



Dorchester Town Council

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

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

11th September 2024

Agenda for the meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 16th SEPTEMBER 2024** commencing at **7.00pm**.

Steve Newman
Town Clerk

Public Speaking and Attendance at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors A. Canning, P. Farmer, L. Fry, W. Gibbons, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger (Vice-Chairman), D. Leaper (Chairman), R. Major, M. Rennie and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 15th July 2024 (adopted by Council on 29th July 2024). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

- 4. Outdoor Services – Update Report -**

To receive the Assistant Town Clerk (Outdoor Services) update report (enclosed).

5. Location of park benches on The Great Field

To receive the Assistant Town Clerk (Outdoor Services) update report (enclosed).

6. Developing a policy on hire of council land

To receive the Assistant Town Clerk (Corporate) update report (enclosed).

7. Allotment fees for 2025 and service update

To receive the Assistant Town Clerk (Corporate) report (enclosed).

8. Adoption of The Duke of Edinburgh Gardens and The Queen Mother statue

To receive the Assistant Town Clerk (Corporate) report (enclosed).

9. Grant Applications

To consider the following applications for financial assistance:

- (a) A request from the Dorchester Sheroes Project for a grant of £500 towards the cost of community engagement activities.
- (b) A request from the Lions Club of Dorchester & District for a grant of £500 towards the cost of the Summerfest family fun day in June 2025.
- (c) A request from Parkrun for a grant of £250 towards the cost of a storage container at The Great Field.
- (d) A request from Read Easy South Dorset for a grant of up to £663 towards the cost of recruiting and training three coaches.
- (e) A request from the Dorchester Child Contact Centre for a grant of £500 towards the cost of furniture and activity equipment.
- (f) A request from Victim Support Dorset for a grant of up to £500 towards the cost of personal alarm equipment.

10. Minutes of Dorchester Arts board meeting

11. Cemetery Matters

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

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

- (b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

ITEM 4.

MANAGEMENT COMMITTEE – 16th SEPTEMBER 2024 OUTDOOR SERVICES UPDATE REPORT – LATE SUMMER

1. The summer period saw ongoing maintenance work being heavily influenced by the mild but not really hot weather, resulting in very rapid growth of grass areas at times. Soils dried toward the end of the period resulting in the need to water planting schemes and young trees.

2. Borough Gardens

- 2.1 Main work has revolved around the maintenance of summer annual flowering plants, weeding and shrub maintenance. Due to staff absence and departures, coupled with difficulty in recruitment, the pressure continued to be high to deliver to normal standard. Due to periods of rain annual weed growth has been quite rapid in the gardens keeping the staff busy.
- 2.2 Work to sow and pot on all the bedding plants to be planted in the early autumn has been completed and the crop is growing well in the greenhouses, this will be planted out along with bulbs in a few weeks' time. Bedding schemes will feature more bulbs this year as previous winters have proved very wet and mild causing losses of bedding plants due to rotting off.
- 2.3 Works in Borough Gardens House to the community room, lobby and toilets have been completed and the room is now available for hire. One item remains outstanding, the replacement of the large walk-in cupboard doors which will be completed in the coming weeks.
- 2.4 Tennis court surfacing was completed in August as was the installation of the new entry system locks to the court gates. Painting and repairs to the fencing are yet to be completed, this is anticipated to take place in September.
- 2.5 The team at the gardens have provided some very well received annual bedding plant displays this season which should continue until late October. Recent public events in the gardens saw thousands of visitors which placed pressure on the site at times, thankfully, the floral displays were generally respected and they remain, in the main, undamaged.

3. Outdoor Services Team

- 3.1 Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine maintenance and emergency repairs in several play areas including Borough Gardens where a toddler spring see saw was broken by adults misusing it.
- 3.2 Major works to repair the trampoline in Kings Road play area have been completed as have small repairs to safety surfacing. Replacement of worn swing chains and swings has been undertaken across all play areas which will see continued safe use for at least the next 6 years.

3.3 The team were very busy grass cutting during this period, grass areas have been maintained in good condition with no need for autumn renovation.

4. Cemeteries

4.1 Routine maintenance has continued within the cemeteries including grass and hedge cutting, litter collection and gravedigging. Full burials have been slightly lower in number over this period.

4.2 The grass cutting frequency in Fordington Cemetery has been increased by one cut this year to try to alleviate the problem of grass growth being excessive. This has proved partially successful however the frequency will be increased by a further cut next year. This is an attempt to support the existing wildflower population (which has struggled under the more recent maintenance regime) by reducing competition from coarse grass species.

5. Biodiversity

5.1 Tree planting completed over the last 3 years has been cared for by the Outdoor Services team with regular watering throughout the summer periods and renewal of mulching to the tree bases to inhibit weed growth. This care has resulted in the successful establishment of hundreds of standard size trees across Town Council owned sites in Dorchester. Significant work was put into the tree plantings at Kings Road open space, where successful establishment then lead to the need to undertake pruning and tie maintenance. Many trees have developed to the extent that stakes and ties have now been removed and lower branches trimmed to give a higher clear canopy in many areas. This work allows people to see through the trees more easily, increasing the perception of personal safety and also making the trees easier to walk through.

5.2 Seed collected from the veteran tree near the old tennis courts, a field maple, has been successfully germinated and will be grown on. Hawthorn and Sloe seedlings have also germinated well and will be potted up in the near future.

5.3 Seed collected locally and planted in the nursey has also proved successful with over 120 Oak and chestnut germinating and growing well. Seedlings will be transplanted next year into new growing positions for potential planting in approximately 4 years' time.

5.4 Hardwood cuttings taken from local trees in February and planted at the tree nursery to provide locally provenanced stock in 1 to 2 years' time have done well over the summer with an approx. 90% success rate. Cuttings have been trained, tied and pruned to establish a crown branch structure.



Willow and Poplar cuttings taken January 2024 now forming small trees



Oak and Sweet chestnut seedlings sown November 2023

5.5 An order has been placed for a battery powered Ford Transit tipper to replace an old diesel engine pick-up in the council's fleet. It is anticipated the vehicle will be received early in the new year. A charger is being installed at the depot that will allow for the electricity generated from the depot roof solar panels to be used to charge the truck whenever possible.

6. The Great Field

- 6.1 Town Council play inspection trained staff inspect equipment on a weekly basis and are feeding back any issues to the Assistant Town Clerk (Outdoor Services). They also carried out the first proper in-house mechanical inspection of the equipment. No significant issues have arisen over this report period.
- 6.2 Repairs to the drinking fountain will now be carried out by the Town Council and re-charged to the Duchy of Cornwall. The hand pump play feature has been discussed with Duchy officers on several occasions and still remains outstanding. Members may wish, at some time in the near future, to consider its removal and replacement with other items of play equipment. Heavy rain caused the erosion of some of the path gravel surface on the main orbital path, this was temporarily repaired by Town Council staff awaiting an agreed permanent engineering solution to be carried out by the duchy. The duchy are currently in the process of finalising design drawings.
- 6.3 The Town Council took over maintenance of all “green “elements of The Great Field from the first of January 2024. Works to shrub beds in and around the play area are continuing with good progress being made to remove the very established and persistent deep-rooted weeds that affected most of the shrub beds prior to adoption. the main priority being the eradication of deep-rooted weed that has at time overwhelmed the shrubs in certain areas. Visually the shrub beds are much improved and the absence of dominant weed species has allowed for better shrub growth in many areas. A schedule of work to rationalise and improve the shrub areas in the play area will be developed for commencement in the autumn of 2024. Members will be advised of these works in advance in the form of a report.
- 6.4 Works to cut the wider amenity grass areas have continued through the summer and a cut and bale of the mid-summer section of wildflowers was successfully completed in July. The second section will be cut and baled in mid to late September.
- 6.5 Staff completed the installation of new goal post sockets on the western side of the cricket wicket and transferred the goal posts. This will allow users to enjoy a more established grass surface in the goal mouths. The team will then topsoil and seed the old goal mouths in preparation for a change over again next summer, in this way it is hoped the goal mouths will be in a less worn condition all year round.

7. Staffing

- 7.1 Continual professional updating continued for members of the team. First aid at work refresher training and safe use of Ride on and pedestrian mowers has been completed as has manual handling training.
- 7.2 A member of staff has undertaken next level inspector training for play equipment which has allowed them to now undertake mechanical play equipment inspection on a quarterly basis. This will enable staff to spot mechanical wear and tear early and pro-actively remedy any problems found before they develop into visible faults which would then be identified at the weekly visual checks.

8. Arboriculture

- 8.1 Ongoing tree management works to the tree stock at Weymouth Avenue Sports field and Sawmills Lane, including lifting lower branches, removal of dead wood and the removal of hanging branches has been completed as has the reduction of three tree canopies which will see these trees stabilised as much as possible to try to prevent mechanical failure of stems and branches in the coming years.
- 8.2 A planning application has been submitted to Dorset Council to undertake the second phase of significant tree work in the Frome Terrace/ Mill Stream area. This follows earlier work to remove trees affected by ash dieback disease on the mill stream and Frome terrace green. This work focusses on the Riverside Nature Reserve and is intended to ensure the safety of the neighbouring property and users of the reserve as much as possible by reducing the height of trees on the boundary and reducing mainly ash trees affected by ash dieback disease inside the reserve to 4m monoliths.
- 8.3 There will be a significant impact on the treescape of the reserve in terms of lost tree canopy. This will however allow more light to reach the ground in many areas which should see an increase in plant species present. It will also allow for the successful growth of tree seedlings already on site which will in time replace the lost canopy.
- 8.4 Other ash trees on site will be kept under monitoring for the time being as they are currently not in an advanced a stage of infection with the aim of mitigating the change for wildlife and maintaining the treescape.
- 8.5 Works will be carried out to reduce the shading of adjacent allotment plots by numerous hawthorn trees etc. on the western boundary.
- 8.6 A copy of the relevant planning documents outlining tree locations and works to be carried out will be supplied to members nearer the time of works for information should any queries be received. Members should be aware that Dorset Council could refuse the works or request that they are changed in nature.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 5.

MANAGEMENT COMMITTEE – 16TH SEPTEMBER 2024 PROPOSAL TO INSTALL ADDITIONAL SEATING AT THE GREAT FIELD

FOR DECISION.

1. Background

1.1 The Assistant Town Clerk (Outdoor Services) was approached by Councillor Gibbons regarding the possibility of locating two new public seats at The Great Field.

2. Current situation

2.1 There are no seats located along St Johns Way that can be used by relatives, friends or indeed visitors to the Doctor surgery and pharmacy on the other side of St John's Way from The Great Field. In addition to this there are many people who access/visit the field from this direction who may wish to use seating, for rest, reflection etc. Visits to this area are made by car and on foot or bicycle.

2.2 There is a donor willing to donate a seat complete with a memorial plaque for this location and the Town Council could await an approach for a second seat to be donated in a similar manner to complete the proposed project a minimal direct cost.

2.3 Seats would be donated according to the conditions used for seat donations across the Town councils land areas within Dorchester. (see **Appendix 1**, *Donated Seat Policy*).

3. Proposal

3.1 To locate two seats adjacent to the orbital path around the cricket field, benefiting from the shade of existing tree canopies, the seats to be facing into the field and have a slab base. (see plan A). The design to match existing metal framed seats on site. The locations would as near to those indicated on **Plan A** as allowed by tree roots, ground conditions etc.



Plan A Showing general site and location of seats in relation to existing trees

5. Recommendation

5.1 Members of the Management Committee are asked to decide on whether to agree to the siting of the seating at The Great Field as described in the above report.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

**DORCHESTER TOWN COUNCIL
DONATED SEAT POLICY**

(AGREED BY MANAGEMENT COMMITTEE – 12th JULY 2021)

Background

The Town Council can receive several requests a year for the siting of seats and benches in public open space within Dorchester. Previously these have been accommodated wherever possible, numerous designs and qualities of seat have been installed leading to a wide range of seats all requiring slightly different methods of maintenance and specifications for repair. The terms under which these historic benches were agreed and installed are, in the main, unclear, this can lead to confusion e.g., occasional requests for maintenance by “donors” which are not strictly necessary, positioning of flowers and other items on benches which prevent use by more than one person on occasions and disagreements as to actual ownership and/or where a seat should be positioned.

There are further considerations to be resolved such as public liability for failure of a seat leading to injury, inspection/maintenance regimes and the necessity of a clear indication of ownership and maintenance responsibility.

As part of wider work to be carried out 2021-22 a seat survey of all stock will be carried out to identify type location and condition, this will continue the work already commenced in the town centre area of reconditioning all Town Council owned seats.

Seat Policy

The development and adoption of this policy will give clear guidance to officers on the process to be followed in future. It will enable a consistent and clear process to be enacted which will improve the management and quality of provision of seat and bench stock.

Principles

1. All seats or benches (including picnic benches) donated to the Council become the property of Dorchester Town Council.
2. Seat designs will be selected by Dorchester Town Council staff from a selected range of styles and offered to donators. Selection will be based on, but not exclusively limited to, the character of the site, any existing design already on site and any desired future use.
3. Seats will, in the majority of cases, only be located where a seat or bench already exists or existed previously. This will not apply where new areas of open space are developed and no previous seating existed but it is anticipated that a seating plan would be developed by officers in advance in such circumstances.
4. Seats may be moved from a donated location to meet service need and will be, where possible, located in as near an existing location as possible.
4. Seats are considered to be donated rather than “memorial”.
5. Plaques are to be purchased by the donator and approved in advance by Dorchester Town Council offers for, dimension, material and wording.
6. Plaques will be fitted by either the seat manufacturer or Dorchester Town Council staff.

7. Seats will be installed by Dorchester Town Council staff.
8. Donators will be charged the cost of the seat plus an installation fee.
9. Seat and plaque will be maintained and located for a maximum of 10 years at which point the council reserves the right to allow the location to become available again with the original donator being offered the opportunity to renew first.
10. Seats will be maintained at a frequency in line with routine maintenance of the council's seat stock in effect at the time.
11. Seats damaged beyond repair by any means will be removed from site. The council does not undertake to replace the seat.
12. Minor damage or vandalism will be repaired at the next maintenance visit or sooner if regarded as dangerous.
13. Temporary flowers, cards, signs and other items should not be affixed to seats without the prior agreement of the council.
14. Existing seats, plaques and agreements as of 15/7/21 are not affected by this policy.
15. Where existing seats are required to be kept by the Council e.g. borough gardens Bandstand seats, the option of affixing a plaque only may be offered as an alternative to donating a seat or bench.

Example letters to donators and application forms are included with this report appendix A and B for information.

ITEM 6.

MANAGEMENT COMMITTEE – 16TH SEPTEMBER 2024 DEVELOPING A POLICY ON THE HIRE OF COUNCIL LAND

1. At the meeting of Full Council on 29th July, the chairman of Management Committee reported that both he and the Vice-Chairman would meet with officers regarding the protocols for booking events on council-owned land with a view to a report being presented to a future meeting of the Management Committee.
2. This report sets out, therefore, the council’s current approach to allowing use of its land by third parties and considers where a new policy could be of benefit.
3. In addition to running its own events and entertainment, the town council allows many organisations and community group to book its open spaces for events and festivals. The key open spaces that the council allows others to use for events are as follows:

Site	Council-run events	Regular external bookings
Borough Gardens	<ul style="list-style-type: none"> • Love Parks – June • Anonymous youth festival – August • Summer music programme – June-September • Carols in the Garden (in partnership with Friends of BG) - December 	<ul style="list-style-type: none"> • Street in the Park (Activate) - May • Dorchester Choral Society concerts – June-July • Gypsy, Roma & Traveller History Event (Kushti Bok) – June • Proms in the Park (Durnovaria Silver Band) - June • Swingtime in the Gardens - July • Cider Festival (Rotary) – August • One World Festival (Multicultural Network) – August • Dorchester Artisan Market – monthly April - November
The Great Field		<ul style="list-style-type: none"> • Summerfest (Lions Club) – May • Summertime Fayre (Age UK) - June • Inflatable theme park – July • Dorset Food & Art Festival – August • Dorchester Triathlon - October
Maumbury Rings		<ul style="list-style-type: none"> • Vegan Market – May & August • Outdoor Theatre (Dorchester Arts) – July-August
Salisbury Field	Beacon Lighting – for special events.	
Fordington Green		<ul style="list-style-type: none"> • St George’s Day Fair - April

4. Other bookings include yoga and Tai Chi classes, Parkrun and church picnics. In 2024, the council also accepted bookings from community groups for the following: Ukrainian Independence Day, Palestinian Cultural Celebration, Bethel Gospel Fellowship (Sunday morning singing),
5. **Fees.** The council has agreed the following a scale of charges for the hire of council land:

Fee category	Fee 2024-25
Commercial rate: for hire of land by commercial organisation for a commercial purpose.	£500 per day plus VAT
Concessionary rate: for hire of land by a charity/commercial organisation for an event aimed at family / children or other community benefit (as judged by the Town Clerk).	£250 per day plus VAT
Community rate: for hire of council land by social enterprise, charity or community group for a free-to-enter community event.	No fee

6. **Income.** The council generates only a modest income from hiring its land to external organisations, as most hirers are community groups who are organising free-to-enter events for the benefit of the community. Some hirers run their events in order to raise funds to pass on to good causes.
7. When taking bookings for events on council land, officers will ask the organisers to provide both a risk assessment and evidence that they have Public Liability Insurance. Meetings will often be held with organisers in advance to discuss layout of stalls, vehicle movements, parking and access to power supplies. For larger events, the council will request that organisers inform the police and Dorset Council’s licensing & community safety teams. In turn, Dorset Council may then request that the organisers provide more detailed event management plans to the countywide Safety Advisory Group.
8. For most events, public access to the council’s open spaces will be largely uninterrupted although there may be discrete areas which require ticketed entry (such as outdoor theatre in the centre of Maumbury Rings or the inflatable theme park on The Great Field).
9. The council doesn’t have a specific policy with regard to the hiring of its outdoor spaces by third parties although each request for a booking will be assessed by officers with regard to its suitability for the space in question (e.g. might the event be harmful/damaging to the greenspace or inappropriate for the neighbourhood). This assessment by officers will be undertaken in consultation with the Chair and Vice-Chair of Management Committee where appropriate.
10. The council’s Code of Corporate Governance does state, in the section on Community Focus, that:
 - The Council provides a wide range of facilities and activities which all help to build a sense of community.

- It is committed to maintaining the traditions associated with Dorchester's historic role as County Town and to organising civic events which celebrate this in response to both local and national issues.
- It will continue to organise a free programme of summer events which have proved to be effective in enhancing community life.

Clearly, however, this statement does primarily focus on the council's own events rather than provide a framework for deciding which external bookings can be accepted.

11. There is, therefore, perhaps a need for the council to develop a policy to guide officers' responses to request for the hire of council land for events, festivals and gatherings. However, the main reasons that officers may consider not permitting future bookings by any of the events listed in the table in paragraph 3 above would be if there were concerns about either public safety or possible damage to the property.

Recommendations:

12. It is recommended that the committee considers whether further policy guidance is needed to inform decisions regarding the hiring of council land by external organisations.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 7.

MANAGEMENT COMMITTEE – 16TH SEPTEMBER 2024 ALLOTMENTS FEES FOR 2025 & SERVICE UPDATE

1. This report provides an update on the administration and management of the council's allotments.
2. The annual process for renewing / reletting of allotment leases has just ended for the year. As a result, all 330+ full and half-plot allotments have been leased either to the previous tenants or to new tenants. This is part of the overall annual cycle for the management of allotments which can be summarised as follows:

Month	Action
April	Start of annual lease agreements.
Summer	Site inspections by DTC staff – followed by improvement letters where needed.
Late summer	Second annual inspections
September	Management Committee agree fees and charges (plot rent and water fees) for coming year.
October	Contact all those on waiting list to check they want to remain on the list. Contact all tenants to ask if any wish to relinquish their plot.
November - December	Issue annual invoices to current holders.
January	Offering vacant plots to those on waiting list.

3. With regard to the on-going management of the allotment sites, the following key issues has arisen:
 - ground-water levels at the Frome Terrace site have resulted in several allotments being too wet to use and need to offer tenants alternative plots when available;
 - there have been a number of break-ins and thefts from allotment sheds on various sites and the council has encouraged tenants to both report any incidents to the police and avoid leaving any valuable tools/equipment on site.
4. There is usually an allotment representative for each site, providing a useful link with the tenants in exchange for free rent of an allotment. This arrangement works well with the representatives often being available to provide advice and assistant to both new and existing tenants.

5. The council maintains a waiting list for each site and works actively to keep these to a minimum. At present, the Hawthorn Road and St George's Road sites that have the longest waiting list (approximately 6 people at most) whereas some of the other sites, such as Herringston Road and Alington Avenue have vacant plots. The council works to highlight the availability of vacant plots through social media.
6. The 2023-24 costs of operating the Council's c.330 full and half-plot allotments are as follows:

2023-24	Expenditure	Income	Net
	£	£	£
Site maintenance, rent & administration	27,288	9,639	-17,649
Water (5 sites)	3,230	3,386	156
Total	30,518	13,025	-17,493

7. As set out below, water and maintenance costs were lower in 2023-24 compared to the previous year when the council had incurred significant expense due to a water leak and subsequent repair costs. Also, for 2023-24 staffing costs have increased significantly due to a recalculation of officer time (both office and outdoor staff) spent dealing with allotment issues.

Expenditure	2022-23	2023-24
Water	£3,974	£3,230
Rent	£1,119	£1,119
Maintenance	£2,792	£604
Subscriptions	£55	£55
Staffing	£10,295	£25,510
Total	£18,235	£30,518

8. The Council has for many years pursued an agreed strategy of reducing the cost to the taxpayer of providing this service and increased both the allotment rent and water charges by £1 each year. It is recommended that the council continues with this policy of gradual, yearly increases in fees.
9. It is proposed, therefore, that the charge for water be increased from £11.50 to £12.50 for a quarter or half plot and from £13.50 to £14.50 for a full plot.
10. In respect of the allotment fee element of the charge, it is proposed to increase this by £1.00 per plot no matter what the plot size. This will further reduce the subsidy to the service and, for the majority of plot holders, means a total increase in fees (including water) of £2.00 for the year.

11. Set out below is the schedule of charges for 2024 and proposed charges for 2025. The administration fee has not been increased for the last few years following a significant increase, therefore no change is recommended for 2025.

	Current	Proposed
	2024	2025
	£	£
Rent - Full plot on any site	41.00	42.00
Rent - Half plot on any site	25.00	26.00
Rent - Quarter plot on any site	17.50	18.50
Water Charge – Full plot	13.50	14.50
Water Charge – Quarter or Half plot	11.50	12.50
(excludes Frome Terrace as no water supply)		
Administration Fee for new tenants	50.00	50.00
A double fee will be charged to non-residents.		
For a typical half-plot holder the charge will therefore be:		
Rent - half plot on any site	25.00	26.00
Water charge – half plot	11.50	12.50
Total charge for full year	36.50	38.50

Recommendation:

12. It is recommended that:

- a) The committee notes the update on the management and administration of the council's allotment sites.
- b) The allotment rent, from January 2025, be increased by £1.00 per plot no matter the size.
- c) The water fee, from January 2025, be increased by £1.00 per plot no matter the size.
- d) That the practice of charging double fees for non-Dorchester residents continues.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 8.

MANAGEMENT COMMITTEE – 16 SEPTEMBER 2024 ADOPTION OF THE DUKE OF EDINBURGH GARDEN & ASSOCIATED GREEN SPACE AND THE QUEEN MOTHER STATUE

1. As part of the Poundbury development, the Duchy of Cornwall has enhanced public open space with structures, statues and planting. Two such spaces are The Queen Mother statue (Queen Mother Square) and The Duke of Edinburgh Gardens and associated greenspace. It has now been proposed by the Duchy of Cornwall that these spaces (and their structures/statues) be transferred via long leasehold to Dorchester Town Council.
2. The Town Council has previously agreed to take responsibility for other spaces in Poundbury including The Great Field (via a lease), Centenary Field and play area at Holmead Walk and Woodlands Crescent green space and play area.
3. The two sites now proposed by the Duchy of Cornwall for adoption by the Town Council are as follows:
 - **The Queen Mother Statue and plinth.** A statue of Her Majesty Elisabeth, The Queen Mother, created by the sculptor Philip Jackson and unveiled in 2016. The 3m high bronze statue is the second casting of a statue that stands in The Mall in London. This located in the middle of the highway with a combination of stone and metal barriers surrounding its base in order to protect it from damage by vehicles.
 - **The Duke of Edinburgh Gardens and associated green space.** This is a grassed area with the small gardens comprising a mixture of hard landscaping, seating, ornamental shrubbery and, in the centre, a stone obelisk incorporating a bronze bust of Prince Philip created by the sculptor Frances Segelman.
4. If the Town Council was to take responsibility, via a lease, for both these sites, then this would inevitably result in additional expenditure for the Council. The sculptures and associated structures would require insuring, regular inspection to ensure that they are safe and the greenspace and formal planting at The Duke of Edinburgh Garden will require considerable work to ensure their establishment and ongoing good order.
5. If the Council were to take leases on these two sites, then it is recommended that the Council require the Duchy of Cornwall to make a one-off financial contribution to the Council to cover reasonable management costs for at least the first 10 years. This contribution would need to be calculated by officers following an assessment of the required maintenance regime and any specialist upkeep of the sculptures.
6. The committee is invited, therefore, to consider whether it wishes to agree in principle to the Town Council taking long leases on the two spaces described above, and thereby accepting responsibility for repairs and maintenance, subject to satisfactory

negotiations over both the terms of the lease and the size of financial contribution from the Duchy of Cornwall. If the committee were to agree to this, in principle, then officers would commence negotiations and report back to members on progress and to seek approval of the draft final agreement.

Recommendations:

7. It is recommended that the committee:
 - a) agrees in principle to officers entering into negotiations with the Duchy of Cornwall with regard to leases and associated financial contributions towards maintenance costs for both The Queen Mother statue and The Duke of Edinburgh Gardens and associated greenspace;
 - b) requires officers to report back to the committee on progress with regards to the lease negotiations and with the draft final version of the lease for committee consideration and approval.

**Assistant Town Clerk (Corporate)
Dorchester Town Council**

ITEM 9.

MANAGEMENT COMMITTEE – SEPTEMBER 2024 GRANT APPLICATIONS

1. In the current financial year, the council's small grants budget is £10,000. The grant schemes is used by the council to support discrete projects which directly benefit the Dorchester community. Grants are typically between £50 and £500.
2. A full list of all the grants awarded by Management Committee from April 2023 until March 2024 can be viewed here: <https://www.dorchester-tc.gov.uk/docs/downloads/Grants-awarded-2023-24.pdf>
3. Since April 2024, the committee has considered the following applications:

Organisation	Project	Requested	Awarded
Kushti Bok	G&T History Event in Gardens	£500	£250
Dorchester Transport Action Group	Meeting venue hire cost	£69	£69
Talk About Trust	Summer events at PiP	£500	£500
Mid Dorset Mencap	ADAN training courses	£500	£500
Dorchester Town Chaplaincy	On-going activities in town	£250	£250
Mosaic	Bereavement cafes for young people	£500	£500
Dorset Food & Drink	Cooking workshops	£500	£0
Dorford Baptist Church	Ukrainian Independence Day celebratory event	£500	£500
Total awarded			£2,569
Budget remaining			£7,431

4. The grant application form sets out all the essential criteria that applicants must meet (<https://www.dorchester-tc.gov.uk/docs/downloads/Grant-application-form-2024.pdf>), however it is worth noting the following key requirements:
 - The Council will usually only consider requests for specific projects, not on-going or revenue costs.
 - Grant applications for events/activities that have already taken place will not normally be considered.
 - Grant applications for events aimed at raising money for distribution to a wide range of other charities and organisations will not normally be considered.

- The Town Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the town. By law the Town Council cannot offer financial assistance to any political party.
 - The size of the grant should be commensurate with the benefit delivered.
5. The committee is requested, therefore, to consider the application below which have been received since its last meeting.

Tony Hurley
Assistant Town Clerk (Corporate)

ITEM 9 (a) – Grant application from Dorchester Sheroes Project

1.	Name of organisation.	Dorchester Sheroes
2.	Name and address of responsible officer who should be contacted regarding this application.	Anya Pearson West Stafford Dorchester DT2 8UB
3.	Address where activities are based.	Our planned activities will take place in local schools in and around the Dorchester. Please see attached to this document photographic evidence of schools already engaged since Easter half term with a list of pending dates for the new academic year 24/25.
4.	What area (community) is served?	This project will ultimately serve the wider community with a permanent monument to an unsung Dorchester woman, but for the kickstart of the project for which we are applying for this grant, it will be the school children in and around Dorchester that will benefit.
5.	Are there any other similar facilities or services provided in the area/district?	The schools engagement we intend to deliver will be focused exclusively on the forgotten histories of the women of Dorchester's This is an unique project that stands alone without any comparable initiatives.
6.	How does your organisation / activity benefit the residents of Dorchester	Dorchester Sheroes' quest to erect Dorchester's first non-royal female statue will benefit the wider community by making our visual landscapes more inclusive. As it stands, Dorchester has public art to 6 men, one dog, a Queen and a horse, and no non-royal females. Our aim is to collaborate with schools with a community-led campaign that involves and engages the public. The Dorchester Joint Heritage Committee supports us in this process and funding for this project will rely on the power of the people, with fundraising events, crowdfunding, and grant schemes playing a pivotal role.
7.	Present charges/ subscription/fees.	NONE

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NONE
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	<p>Representation of statues in our landscapes is vital because public artworks show us how to visualise our shared history. Statues represent people we agree are significant, worthy and should be remembered. That's why making women an equal part of that experience is essential. The values and beliefs celebrated with a publicly displayed piece of art reflect what the people of that town are choosing to remember and honour. Over 85% of statues in the UK are of men Only 3% are statues of women.</p> <p>There are more statues of men called John than of all non-royal named women put together. In the whole of the Southwest of England, which include which includes Cornwall, Devon and Dorset, there are only three full-size statues celebrating named women in a whopping 13,000 square kilometres of the UK.</p> <p>That's why projects like this are important, especially from an educational perspective.</p>
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Once crowdfunding has been achieved the statue will be a permanent fixture to the town's rich heritage and will not need financial plans to become sustainable.
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>We hope to kickstart the school's engagement after the easter half term.</p> <p>We started the outreach at Easter this year and to date have spent £282.10 on materials.</p> <p>We hope to announce the winning Shero at the end of September 2024 when we will start crowdfunding and the process of design for the winning Shero.</p>
12.	Please give details of the cost of the project.	We envision the cost of producing fact packs and learning materials for school engagement to be around £500 to enable us to kickstart the project.
13.	Please give details of other grants awarded or applied for.	We have not been granted or applied for any grants for the school engagement part of this project.

14.	Amount of grant requested from Dorchester Town Council.	We would like to apply for £500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	I have receipts for expenditure so far should you wish to see them.
16.	<p>Declaration</p> <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).....Anya Pearson.....</p> <p>Position Held: Chair of Dorchester Sheroes Committee</p> <p style="text-align: right;">22nd July 2024</p> <p>For and on behalf of Dorchester Sheroes</p> <p>Date: 22nd July 2014</p>	

ITEM 9 (b) – Grant application from Lions Club of Dorchester & District

1.	Name of organisation.	Lions Club of Dorchester and District
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Anita Harries Address: Community Service Officer
3.	Address where activities are based.	Dorchester
4.	What area (community) is served?	DT1 and DT2 postcodes
5.	Are there any other similar facilities or services provided in the area/district?	Yes
6.	How does your organisation / activity benefit the residents of Dorchester	The Lions Club of Dorchester and District are in essence a fundraising organisation who distribute money to local charities, organisations and individuals in need or requiring help in a variety of ways.
7.	Present charges/ subscription/fees. Please attach schedule if available.	Each member of the Lions pays an annual subscription of £90, payable in two instalments of £50 and £40.
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. (Continue on a separate sheet if necessary.)	<p>On 8th June 2025 we are planning to hold Summerfest 2025, 2025, the fourth year of such an event taking place.</p> <p>Following on from lessons learnt at the previous events, we aim to make this one more of a hands-on experience for the children, providing various activities for them to take part in at no cost to the families. As well as the attractions that come along and take part free-of-charge, we have booked Mad for Animals and the Company of the Wyvern Re-enactment.</p> <p>Both of these, as well as giving exciting displays, will provide amazing experiences for the children - and I am sure more than a few adults. One of the main</p>

		aims of this event, and the reason the concept was tried originally, is to provide a platform for local charities to come along, join in the day, and raise both money for themselves and show the public exactly what they can offer to the community. There will be other attractions as well as the two mentioned above, but these represent our main expenditure.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	
11.	a) Proposed starting date of project. b) Estimated completion date.	Date of Summerfest 2025 is Sunday 8th June from 12.00 until 16.00.
12.	Please give details of the cost of the project.	Total cost will be £1330 plus first aid cover
13.	Please give details of other grants awarded or applied for.	Application will be made to Poundbury Community Trust.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	
16.	<p>Declaration</p> <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: Anita Harries</p> <p>Position Held.....</p> <p>For and on behalf of..... Date.....</p>	

LIONS CLUB OF DORCHESTER & DISTRICT (Charity No. 1178508)

ACCOUNTS FOR THE YEAR ENDED 30th JUNE 2024

RECEIPTS AND PAYMENTS ACCOUNT	CHARITY ACCOUNT	ADMINISTRATION ACCOUNT	TOTAL FUNDS	2023 TOTAL FUNDS
RECEIPTS				
Cake Stall	136		136	
Fun Swim				1,304
Easter eggs/raffle	1,535		1,535	1,775
Puds & Posers Quiz				629
Golf day	3,963		3,963	3,888
Summerfest & Fun Run	1,516		1,516	2,052
One-off raised charity funds (Note 1)	474		474	436
Donations (Note 2)	1,785		1,785	117
Other income (Note 3)	996	317	1,313	1,321
Social activities		115	115	534
Lions subscriptions		1,420	1,420	1,040
TOTAL RECEIPTS FOR THE YEAR	10,405	1,852	12,257	13,096
PAYMENTS				
Grants paid out	7,298		7,298	5,314
Sponsorship paid out	100		100	
Cost of fund raising events	3,470		3,470	3,469
School awards	250		250	250
Printing and copying				80
Easter eggs	515		515	584
Social activities (Note 4)	274	258	532	618
H Q and international membership and insurance		1,315	1,315	1,218
Other expenditure (Note 5)	248	158	406	791
TOTAL PAYMENTS FOR THE YEAR	12,155	1,731	13,886	12,324
NET RECEIPTS/(PAYMENTS)	(1,750)	121	(1,629)	772
CASH FUNDS AT LAST YEAR END	4,964	595	5,559	4,787
CASH FUNDS AT THIS YEAR END	3,214	716	3,930	5,559
Total funds held:				
Lloyds current (Charity) account 00185406			3,214	4,964
Lloyds current (Admin.) account 01280063			716	595
			3,930	5,559

Notes:

- 1) Santa on Tour
- 2) Includes Dorchester Lions' Club share (£1,250) of a distribution made in respect the Hardy Half (Marathon) held on 14th May 2023.
- 3) Includes 100 Club (£350), 2x 'Lion' Collections (£235), Clothing (£82), Easter Bunny (£150), Youth Band (£177), WP Lions cont towards grant (£200)
- 4) Includes Lions Youth Band (£250), Garden Party (£258)
- 5) Includes Shirts (£117), ICO registration (£35), ROAR presentation venue (£52), Bins for Spektrek (£65), Easter Bunny costume (£50)
- 6) In addition to the funds in the two bank accounts above, the Treasurer holds a £60 cash float as a 'reserve' against possible minor expenditure.

Treasurer's Annual Report

I have prepared these Accounts from the information, records and other data provided to me and I believe them to be a true and accurate record.

Elise Gatehouse

Elise Gatehouse Treasurer, 2023/24

6.8.2024

Date

Independent Examiner's Report

From the books, records and supporting information supplied to me for the independent examination of these accounts, I find them to be a true and accurate record.

Clive Dickinson

Clive Dickinson ((formerly MAAT now retired)

6/8/2024

Date

ITEM 9 (c) – Grant application from The Great Field Parkrun

1.	Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)	The Great Field parkrun
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Susan O’Flanagan Address: Email: thegreatfield@parkrun.com
3.	Address where activities are based.	The Great Field Poundbury
4.	What area (community) is served?	Dorchester, and wider afield
5.	Are there any other similar facilities or services provided in the area/district?	Next nearest is Weymouth.
6.	How does your organisation / activity benefit the residents of Dorchester	<p>The parkrun has been taking place at The Great Field for the last 2 years and it has proved to be a very successful weekly event.</p> <p>The 5K adult run or walk and 2k junior event are open to everyone aged 4 upwards (our eldest to date is 86 and of all abilities and follow the path network around The Great Field, starting and finishing near to the Pavilion in the Park building.</p> <p>The runs are divided into both Adult and Junior events. Adults run on Saturdays at 9:00am and Juniors at 9:00am on Sundays.</p> <p>So far, over 140 adult events have been held attracting more than 6,390 different participants many of whom are regular live locally.</p> <p>Average attendance each week is approx. 240.</p> <p>100 Junior events have been held with an average weekly number of 45 children taking part.</p> <p>The highest number of participants to date is 419.</p> <p>The event is inclusive no matter a person’s ability and participants can walk or run as they choose. Pushchairs and wheelchairs also take part.</p>
7.	Present charges/ subscription/fees.	Free to participate

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No, the aim of parkrun is to be inclusive and free to participants.																		
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	<p>The purchase of an Asgard 8' x 4' storage shed. This is to store the equipment required for the two Dorchester parkruns (Adult and Junior)</p> <p>The Great Field parkrun has been using a near residents' garage for equipment storage and conveying to the event start and finish location in a small festival trolley. This Storage situation is only temporary until a more permanent solution could be identified and secured.</p> <p>The issue of liability with the garage has been a high priority following a minor incident when a volunteer knocked a cycle over onto the resident's car causing very minor damage.</p> <p>Much of the potential storage options are too far away to be viable every Saturday and Sunday morning.</p> <p>Ensuring safe and secure storage of the equipment necessary for the Parkrun's is essential to the sustainability of the events.</p>																		
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future.	A one-off purchase																		
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	<p>As soon as sufficient funds have been raised.</p> <p>We understand there is a 10 week delivery delay.</p>																		
12.	Please give details of the cost of the project.	<p>Currently list price is showing as £775, plus installation</p> <p>Costs of approx. £75. Total needed estimated £850</p>																		
13.	Please give details of other grants awarded or applied for.	<table border="0"> <tr> <td>Dorchester Town Council</td> <td>£250</td> <td>pending</td> </tr> <tr> <td>The Duchy of Cornwall</td> <td>£250</td> <td>pending</td> </tr> <tr> <td colspan="3">anticipate ok</td> </tr> <tr> <td>Casterbridge Rotary</td> <td>£100</td> <td>confirmed</td> </tr> <tr> <td>Poundbury Rotary</td> <td>£100</td> <td>confirmed</td> </tr> <tr> <td>Dorchester Lions</td> <td>£200</td> <td>Pending</td> </tr> </table> <p>£50 excess applied as a contingency</p>	Dorchester Town Council	£250	pending	The Duchy of Cornwall	£250	pending	anticipate ok			Casterbridge Rotary	£100	confirmed	Poundbury Rotary	£100	confirmed	Dorchester Lions	£200	Pending
Dorchester Town Council	£250	pending																		
The Duchy of Cornwall	£250	pending																		
anticipate ok																				
Casterbridge Rotary	£100	confirmed																		
Poundbury Rotary	£100	confirmed																		
Dorchester Lions	£200	Pending																		

14.	Amount of grant requested from Dorchester Town Council.	£250
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	<p>Casterbridge Rotary club has kindly agreed to receive any donated funds Bank account details are as follows</p> <p>Rotary club of Dorchester Casterbridge Trust fund</p> <p>The Great field parkrun is free for all to take part and has no need for money normally so does not have any accounts to show. The Great Field parkrun is affiliated to the national parkrun organisation.</p>
16.	<p>Declaration</p> <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)..... —————</p> <p>Position Held.....Co Event Director.....</p> <p>For and on behalf of.....The Great Field Parkrun.....</p> <p>Date...26/8/24.....</p>	

ITEM 9 (d) – Grant application from Read Easy South Dorset

1.	Name of organisation.	Read Easy South Dorset
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Christine Voce, Fundraiser, Read Easy South Dorset Address ***** Tel: *****
3.	Address where activities are based.	Our activities are carried out in a range of approved venues such as Libraries and Churches.
4.	What area (community) is served?	This application is to provide a service to residents of Dorchester.
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	We help adults learn to read, or to improve their reading. Our service is 1:1, free, fun and confidential. It is estimated that there are currently 2.4 million people in England who cannot read effectively. Adults who cannot read are five times more likely to be unemployed, significantly more likely to suffer with anxiety and depression, unable to support their children's learning, and unable to understand basic health information. They cannot fully contribute to society. We are all volunteers and all our coaches in Dorchester are Dorchester residents, as are all the readers.
7.	Present charges/ subscription/fees.	Our service is free.
8.	Are there any proposals to change or introduce charges, subscriptions or fees?	No.

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>Read Easy began operating in the Weymouth area about 12 years ago so we have a lot of experience.</p> <p>In 2022, Dorchester Town Council gave us the ability to start the service in Dorchester, by providing funds to train the first three reading coaches. We used that grant effectively and have built on it since. We currently have seven active coaches in Dorchester.</p> <p>We now have more people waiting to learn to read and need more coaches in Dorchester.</p> <p>This application is asking for funding to train and equip three more coaches.</p>								
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>Once the coaches are trained and we have the initial manuals and reading materials the ongoing costs are low and we can use local fundraising (coffee mornings and so on) to do that.</p>								
11.)	<p>Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>We would like to recruit the new coaches by the end of October if possible.</p>								
12.	<p>Please give details of the cost of the project.</p>	<table border="0"> <tr> <td>Training costs for 3 coaches:</td> <td style="text-align: right;">£174</td> </tr> <tr> <td>3 sets of Specialist Manuals:</td> <td style="text-align: right;">£324</td> </tr> <tr> <td>1 set of supportive specialist reading materials to be shared among the coaches:</td> <td style="text-align: right;">£165</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">£663</td> </tr> </table>	Training costs for 3 coaches:	£174	3 sets of Specialist Manuals:	£324	1 set of supportive specialist reading materials to be shared among the coaches:	£165	Total:	£663
Training costs for 3 coaches:	£174									
3 sets of Specialist Manuals:	£324									
1 set of supportive specialist reading materials to be shared among the coaches:	£165									
Total:	£663									
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>None in progress for this project</p>								
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>As close to £663 as you can manage please.</p>								
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>Read Easy South Dorset is a small local group of volunteers.</p> <p>We are an independent group and we have to raise all our own funds. We do however pay for affiliation to Read Easy UK who provide us with protocols, guidelines and insurance.</p>								

16. 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)...Christine Voce.....

Position Held.....Fundraiser.....

For and on behalf of.....Read Easy South Dorset..... Date...31st August 2024.....

Financial information from Easy Read South Dorset:

Financial Statement for the year 1st October 2022 to 30th September 2023

Balance at 1st October 2022	£4220.78
Income	
Local Fundraising (Tombola)	£137.55
Zumba benefit	£220
Sponsorship for 50k run	£1230
Portland Rotary Club Donation	£111
Grant from Knockworthy Solar	£750
Total Income	£2448.55
Expenditure	
Training Coaches	£448
Venues for meetings and training	£384
Coordinators phones	£178.87
Printing leaflets and flyers	£168.40
Donations to reading venues	£250
Affiliation Fee to Read Easy UK (includes insurance)	£240
Reading Manuals and specialist reading materials	£811.25
Total Expenditure	£2480.52
Balance at 30th September 2023	£4188.81

ITEM 9 (e) – Grant application from Dorchester Child Contact Centre

1.	Name of organisation.	The Dorchester Child Contact Centre CIO
2.	Name and address of responsible officer who should be contacted regarding this application.	Tracey Parsons Chair of Trustees Private address separately provided
3.	Address where activities are based.	(United Church Dorchester Buildings) 51 Charles Street Dorchester Dorset DT1 1EE
4.	What area (community) is served?	Dorchester and west Dorset surrounding area
5.	Are there any other similar facilities or services provided in the area/district?	We are the only community based organisation providing the children of separated parents a safe and neutral place to spend time with the parent they do not live with for supported contact sessions. Relate runs supervised contact sessions which is different. Unlike Relate we do not charge users. We are the only supported contact centre between Poole, Yeovil and Exeter so far as we are aware.
6.	How does your organisation / activity benefit the residents of Dorchester	We provide a safe and neutral space (and handover service) for the children of separated parents to spend time with the parent they do not live with. We often are the last resort option particularly where there has been domestic abuse allegations. We have stringent screening and policy implementation regarding child protection and domestic abuse so all participants are safe. We assist and enable children to build and develop relationships with parents and other family members which benefits the mental health and emotional development of all participants, who live in and around Dorchester.
7.	Present charges/ subscription/fees	We do not charge service users but welcome donations.

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Not at this stage but may be reviewed in the future
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>	<p>We use rooms at the United Church Dorchester. We need tables/sofa//chairs for the child contact centre users, we need more resources for older children activities including an air hockey table and to replace the football table.</p> <p>The facilities will be more comfortable and relaxing for our service users (who are from within our community) and will assist the process of children building relationships with their estranged parent or family members. Often there has been a long absence in these relationships and there is a lot of tension until connections are re-established. These facilities will benefit the children and their parents who need to use our centre in Dorchester.</p>
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	We receive a small Ministry of Justice grant (which pays in small part for our parttime co-ordinator) the rest of our funds are raised by volunteer and supporter fund raising events and small community grants.
11.	a) Proposed starting date of project or acquisition date of equipment.	When funds are available we will immediately look to invest in the much needed furniture and activity items.
12.	Please give details of the cost of the project.	£500 (to include estimated £250 table/sofa chairs and £250 for replacement football table/air hockey table)
13.	Please give details of other grants awarded or applied for.	MoJ award £2500. Applied to the Community Chest Fund (brewery) for cost of publicity banners/printing)
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	

16. 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).....

Position Held.....Chair of trustees.....

For/on behalf of...The Dorchester Child Contact Centre CIO Date.....06/09/24.....

Additional financial information from Dorchester Child Contact Centre:

DORCHESTER CHILD CONTACT CENTRE
Registered Charity Number 1089586

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

INCOME		EXPENDITURE	
Donations received	1,995.00	Co-ordinator's salary	6,994.08
Grants received	2,920.00	Payroll bureau	120.00
Interest on COIF Charities Deposit Fund	481.32	Phone costs	172.92
		Insurance	374.66
		NACC annual subscription	249.00
		ICO Data Protection	35.00
		Sundry	20.00
	<u>5,396.32</u>		<u>7,965.66</u>
Brought forward 1 April 2023	16,321.99	Carried forward 31 March 2024	13,752.65
	<u>£ 21,718.31</u>		<u>£ 21,718.31</u>

The balance at year end was held in:

COIF Charities Deposit Fund	9,508.23
Lloyds Bank	4,244.42
	<u>£ 13,752.65</u>

Note: the Centre occupies rent free accommodation with an annual rental value of approximately £1250. This is gratefully appreciated and we thank the United Church very much for their contribution to our work.

We are also very grateful to all the donors of funds to us during the year.

Felicity McLaren FCA
Hon treasurer

To whom it may concern:-
I hereby confirm that I have examined the financial documents of the Dorchester Child Contact Centre, as presented to me, and that I consider that they reflect all the transactions which have taken place during the previous twelve months, together with an accurate statement of the financial position of that organisation, as at 31 March, 2024.

Denys Hood, BSc (Econ)
May 3 2024

Item 9 (f). Grant application from Victim Support Dorset

1.	Name of organisation.	Victim Support Dorset
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Lauren Peszynska Address: Victim Support Dorset Boscombe Police Station Boscombe BH7 6JA
3.	Address where activities are based.	Victim Support Dorset Boscombe Police Station Boscombe BH7 6JA
4.	What area (community) is served?	Dorset/ Dorchester
5.	Are there any other similar facilities or services provided in the area/district?	There are other support agencies for domestic abuse in the area, but we are the only organisation offering the scope of support for multi-crime victims and witnesses of crime.
6.	How does your organisation / activity benefit the residents of Dorchester	<p>Last year, Victim Support Dorset offered support to 483 people affected by crime and traumatic events in Dorchester, people whose lives had, in many cases, been torn apart by the crime they had experienced.</p> <p>We support people affected by all types of crime, from burglary, hate crime, fraud and theft to domestic abuse, child sexual exploitation and terrorism. We understand that everyone's needs are different, so we tailor support to each individual. We listen with compassion and help those affected by crime find ways to manage and feel safer.</p> <p>We provide victims with the tools to deal with the impact of the crime, from advice on coping strategies, to safety advice, planning and home security.</p>
7.	Present charges/ subscription/fees.	All our services at Victim Support Dorset are free.
8.	Are there any proposals to change or introduce charges, subscriptions or fees?	No.

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>We are currently seeking funding to support our expansion of personal safety for victims. This includes securing funding to increase security resources for any victim whose sense of safety has been compromised.</p> <p>The safety items we will provide include personal and wrist alarms, door wedge and handle, window shock alarms, and decoy CCTVs which can be placed outside of the property.</p> <p>Whether the victim has experienced a residential burglary, or is experiencing harassment, domestic violence or any other crime which creates anxiety about personal safety, having a safety alarm can be incredibly beneficial to victims. The items enable a sense of security and can be used to regain confidence getting back out into their communities.</p> <p>When individuals in a community use security items, there is an overall enhancement of safety by deterring crime and fostering a sense of vigilance. These tools offer the victim security and can act as a deterrent to theft, vandalism and other criminal activities more people adopt security measures, forming a network of protection and reducing the risk of harm to the entire community. This collective effort promotes peace of mind and strengthens community trust.</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>We will continue to source funding for such items.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>a) On receipt of funding, the items will be purchased and available to victims.</p> <p>a) This will be an ongoing project.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>The prices for the proposed security items are as follows:</p> <p>Personal alarm – £2.00 per unit Wrist alarm - £2.85 per unit Decoy CCTV - £4.86 per unit Door wedge alarm - £2.66 per unit Window shock alarm - £2.43 per unit</p>

13.	Please give details of other grants awarded or applied for.	We will be looking at other grants/funding in the area but have made no other applications yet.
14.	Amount of grant requested from Dorchester Town Council.	<p>We would be looking for a grant between £50 - £500.</p> <p>For example, with a grant of £50 we would be able to Provide 25 personal alarms, and with a grant of £500 we would be able to provide 250 personal alarms.</p>
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	Victim Support’s national Annual Report and Accounts can be found here: VS Report and Accounts 2023.pdf (victimsupport.org.uk)
16.	<p>Declaration</p> <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).....Lauren Peszynska.....</p> <p>Position Held.....Service Delivery Assistant.....</p> <p>For and on behalf of.....Victim Support Dorset.....</p> <p>Date.....10/09/24.....</p>	

ITEM 10.

Minutes of the Dorchester Arts Board Meeting 18th July 2024

Present:

Simon Veale SV Chair
Mark Tattersall MT Artistic Director
Peter Smith PS Treasurer
Helen Hutchinson HH
Mike Willdridge MW
Amanda Wakeman AW
Hanna Trevorrow HT
David Leaper DL Rep DTC
Sasha Constable SC
Annabel Eigeland AE

Welcome SV introduced Toby Frere, attending as an observer with a view to joining the Board. Each member then introduced themselves to Toby.

Apologies Stella Jones

Register of Interests or Conflicts of Interests – none

Approval of Minutes from last meeting - MW approved, HH seconded

Matters Arising - HH queried parking for disabled attendees to performances for PMLD groups, MT to follow up

Artistic Director's Report

MT's comprehensive report was circulated to board members prior to the meeting.

In short, many recent performances have seen great success, such as the *Kanneh-Masons and Friends*, DYT's *triggerfish* (setting them up well prior to the Edinburgh Festival), Circomedia and The New Hardy Player's *Six Men of Dorset*, which has 3 more performances scheduled in Sept.

SC mentioned that it was hard to hear some younger DYT actors' voices. A background hum from lighting fans did not help (MT to mention to Jo) but, as mic-ing them is not possible, learning to project is the only answer.

A few shows, disappointingly, did not meet expectations, notably the *Glenn Miller Orchestra*. The good rapport with the Kanneh-Mason's agent indicates the likelihood of future concerts and MT will sound out the possibilities of a masterclass with them.

A Little Bit of The Script's the Thing received excellent feedback from the actors, paving the way for a good festival next year.

Family shows continue to be difficult to attract audiences so thought has to be given to what is viable. MT added that, potentially, when the remodelling is complete, the building might become more of a social hub for families, hopefully increasing family show attendance as happens at other similar venues.

The AD's report also covers the upcoming Autumn Season 2024 and the almost complete programming for Spring 2025.

Theatre is recovering well post covid, with companies now able to rehearse together, so there is more theatre programmed going forward.

Future tribute acts are anticipated to have better attendance than recently and, in answer to SV's query, MT confirmed that DA does not have a commitment to a certain number of shows needing to be held annually at the Hardye Theatre.

SV asked about DA co-producing shows and whether there would be increased focus on this. MT said that involvement - to look out for and nurture local talent - is an ongoing consideration, as with *Kinetics* and *Pure Woman*. If successful and taken on tour, co-produced shows could potentially provide an additional income stream.

SV asked about local 3rd parties, namely Shire Hall Museum and Dorset Museum and Art Gallery, re possible DA link ups. MT confirmed he regularly liaises with both to see what partnerships are possible. He is also in touch with artistic directors at other regional theatres.

Participation/Community

Refer to MT's detailed report.

Funding for the Creative Health programme is limited so many strands will have to be put on hold, but new requests for funding have been sent out.

Laura Joy will replace Jess Beale as Community Engagement Manager while Jess is on a year's maternity leave, starting with a two-week handover from 16th September.

DTC – DL reported the Council continues to be positive about DA.

He reminded board members that the car park belongs to the Council and not DA.

DL reiterated that many people still do not know about DA.

Discussion followed re additional marketing possibilities to the many already in place. SV suggested advertising on roundabouts and petrol stations. HH suggested a new banner outside the CX itemising all strands of DA activities, i.e. theatre, comedy, music, family, film etc or by grouping performance dates together as is done for the outdoor shows at Maumbury Rings.

MT intends to meet the new Lib Dem MP, Edward Morello soon.

Finance

PS had circulated the figures prior to the meeting.

Q1 ended with a surplus of £9,283 – a good buffer going forward, considering there had been an anticipated annual deficit of £15,600.

Performance revenue has already reached a very satisfactory 58% of the figures budgeted for the year, despite HT attendance not as good as expected.

Core and commercial sponsorship, projected in the budget but not yet received, will soon be forthcoming.

Gift Aid and Future Fund income have both been strong, with profit from the latter increased due to the additional £1 per ticket booking fee now applied and kept out of split deals now covering credit card fees.

Bar sales have been very encouraging, despite low in summer due to no bar in Maumbury Rings.

With £71,000 of unrestricted reserves, emphasis will be placed on depositing funds in a bank with the best available rates of interest, around 5%.

PS remarked that it is reassuring, going forward, to be able to finance the building project as well as meeting the Charity Commission's target of having three months operating costs in free reserves.

Management accounts have been sent to CB Reid who have arrived at a different surplus figure (£34K) to PS's which PS will now investigate and resolve prior to stepping down. PS will also kindly draft the Trustees' Report and templates for management accounts to assist the handover to the new Treasurer/Finance Committee.

Capital Project - MT reported that all is on track for the building work to commence on 5th August with the foreman having been appointed by the contractors Greendale.

Board Recruitment - Toby Frere, of Seventh Seal, Brewery Square, has agreed to joining the board. Welcome!

As PS steps down from his position of treasurer at the end of July, SV and HH will form part of the Finance Committee until a new treasurer can be found.

Grateful thanks were widely expressed for the incredible job Peter has done over his time as treasurer, made especially challenging through the difficult times of covid, furlough and the CX upgrade.

Fundraising

Sponsorship / Donations

Battens Solicitors will sponsor the music strand in Autumn 2024 at £1725.

Lorna Low has sponsored a seat at £400

Creative Health Funding

Green Forest Renewables have donated a credit note towards the creative Health Programme, in lieu of DA paying for boiler woodchip.

Funding received from an anonymous Sherborne donor for the Parkinson's Dance classes, ensuring they can now continue until the end of the year.

Bruce Mead and Dave Harris are doing a sponsored walk to raise funds for a new Art For Memory class in Dorchester, expecting to exceed their target of £2,500. MT added he hopes to receive a cheque for £3,000 from them, to be presented at the Copper Street Brewery.

PMLD Appeal

The appeal to Dress Circle members for funds towards shows for those with Profound Multiple Learning Difficulties has successfully raised £700. The Bunbury Trust have generously agreed to donate £500. An application to DC and the Community and Culture Fund has been submitted and we should hear at the end of this month.

Summer Sunday - Sunday 28th July.

Only 2 tickets left. This year we are in the newly thatched barn adjacent to the garden, more convenient being nearer to the house than the usual barn.

Ruby Gala – Friday 8th November

The first table of ten has been sold to Grassby's Funeral Directors. Drinks, canapes & a 2 course dinner plus an Auction (Gary Batt, Auctioneer) with dancing to "The Sessions".

Board members were asked to think of raffle prizes. Ideally, 'experiences' that people cannot usually buy.

Member's Elevenses - 6 pm Tuesday 13th August.

An evening event this time due to building works.

Crowd Funder

A successful day's filming on 17th July took place for the "Bridge the Gap" Crowdfunder video, ready for the launch in Sept. The aim is to raise £15,000 to cover loss of room hire earnings during the building works.

Other

Donated items left over from a previous fundraiser have been auctioned and were sold for just under £200.

Policies - none

Any Other Business – none

Next board meeting proposed for Wed 23rd October at 4pm.

Meeting ended at 6.15pm

ITEM 11.**MANAGEMENT COMMITTEE – SEPTEMBER 2024
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:

Cemetery	Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery	-	-	-
Poundbury Cemetery	-	-	-
Fordington Cemetery	Ashes	3245	GOR82

2. From 1st July until the end of August 2024, the following interments and scattering/burial of ashes have taken place in Dorchester’s cemeteries:

1/07/2024 – 31/8/2024	Dorchester	Fordington	Poundbury
Interments	1	-	2
Ashes	3	1	-
Garden of Remembrance	-	1	-
Poundbury Chamber			1
Children’s Plot			-