events will also need to be undertaken.

2016 – 17 Projects	Update
Borough Gardens Borehole	Completed 2016-17
Borough Gardens Bandstand	Completed 2016-17
Picnic tables and shield beds	Completed 2016-17
Skatepark Additions	Completed 2016-17
New Outdoor Services Manager appointment	Completed 2016-17
Walks Refurbishment	West Walks and Bowling Alley Walks – Completed 2016-17
Events	<p>Queens 90th 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> <p>All events successfully completed last summer. There are no specific one off Council events scheduled for summer 2017.</p>
Riverside Local Nature Reserve – replacement of wooden part of the boardwalk	Completed 2016-17
In conjunction with Dorchester Heritage Committee – Installation of Maumbury Rings information boards and improvements to stepways	Completed 2016-17
2016 – 17 Projects - Ongoing	Update
Borough Gardens Tennis Courts	Archaeological investigations undertaken week commencing 27 February 2017 and outcomes forwarded to Historic England.

	<p>Planning Permission submitted January 2017.</p> <p>Tendering process to be commenced imminently.</p> <p>It is still anticipated for the new courts to be completed in readiness for the 2017 summer season.</p>
Borough Gardens Clock	Re-paint scheduled for September 2017 following tendering process.
Dorchester Cricket Club	Ongoing working with the Cricket Club – further progress report to be presented to the next meeting of the Committee.
Digital Mapping	<p>Cemetery aspect - registers have all been photographed and transcribed, digital mapping completed in respect of Poundbury and Weymouth Avenue Cemeteries and presently subject to testing. Fordington Cemetery to be worked upon over the next six months.</p> <p>Additional data sets to be mapped – Outdoor Services Manager has worked up requirements with map digital map provider and will be starting to undertake survey work over the summer with a view to the digital maps being populated by August 2018.</p>
Climbing Boulders	<p>Following discussion, Duchy of Cornwall has submitted a S106 bid to WDDC for a number of improvements to The Great Field including, potentially, climbing boulder and skatepark.</p> <p>A S106 bid has been submitted to WDDC for a smaller boulder in the Borough Gardens.</p> <p>WDDC Executive Committee to agree allocations mid-March 2017 but is recommending a sum of £8,300 in respect of the Garden's boulder and £220,000 towards the facilities to be provided at The Great Field.</p>
Syward Close Play Area	Management Committee has agreed a new piece of young persons play equipment for Syward Close – equipment is in the process of being ordered and will be installed as soon as time allows.
New Sports Arena in the area of Mountain Ash Road.	See separate report.
New garden allotment handover Red Cow Farm	Additional discussion required on this matter as Transition Town have now declined to manage this site. Discussions are continuing and an update will be provided at the meeting.

Municipal Buildings Condition Survey	Completed 2016-17 – See also separate report regarding work to the Town Hall and external decoration.
2017 – 18 Projects	Update
Borough Gardens Play Area water feature – new safety surfacing	Quotes for the work being obtained with the work to be completed prior to the summer.
Allotment Compost Bins	Allotment holders contacted with a view to establishing the number of compost bins required in readiness for the growing season – so far 32 bins have been requested – bins to be delivered to allotmentees in April 2017.
Poundbury Cemetery Wall and Internal Roads	Style of wall agreed with the Duchy of Cornwall – specification of complete works to be drawn up for tendering process to be carried out over the next few months.
In conjunction with Dorchester Heritage Committee new ‘Welcome to Maumbury Rings’ boards.	Draft boards produced to be presented to the next Heritage Committee in April 2017.
The Great Field - installation of new facilities for young people and improvements to the wider environs of the Great Field	Discussions will be ongoing with the Duchy of Cornwall following allocation of developer contributions – a full report on proposals will be presented to a future meeting of the Committee.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 14 MARCH 2017

PUBLIC SCULPTURE TO COMMEMORATE END OF WORLD WAR ONE

1. Background

1.1 A few years ago our twin town of Lubbecke commissioned a local Dorchester artist, Mike Chapman to create a piece of new public art for the town's main square. Mike created a sculpture known as "The Hug" or "All you need is love" to symbolise the close friendship of the two towns (photos will be circulated). The sculpture was completed in 2013.

1.2 The Council, when planning a series of possible commemorations of 100 years since the Great War established a number of ideas, one of which put forward by the then Community Activities Panel, was for a public sculpture based around the theme of peace and friendship and possibly to reflect the sculpture produced by Mike for Lubbecke.

1.3 At around the same time the Council was also considering the idea of a formal garden within the Borough Gardens and it was considered possible that the sculpture might form a centrepiece to any new garden space. At present there are no immediate plans to develop a new formal space, but this issue will be reconsidered once the new tennis courts have been built.

2. Today

2.1 A meeting was held in February involving the Town Clerk, Mike Chapman, Tess James of the Lubbecke Society and Councillor Stella Jones, to explore the feasibility of a proposal to replicate the Lubbecke sculpture in Dorchester.

2.2 The following proposal emerged from the meeting: -

- Commission Mike (cost approx. £4,000, plus £1,000 for plinth and £1,000 for materials and transport) to replicate the Lubbecke sculpture for Dorchester.
- Identify the most appropriate location - options currently include an unspecified location in the Borough Gardens, the Garden of Remembrance on South Walks, near the War memorial or replacing the Flower Bed opposite the War Memorial on the eastern side of the Prince of Wales Road /South Walks Road junction, where the new pedestrian crossing will land.
- Complete the works in time for November 2018, dedicating the sculpture as part of the centenary commemorations.

2.3 The Committee is invited to consider the proposal and, if required, recommend a Special Item for inclusion in the 2018/19 budget.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Food Bank (Lunch Club)
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name: John Weir</i> Address: 9 Peverell Avenue West, Poundbury, Dorchester, DT1 3SU Tel. No: 01305 458949 (Mobile) 07773 737571 Email: mrjohnweir23@gmail.com
3.	Address where activities are based.	The Dorford Centre Bridport Road Dorchester
4.	<i>What area (community) is served?</i>	School children in the Dorchester Area Schools Partnership
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	Relieving the financial burden of families who receive free school meals during term time but who struggle when that provision isn't available in the school holidays.
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	Families in receipt of free school meals in the Dorchester area are invited once a week during the summer holidays to attend a free drop-in café where they can also collect fresh and tinned food. The hope is that the food goes some way to filling the gap that is left in the holidays when the children are not receiving their free school lunch. Families are invited through their school offices and schools complete a Food Bank referral as evidence

		that the family is eligible for help. It is also planned to distribute food hampers at Christmas to the same families.
10.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	August 2017 Christmas 2017
11.	Please give details of the cost of the project.	£950 Accounts from 2016: Income (including balance brought forward from 2016) - £570 Expenditure: £502 Balance carried forward to 2017 - £68
12.	<i>Please give details of other grants awarded or applied for.</i>	Dorchester Poverty Action Group - £300
13.	Amount of grant requested from Dorchester Town Council.	£500
14.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
15.	Declaration	<p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....John Weir</p> <p>Position Held.....Chair of Lunch Club</p> <p>For and on behalf of.....Dorchester Food Bank</p> <p>Date.....27.2.17.....</p>

DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	DORCHESTER & DISTRICT GARDENING CLUB.
2.	Name and address of responsible officer who should be contacted regarding this application.	Name MRS SANDRA WALBRIN Address 3 WILLS LANE, CERNE ABBAS DORCHESTER DT2 7JY Tel. No: 01300 (Mobile) — 341917
3.	Address where activities are based.	ST. GEORGE'S CHURCH HALL FORDINGTON, DORCHESTER
4.	What area (community) is served?	DORCHESTER AND SURROUNDING VILLAGES.
5.	Are there any other similar facilities or services provided in the area/district?	NOTHING ON A SIMILAR SCALE TO THE CLUB.
6.	How does your organisation / activity benefit the residents of Dorchester	PLEASE SEE ATTACHED SHEET
7.	Present charges/ subscription/fees. Please attach schedule if available.	ANNUAL SUBSCRIPTION £12.00 VISITORS £2.00 PER MEETING
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NO

9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	PLEASE SEE ATTACHED REPLY TO QUESTION NO. 6
10.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	NOT APPLICABLE
11.	Please give details of the cost of the project.	NOT APPLICABLE
12.	Please give details of other grants awarded or applied for.	NONE
13.	Amount of grant requested from Dorchester Town Council.	£100.00 WOULD BE MUCH APPRECIATED
14.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
15.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s)..... <i>Sandra Wallin</i> Position Held..... <i>Treasurer</i> For and on behalf of..... <i>Dorchester & District Gardening Club</i> Date..... <i>16 FEB 2017</i>	

Copy of answer to question 6.

The Club meet on the first Wednesday of each month. For 2017 we are planning to hold 12 meetings at St George's Hall. There will be a visit to Poundbury Garden Centre in May and our annual outing for this year will be to West Dean Gardens, West Sussex. The cost of this is met by the members. Local organisation members will also be invited.

During the year we have a range of speakers dealing with aspects of gardening, countryside pursuits along with hobbies connected with horticulture.

The Committee endeavours to obtain Speakers from the local area in order to keep the outgoings at a reasonable level. Obviously the Speakers increase their fees to cover ongoing costs from time to time and these have to be covered by the Club.

The Club hold three shows a year, the Spring Show in April, the Rose and Sweet Pea Show in July, and the main Annual Show in August. All three shows are open to all exhibitors.

You will see from our enclosed accounts for 2015/2016 that the Club made a loss of £70.76.

The Committee therefore again seek the Town Council's help in providing a grant so that a very successful Club in Dorchester can continue to function.

DORCHESTER & DISTRICT GARDENING CLUB.

RECEIPTS/PAYMENTS - 1.10.2015 to 30.9.2016

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
Subscriptions	413.00.	Hire of Hall	497.00.
Raffles	254.50.	Xmas Party	24.50.
Xmas Flower		Refreshments	19.65.
Voting	5.83.	Speakers	255.00.
Refreshments	90.55.	Spring Show	25.00.
Plant Stall	57.45.	Rosemoor	675.00.
Bank Interest	1.26.	Year Book	30.00.
Rosemoor	800.00.	Nat.Veg.Socy	19.00.
Dorchester Town		Gold Club	70.00.
Council Grant	70.00.	DHS Membership	10.00.
Guests	31.80.	RHS Membership	35.00.
		RHS Insurance	70.00.
		Kingston	
		Maurward Prize	20.00.
		Donations:	
		Queens Ave	
		Surgery re	
		Innes	20.00.
		Weldmar re	
		Mr. & Mrs	
		Cheeseman	
		For auditing	
		2015 Accounts	25.00.
LOSS	70.76.		
	<u>£1,795.15.</u>		<u>£1,795.15.</u>

1.10.2015	Accumulated funds brought forward		1,915.58.
	Loss on General Account	70.76.	
	Loss on Annual Show	82.95.	
		<u>153.71.</u>	153.71.

30.9.2016	Accumulated funds carried forward		<u>1,761.87.</u>
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ACCOUNT RECONCILIATION

30.9.2016	Petty Cash in hand		1.81.
	Lloyds Bank: General Account Bank Sheet 70		172.66.
	Deposit Account		1,587.40.

30.9.2016.			<u>1,761.87.</u>
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OVERALL LOSS £153.71.

Ri Slade,
Hon. Treasurer.
8th October 2016



CERTIFIED AS CORRECT

DORCHESTER & DISTRICT GARDENING CLUB

ANNUAL SHOW - 27th AUGUST, 2016.

Sponsors	90.00,	Hire of Hall	157.50,
Entry fees	40.00,	Prize monies	57.40,
Door	7.60,	Nat. Veg. Socy	9.10,
Tombola	41.90,	Judges Expenses	55.60,
Refreshments	17.15,		
LOSS	196.65,		279.60,
	82.95,		
	<u>£279.60,</u>		<u>£279.60,</u>

R. SLADE
Hon. Treasurer,

30th, September, 2016.

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Try This ... Dorchester
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name Susan Blake Address 19 Shaston Crescent Dorchester Dorset DT1 2EB Tel. No: 01305 263759</i>
3.	Address where activities are based.	At a number of venues in Dorchester
4.	<i>What area (community) is served?</i>	The event is free and available to all age groups although minors must be accompanied by a responsible adult.
5.	Are there any other similar facilities or services provided in the area/district?	There is nothing like Try This in existence in Dorchester or elsewhere for that matter.
6.	How does your organisation / activity benefit the residents of Dorchester	Try This Dorchester is a unique local festival that offers the residents of Dorchester and surrounding villages the opportunity to try something new or learn more about a subject that interests them. 430 people attended a Try This session in 2016. 83% of the attendees agreed with the statement that Try This strengthened the local community. 86% felt they had learnt something new. For the volunteer session leaders Try This provides an opportunity to test the water for possible new business concepts relating to courses etc.
7.	<i>Present charges/ subscription/fees. Please attach schedule if available.</i>	All sessions are free to attend.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	There is no intention to introduce charges.
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	In 2016 Try This Dorchester put on 30 different workshop sessions on a diverse range of subjects:eg Get Hooked on Crochet, Beekeeping, iPad Basics, Stargazing, Adult Badminton, Tai Chi for Beginners, Braided Rag Rugs, Bellringing for Beginners etc. As a direct result of the 2016 Event:

		<p>An open knitting group now meets on a Wednesday morning in the VIVO lounge Dorchester, an average of 12-15 people attend every week</p> <p>A social media site was set up as a result of the Stargazing session which now has 19 members More people joined existing groups to participate in badminton,bowls,netball.</p>
10.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>In 2017 Try This needs to build a new website. The current website has developed coding errors that cannot be fixed.4 companies have been short listed for a tender that will go out at the end of February. In previous years the Town Council has kindly contributed funds to help us run the Event primarily covering publicity costs and the hire of venues. This year we are asking for a contribution towards the cost of the new website. We would expect the website to go live at the end of June.</p>
11.	Please give details of the cost of the project.	From initial discussions we estimate the cost will be between £4,000-£5,000.
12.	<i>Please give details of other grants awarded or applied for.</i>	POPP Dorchester Car Boot Fund SW Foundation
13.	Amount of grant requested from Dorchester Town Council.	£750
14.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
15.	<p>Declaration</p> <p>I declare that the information given on this application is true and complete in every respect.</p> <p>I understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....<i>Susan Blake</i>.....</p> <p>Position Held.....Treasurer.....</p> <p>For and on behalf of Dorchester Try...Dorchester.....</p> <p>Date.....15 February 2017.....</p>	

Budget information.

TRY THIS FINANCE ACCOUNTS 2016

Receipts - Grants

Brought forward	£502.04
Union Learn	£200.00
Dorchester TC	£500.00
Car Boot	<u>£500.00</u>

£1,702.04

Payments

Printing & Advertising	£332.17
Insurance	£256.05
Phone	£2.35
Website hosting	£60.00
Hire of premises	£288.75
Sundries	£36.40
Expenses of session leaders	<u>£74.70</u>

£1,050.42

Excess of income over payments

£651.62

Reserve £500
Susan Blake

Try This Treasurer
Friday, February 17, 2017

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	The YOU Trust
2.	Name and address of responsible officer who should be contacted regarding this application.	<p><i>Name Tonia Redvers</i> Address 43 High Street, Fareham, Hants</p> <p>Tel. No: 01329 825930 Mobile: 07824473988</p>
3.	Address where activities are based.	<p>You First Stowey House Bridport Road Poundbury Dorchester, Dorset DT1 3SB</p>
4.	<i>What area (community) is served?</i>	Dorset Districts
5.	Are there any other similar facilities or services provided in the area/district?	No - we are the district commissioned service for Dorset - based in Dorchester
6.	How does your organisation / activity benefit the residents of Dorchester	<p>We deliver services for those experiencing and affected by domestic abuse - women, children and men. Reducing harm and increasing safety, reducing risk and serious harm and murder.</p> <p>The overarching benefit is an increase in wellness within the community, a reduction in violent crime and a co-ordinated community response to abuse - increased community cohesion and safeguarding those most vulnerable within our communities.</p>
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	<p>We do not charge for access to the service, all our interventions are cost free at the point of contact. We rely on commissioning, grants, donations and</p>

		good will within the community to deliver our services
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No there are no proposals to charge
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	<p>The whole project is a Stalking Project with various elements.</p> <p>The proposal we are requesting you to consider is to support the delivery of training to people working within and across Dorset - to identify and appropriately risk assessing those who are engaged in stalking behaviours.</p> <p>This training will offer better protection to victims of stalking, will contribute to a safer community and will also offer appropriate interventions to those engaged with stalking behaviours.</p> <p>We propose to offer at least 2 stalking training sessions, and this grant (if successful) will enable us to carry out more sessions.</p> <p>An additional benefit to the community will be the opportunity to access community facilities and act as an advertisement for increasing awareness regarding facilities available within Dorchester.</p>
10.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>We propose two training dates for the 9th and 10th of March - if we are successful with this grant application we would then look to book at least two more training days - doubling the amount of people we are able to train.</p>
11.	Please give details of the cost of the project.	<p>The total project costs are £9,000 - to include setting up a stalking clinic for Dorset.</p> <p>The training venue costs are £172 for two days</p>
12.	<i>Please give details of other grants awarded or applied for.</i>	<p>We have received a small grant of £2,820 to cover some of the costs and are using other donations and match funding to bring the available funds to £9,000. The £2,820 covered the costs of Internationally recognised specialist stalking training, the development of training resources,</p>

		<p>admin support to deliver the programme, and costs for meeting rooms to set up the stalking clinic and for rooms to deliver training. All other staffing costs are being met by existing funding within You First.</p> <p>Your support to cover the costs of the training venue would enable us to increase delivery against agreed outcomes - therefore, more people trained = more lives saved</p>
13.	Amount of grant requested from Dorchester Town Council.	<p>£172 to cover the costs of the training venue, if you are able to offer slightly more then we would also request another two training days to be covered = total grant amount of £344.</p> <p>Training to take place at The Corn Exchange</p>
14.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	<p>You First deliver domestic abuse services across Dorset and are the first in the area to develop bespoke and specific training to practitioners working with those engaged with stalking behaviours.</p> <p>We would welcome the support of Dorchester Town Council for this innovative project.</p>
15.	<p>Declaration</p> <p>I declare that the information given on this application is true and complete in every respect.</p> <p>We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....T E Redvers (by email).....</p> <p>Position Held.....Head of Domestic Violence and Abuse</p> <p>For and on behalf of.....The YOU Trust.</p> <p>Date.....27th January 2017</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 14 MARCH 2017
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		
TRANSFER DEED R. PERHAM TO T. BRYANT	2952	1536A
TRANSFER DEED M. BARTON TO T. BRYANT	2953	2021
ANTHONY GOODINGS	2960	2246B
JAYNE FERNANDES	2961	2251A
BABY ELEANOR BETH ROWLAND	2963	209A
Poundbury Cemetery		
GLADYS JOAN FINNIGAN	2951	620
EILEEN KENNEDY	2954	C175
GILLIAN MATTHEWS	2956	C131A
GILLIAN MATTHEWS	2957	C177A
GILLIAN MATTHEWS	2958	C177B
PETRA OLIVER	2959	C148
BERYL EDITH FOST	2962	687
Fordington Cemetery		
JOYCE ROSSITER	2955	GOR66

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

01.01.2017 – 31.02.2017	Dorchester	Fordington	Poundbury
Interments	4	-	1
Ashes	2	-	1
Garden of Remembrance	1	-	
Dorchester South Chapel	1	-	
Poundbury Chamber			1
Children's Plot			

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 14 MARCH 2017**

Monitoring Report - Lettings

Chargeable Bookings 2016-17					Chargeable Bookings 2017-18				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
JAN	20	25	5	£3264	31	25	2	£3795	£531
FEB	30	29	2	£4244	27	23	4	£4314	£70
Total	50	54	7	£7508	58	48	6	£8109	£601

Bar Income 2016-17			Bar Income 2017-18		
JANUARY		£277	JANUARY		£159 (£118)
FEBRUARY		£427	FEBRUARY		£180 (£247)
Total		£704			£339 (£365)

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
JAN	16	9	25	JAN	6	3	9
FEB	5	4	9	FEB	3	2	5
Total	21	13	34		9	5	14

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	7(4)	3(3)	4(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 81.1 %
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Weymouth Avenue Pavilion 2016-17				Weymouth Avenue Pavilion 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JAN	24	1	£800	17	0	£664	(£136)
FEB	17	0	£630	17	0	£753	£123
Total	41	1	£1430	34	0	£1417	(£13)

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JAN	7	1	£286	8	1	£338	£52
FEB	7	1	£297	9	2	£456	£159
Total	14	2	£583	17	3	£794	£211

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 14 MARCH 2017
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2016	November 2017
Boiler Service	New contract: 2016 Benzoni Services Limited	September 2016	October 2017
PAT Testing	DAM Group	November 2016	November 2017
Lightning Protection	GNS Steeplejack Ltd	August 2016	August 2017
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2016	August 2017
Fire Alarms annual test and service	Andy Whitty	November 2016	November 2017
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2016	October 2017
Service Clock – annual test and service	Smiths of Derby	November 2016	November 2017
Ventilation Clean	Rentokill	October 2016	October 2017
Intruder Alarm	Chubb	March 2016	March 2017
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2016	May 2017
Lift	Stannah	June 2016	June 2017
Fire Extinguishers	Fire Express Ltd	August 2016	August 2017
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
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 2016	February 2017 <i>Late -Contacted firm</i>

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

Project	Cost	Progress
Maintenance Survey	£3,700	John Stark and Crickmay – Complete
Measured Internal building survey & plans	£3,300	John Stark and Crickmay – in progress

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 14 MARCH 2017

MAINTENANCE TO THE TOWN HALL AND EXTERNAL DECORATION

1. A recent buildings survey undertaken by Starks and Crickmay identified a number of concerns with regard to the fabric of the Municipal Buildings. The main concerns were as follows:-
 - Corn Exchange roof requires a full re-roof.
 - Dressing Rooms and adjoining flat roof requires a full re-roof.
 - External timber repair and re-decoration of windows, doors etc.
 - Repairs to render, decoration and rainwater goods on north façade.
 - Works to stabilise the stone mullion windows in the Town Hall.
2. Policy Committee at its last meeting agreed that the amount of resource to be put into the Municipal buildings reserve be increased to £63,000 in 2017-18 and onwards, with a view to having sufficient funds to carry out the work mentioned above over the next few years.
3. It is proposed that the works to the roofs be scheduled after sufficient funds have been built up in the reserve and when confirmation has been received with regard to the future of Dorchester Arts – the work can then be scheduled for either when DA vacate the building or, at a mutually agreed time if DA are still operating from the Buildings. It is proposed that the works to the north façade take place at that time as all the scaffolding etc will be in place.
4. Works to stabilise the stone mullion windows in the Town Hall and the repairs and redecoration of the windows, doors etc can however be carried out sooner rather than later so as to prevent further deterioration.
5. The works required to the Town Hall windows include the removal of all the paintwork from the stonework and repair and then leave the stonework exposed so as to prevent the stonework deteriorating further. The stone has deteriorated due to the metal framed windows corroding in areas and expanding putting stress on the stone and also that the stone has been painted with an inappropriate oil based paint which stops the stone from breathing.
6. The woodwork to the external of the building is in need of some minor repair and a complete re-paint so as to prevent further deterioration.
7. The cost of the work for the Town Hall stonework and external woodwork is anticipated to be in region of £35,000 including professional fees plus VAT, and can be accommodated from within the buildings reserve. The Committee is asked to agree:-
 - (a) To request the Policy Committee to release the funds from the buildings reserve.
 - (b) That the works be carried out in 2017-18 following receipt of competitive quotations etc.

Steve Newman
Deputy Town Clerk

Minutes of DA Board meeting held on 23 January 2017

1 Present

Louise Sheaves (LS – Chair) LS, Sara Lock (SL), Terry Hooley (TH), Tess James (TJ), Trevor Ware (TW), Susie Hosford (SH, for WDDC), Mark Tattersall (MT), David Hoare (DH) and Ben Wilde (BW) .

2. Apologies

Apologies were received from Fiona Kent-Ledger, Fiona Pearson and Carl Woodward.

3. Conflicts of interest

There were no **conflicts of interest** to register. DH highlighted that he worked for a sponsor of Dorchester Arts (Hall and Woodhouse).

4. Minutes

The **minutes** from 14 November 2016 were accepted without amendment - LS proposed the approval of the minutes and TH seconded. TH was asked to keep the minutes of this meeting.

5. Matters arising.

5.1 Children's Theatre. SL and CW are intending to meet up in March 2017 to discuss the development of children's theatre. MT indicated that a sponsor was being sought for this aspect of the programming.

5.2 Photographic competition. TW reported that he would be having a meeting with the Dorchester Camera Club in March 2017. The working title of the competition is the Hardy Photographic Competition. 3 to 4 sponsors and three judges were needed. The subject categories currently suggested are landscape or architecture with an additional local angle (Wessex). Entries would be done online.

5.3 AGM. The AGM had been successful with a good attendance

6. **Election of officers.** LS proposed Sarah Lock as Vice Chair and this was seconded by TJ. LS further proposed Terry Hooley as the treasurer and this was second by SL. Both proposals were carried nem con. SL has a prospect as a treasurer for election in 2018 and it was agreed that this should be pursued. **SL**

7. **DTC.** The relationship was reported to be very good. Finger posts had started to be dealt with and general signage at the Corn Exchange was again discussed **MT**

8 **HR/Policies** MT reported that a new marketing officer, Elizabeth Evensen, had started. An apprentice was being looked for and it was noted that a higher apprentice rate would have to be paid to the current candidate. **MT**

9 **Finance** MT reported that the deficit was being clawed back and he hoped to finish with a loss for the year of £ 3-4,000. Much depends on the upcoming Wild West Dance fundraiser. The bar was running well and will meet or exceed budget.

10. **The Maltings.** A full update on the Maltings was given to the board including the following

- The Maltings Arts Board had been expanded and now included four members of this Board namely LS, SL, DH and TH. MT also attends the meetings
- Minutes of the Maltings Arts Board would be circulated to this Board
- The architects and theatre consultants had completed their work
- Funding had not been sourced for ArtReach and the balance of £4,500 may well have to be funded by Dorchester Arts until other monies are secured possibly from the County Council. A deposit of £1,500 had already been paid from Dorchester Arts funds.
- The Section 106 application had been submitted based on these studies
- The projected cost is £11.26m (excluding VAT) made up of £8.87m for the creative side and £ 2.39m for the commercial annexe
- The economic benefit to the local economy was estimated to be £4.5 - 5m per annum
- VAT will be chargeable on tickets and other turnover and therefore the VAT portion of the building cost should be recoverable over time – specialist advice still required
- The 106 application package will be circulated to the Board for their information. **MT**
- The WDDC 106 Panel meeting will be on 20 February 2017 with ratification by the Executive in the third week of March 2017
- Two hardhat tours of the site are being organized for Councilors in the next fortnight. These will also involve a presentation based on the design study and other key aspects.

There was an extensive discussion as to the way forward whilst the application is being considered and the following actions were agreed

- An information template statement will be drafted **MT/LS**
- Media (including Dorset Echo and View From...) will be circulated with details they can publish
- Interviews will be sought with local radio (Wessex FM and BBC Solent)
- Members were briefed at the AGM but will be circulated with the statement and advised to contact Nick Thornley if they wished to make written representations
- Brewery Square traders will be contacted
- Social media will be considered including a Facebook page and use of Twitter
- The existing Maltings website will be updated and a page added to the DA website
- The Screen on Square at Brewery Square could possibly be used for publicity
- A stand on South Street could be considered
- A public meeting will be organized in about a fortnight before the WDDC committee meeting the actual date depending on the availability of the Corn Exchange **MT**
- Other Arts organisations will have to be involved as they will stand to benefit

11 AD's report MT tabled his report highlighting the successes of recent start to the spring season. The summer season programme as detailed in his report would be exciting. MT indicated that the Kinetics tour had been a great success both in terms of finance and audience reaction.

12. **AOB.** LS suggested an away day and 5 April 2017 was set as a provisional date. DH was asked if this could be held at the Hall and Woodhouse brewery in Blandford Forum. **DH**

13. **Date of next meeting.**

Tuesday 21 March 2017 starting at 4.30pm

TGMH