

Dorchester Town Council

Management Committee

14 March 2017

Present: The Mayor (Councillor T. Harries) and Councillors C. Biggs, A. Canning, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter (Chairman), M. Rennie, K. Rice and D. Taylor.

Apologies: Councillor G. Duke.

57. Minutes

The Minutes of the Meeting of the Committee held on 10 January 2017, adopted by Council on 24 January 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

58. Site Visits to Council Owned Properties and Sites

The Committee considered the notes of the site visit, to which all Members of the Council had been invited, held on 21 February 2017 (Appendix 1 to these minutes). Members requested that the water fountain in the Gardens be mended as soon as possible and confirmed that the ladies toilets in the Municipal Buildings should be replaced.

Resolved

That the notes of the site visit be received.

59. Management Arrangements

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. Members wished to thank the staff for going above and beyond in respect of identifying homeless people in the town and for their help in creating the Marie Curie memory garden.

In response to a question the Outdoor Services Manager agreed that the possibility of creating wild flower strips together with some public information would be investigated.

Resolved

That the Outdoor Services Team update be noted.

60. Outdoor Services – Efficiencies and Work Practices

The Committee considered a joint report of the Deputy Town Clerk and Outdoor Services Manager which updated Members on some efficiencies already identified in the Outdoor Services function, the need to purchase a new shredding machine to realise additional and ongoing savings and areas identified areas for review over the next year. The report also

set out the methodology to be used for developing existing staff which would be a high priority action.

It was reported that the saving of £2,600pa in respect of the purchase of dog waste collection bags was actually going to be £400pa as the new supplier had miscalculated the original quotation.

Members felt that the purchase of a new shredder was very sensible given that it would not only make an ongoing saving in respect of waste removal but it would also free up staff time so as to enable them to get on with other work. Funds were available in the Vehicle and Equipment Reserve to fund the purchase.

In regard to football teams erecting their own nets and flags it was noted that the future aim was for the teams to provide their own so as to help ensure they were looked after.

The Committee felt that it was very important to invest in the staff and to encourage a culture of them taking on responsibility and making decisions so as to help them become more efficient and confident in their role and place in the Council. Members congratulated the Outdoor Services Manager on his work to change the culture which had already been noticeable.

Resolved

- (1) That the efficiencies achieved and the proposals for the areas of review and staff development be agreed.
- (2) That the Policy Committee be requested to release £16,700 from the Vehicles and Equipment reserve for the purchase of a TS Industrie – GS/Tiger/25D shredder.

61. 2016-17 and 2017 – 18 Projects

Members had before them a report by the Deputy Town Clerk which updated them on those projects which were within the Committee's remit and scheduled to be undertaken during the 2017-18 financial year. It also updated Members on the projects commenced in 2016-17 but not yet completed. It was noted that the projects were standalone projects; regular work patterns, commitments and events would continue.

The Deputy Town Clerk reported that an initial meeting had been held with some local residents regarding them self managing the new allotments at Red Cow Farm, discussion would continue and a further report prepared on the outcome in due course.

Resolved

That the 2016-17 and 2017-18 project update be noted.

62. Public Sculpture to Commemorate the 100th Anniversary of the End of World War One

The Committee considered a report by the Town Clerk on a proposal for a piece of public art to commemorate the 100th anniversary of the end of World War One. It had

previously been suggested that a sculpture based around the theme of peace and friendship which reflected the sculpture produced by local artist Mike Chapman for the twin town of Lubbecke might be ideal. Following a meeting with Mike Chapman the following proposal emerged:-

- Commission Mike Chapman (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 would land.
- Complete the works in time for November 2018, dedicating the sculpture as part of the centenary commemorations.

Members supported the proposal and felt that the most appropriate location would be opposite the War Memorial.

It was reported that a short film had been produced about the sculpture and that it would be beneficial for Council to see this film at some stage.

Resolved

- (1) That the proposal be supported and that a special item, to cover the cost of producing and installing the sculpture (approximately £6,000), be recommended for inclusion in the 2018-19 budget.
- (2) That the sculpture be located 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.

63. Sports Arena – Mountain Ash Road Area

It was noted that a report would be presented to May 2017 Policy Committee which might have implications on these considerations and it was therefore agreed to defer discussion on this matter to the next meeting of the Committee.

64. Grant Applications

The Committee considered grant applications from Dorchester Food Bank (Lunch Club), Dorchester and District Gardening Club, Try This... Dorchester and The YOU Trust Stalking Project.

During consideration of these applications it was suggested that it would be useful if the grant application form could be amended to include a new question regarding how, if the project was ongoing, it would plan to become financially sustainable into the future – donations, charging, grants etc.

Resolved

- (1) That a new question be included on the grant application form regarding how, if the project was ongoing, it would plan to become financially sustainable into the future – donations, charging, grants etc.
- (2) That a grant of £500 be offered to Dorchester Food Bank.
- (3) That no grant be offered to the Dorchester and District Gardening Club on this occasion.
- (4) That a grant of £750 be offered to Try This.... Dorchester.
- (5) That a grant of £344 be offered to The YOU Trust Stalking Project.

65. Cemetery Matters

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

The Committee had before it a report with details of the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee.

Resolved

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) Headstones and Inscriptions

The Committee received and noted applications for the design of headstones and inscriptions.

Resolved

That the action of the Town Clerk in approving designs numbered 4214 to 4224 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

66. Buildings Monitoring Report

The Committee received the monitoring reports for the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House. It was noted that the bar income was down and there was some concern that hirers might be bringing in their own alcohol rather than using the bar franchise as was required.

Resolved

That the Buildings Monitoring Report be noted.

67. **Maintenance to the Town Hall and External Decoration**

Members considered a report by the Deputy Town Clerk which highlighted the main concerns identified by a recent survey of the fabric of the Municipal Buildings which included:-

- Corn Exchange roof required a full re-roof.
- Dressing Rooms and adjoining flat roof required 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.

The report proposed that work to the roofs and the north façade be scheduled after sufficient funds had built up in the reserve and when confirmation had been received regarding the future of Dorchester Arts. Works to stabilise the stone mullion windows in the Town Hall and the external timber repair and decoration was proposed to be undertaken this year so as to prevent further deterioration. The cost of this work had been estimated at £35,000 including professional fees.

Members noted that some of the windows in the Town Hall did not open easily and asked that this be looked at whilst the work to stabilise the stone mullion around the windows was being undertaken.

Resolved

- (1) That the works specified above be carried out in 2017-18 following the receipt of competitive quotations.
- (2) That the Policy Committee be requested to release £35,000 from the Municipal Buildings reserve to fund the works to the Town Hall and external timber repair and decoration.

68. **Dorchester Arts**

The Committee received and noted the minutes of the Dorchester Arts Board meeting held on 23 January 2017. Some concern was expressed with regard to the quality of the plastic glasses being used by the bar franchise and the Council representative on Dorchester Arts agreed to raise this matter at the next meeting.

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

Resolved

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 press representatives be excluded from this meeting during their discussion.

70. **Charges for the Municipal Buildings**

The Committee considered a report by the Town Clerk which set out a schedule of the hire discounts, and the reason for the discounts, received by various hirers of rooms within the Municipal Buildings. The report also set out proposed revised charges for those discounted regular hirers.

Resolved

- (1) That the schedule of discounts be agreed.
- (2) That the revised charges be agreed as from 1 April 2017.

Chairman

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 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.