



Dorchester Town Council

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5 March 2014

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 11 March 2014** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Membership of the Committee

Councillors K.E. Armitage, D.J. Barrett, C.S. Biggs, A.J. Canning, S.C. Hosford, T.C. James, F.E. Kent-Ledger, T.F. Loakes, A.J. Lyall, R.B. Potter, M.E. Rennie, D. Taylor, and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 14 January 2014 (adopted by Council on 28 January 2014).

3. Management Arrangements

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

(b) South Walks Railings – to consider a report by the Deputy Town Clerk (enclosed).

4. Borough Gardens Tennis Courts

To consider the report of the Deputy Town Clerk (enclosed).

5. Dog Waste and Other Issues

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

6. Draft Corporate Plan 2014

To consider the 'How We Will Improve Our Services Section' of the draft 2014 Corporate Plan as it relates to this Committee (enclosed).

7. Cemetery Matters

(a) Exclusive Right of Burial

To note the grants of Exclusive Rights of Burial issued since the last meeting of the Committee (copy enclosed).

(b) Interments and Burial of Ashes

To receive a report (enclosed) listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

(c) 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.

8. Monitoring Report

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

(b) Members will be aware that it has previously been agreed to conduct a review of the Municipal Buildings hire charges and Marketing Strategy. It is proposed to hold a meeting during the week commencing Monday 24th March to discuss this and associated matters. It is proposed that the Chairman of the Committee and the Chairman of Property Management and Maintenance Panel attend plus any other interested Members.

9. Information Reports

To receive the information report(s) enclosed.

Members' particular attention is drawn to Minute Nos 57 – 60 of the Dorchester Markets Joint Informal Panel regarding changes to the Dorchester Car Boot Charity Monies allocation process.

10. Paid Invoices

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (direct debit and copy expenditure transactions lists enclosed).

11. Urgent Items

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

DORCHESTER TOWN COUNCIL

GROUNDS WORK AUTUMN/WINTER 2013/14

Borough Gardens

- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove summer bedding plants – *completed*
- Dig and prepare beds compost added – *completed*
- Plant out spring bedding plants – *completed*
- Long handle shear beds - *ongoing*
- Water bedding displays if required –
- Cut hedges during period –*ongoing*
- Weed bedding displays - *ongoing*
- Seeding summer bedding plants in greenhouse – *ongoing*
- Planting into trays plugs – *ongoing*
- Potting up over wintering summer bedding - *ongoing*
- Watering green house – *ongoing*
- Rub down and oil seats –
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Final clean and winterisation of fountains & play feature –*completed*
- Leaf clearance – *completed*
- Pollard trees around bandstand and by house – *completed*
- Final mowing to areas if required – *completed*
- Deep clean to public toilets (wet weather job) –
- Power washing tennis courts - *completed*
- Tree inspections –
- Treat and clean play area safety surface – *completed*
- Moss kill tennis courts after cleaning – *completed*
- Snow clear paths as required – *ongoing as required*
- Fertilise shrub beds –
- Clean out and repair bird boxes – *ongoing*
- Shrub bed tennis courts, cultivate/replanting – *ongoing*
- Power wash childrens safety surfaces - *ongoing*

Weymouth Ave Recreation Ground

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Weed and prune Sawmills shrub area – *ongoing*
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Brush cricket square daily – *ongoing*

- Treat turf diseases as required on cricket Sq – *ongoing*
- Sweep up leaves various areas, cricket nets, car park etc – *completed*
- Mow winter pitches as required – *ongoing*
- Install pick up units to two dog bins – *completed*
- Repairs to security fencing (strengthen bottom rails) – *ongoing*
- Powerwash slabs around pavilion - *completed*

Sandringham Sports Ground

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Play area inspection – *weekly*
- Mow winter pitches – *ongoing*
- Hedge cutting and shrub pruning – *ongoing*
- Install pick up units to two dog bins – *completed*

Kings Road and Salisbury Field

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mow if required – *ongoing*
- Mole clearance, external contractor – *completed*
- Plant up replacement trees 3 x Sycamore Salisbury Field Walk – *completed*
- Cut and clear Jubilee tree/wildflower area – *completed*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) *WDDC contract*
- Tree inspections (leaf off inspections) – *completed*
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- Autumn/ Winter planting replacement trees (Plane trees) in South Walks x 3 *completed*
- Power wash Cenotaph and garden of remembrance area prior to Remembrance Day - *completed*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Hedge cutting – *completed*
- Alington roundabout (bye pass), maintain – *completed*
- Second Alington roundabout (Trumpet Major), prune and shape – *completed*

Allotments

- Provide trailer to remove green waste- as per schedule – *ongoing*
- Cut boundary hedges – *completed*
- Plant new hedge Alington Allotments – *completed*

Hanging Baskets Town Centre

- Remove summer hanging baskets – *completed*
- Put up Spring hanging baskets – *completed*

Additional Work Planned or Completed

- Weekly/monthly Legionella & Fire testing – *ongoing*
- Clean out guttering to various buildings – *completed*
- Power wash public seats in the Walks – *completed*
- Clear John's pond of excess water weeds – *completed*
- Clear, prune and weed areas, Holloway Rd & Northern Hay – *completed*
- Greys bridge corner, hedge cutting –
- Snow clearing (winter maintenance plan) – *as required*
- Interior painting changing rooms Sandringham/Weymouth Avenue Pavilion -

The Great Field

- Litter pick field area – as per rota – *ongoing*
- Erect goal posts – *completed*
- Mark out football pitches – *completed*
- Repair as required damage to pitch areas – *ongoing*
- Spike football pitches – *ongoing*
- Install new play equipment – *ongoing*
- Install pick up units to three dog bins – *completed*

Fordington Cemetery

- Monthly grass mowing – DCC contract – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Hedge cutting and removal of briars – *ongoing*
- Cut and clear steep banked area – *completed*

Weymouth Avenue Cemetery

- Burials as required – *ongoing*
- Tree inspections – *completed*
- Treat chapel doors with Teak oil – *completed*
- Cut hedges and prune shrubs – *ongoing*
- Paint remembrance plaque wall – *completed*
- Remove Ivy from boundary wall - *completed*
- Monthly grass mowing – DCC contract – *completed*

Poundbury Cemetery

- Grass mowing – *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Phone transferred from Weymouth Ave Cemetery - *completed*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 MARCH 2014

SOUTH WALKS RAILINGS

1. There are post and chain railings along South Walks from Acland Road to Trinity Street. The same style post and rail railings are also located in the grassed areas around fiveways junction.
2. The railings along South Walks up to the area of the War Memorial are on the Council's land and are this Council's responsibility. The remainder of the railings are on highway land and are the responsibility of the Highway Authority.
3. A number of the posts across the whole area have been damaged. The posts are bespoke and will cost £75 each to fabricate. Ten posts need replacing along South Walks and a large number of the remaining ones on highway land also need replacing.
4. In the present financial climate it is very unlikely that the Highway Authority will give a high priority to replacing the posts on its land.
5. The options available are:-
 - For this Council to replace the broken posts along South Walks at a cost of £750 and request that the Highway Authority do the same.
 - For this Council to fund the repair of all the broken posts at a cost of approximately £2,250.
 - Not to undertake any replacements at the present time.
 - To remove the railings in their entirety – following discussion with the Highway Authority.
6. Members advice is sought.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11th MARCH 2014

BOROUGH GARDENS TENNIS COURTS

1. The present fee structure for the Borough Gardens tennis courts is as follows:

Per Court per hour	£6.20
Per Court per hour prior to 12 Noon Monday - Friday (except Bank Holidays)	£4.70
Concessionary Per Court per hour	£3.70
Adult Season Ticket – six month	£51.00
Adult Season Ticket – twelve month	£81.00
Concessionary Season Ticket – six month	£34.80
Concessionary Season Ticket – twelve month	£47.00

2. The Council's risk Management Panel has previously noted that there was a risk of tennis fees not being collected and an opportunity existed to review the method of booking and fee collection as there were grants available for automated systems from the Lawn Tennis Association (LTA).

3. Discussion have been held with the LTA on how the Council can simplify its tennis fee structure, make the courts more accessible, provide on-line booking and increase income.

4. Following these discussions it is suggested that a 'key fob' management system should be introduced. This would work as follows:-

- The existing tennis court gates would be replaced with magnetic locking gates.
- Users would apply either online or by form.
- The users details would be entered on a new database system.
- The user would be provided with a 'key fob' allowing access to the courts.
- The purchaser is the household / per year (i.e family cost).
- Users would be provided with access to online booking via mobile phone, tablet or PC and would receive automated email conformation of booking.
- Users would only be able to book a maximum of three sessions per week in one go so as to stop block booking.
- The Council would be able to manage particular user groups such as the community coach that already operates from the Gardens.
- A simple low cost high sales principle fee structure would be introduced lowering the cost of access but increasing usage.

5. As well as introducing a more efficient system for the booking and using of the tennis courts it is proposed to increase accessibility and simplify the fee structure. In order to increase accessibility it is suggested that the cost of purchasing a fob for a year be £25 (inclusive of VAT) per household. The existing season ticket scheme would cease and so would any concessions. At this price point the Council would need to attract 138 fob purchases to achieve the same income as presently received from both season ticket sales and pay as you play sales but excluding the fee from the community tennis coach which would remain as it is at present. The fob system has recently been installed for the four tennis courts at Poole Park and has resulted in court occupancy rates between June and August 9.00am to 9.00pm of 80% with 566 fobs being sold at £24 each. It is not unreasonable to expect sales of 200 plus fobs to people wishing to use the Garden's courts. If this was achieved annual income would be increased by approximately 45%.

6. Members may also wish to take a view on pay and play. At present anyone can turn up at the Gardens and play tennis so long as there is a court free. There are three different rates charged depending whether you play in the morning, afternoon and weekends or receive a concessionary rate. The 'key fob' system would still allow for pay and play with potential users being required to pay the park keeper who would let them into the courts. However, Members may wish to consider moving away from pay and play completely as the amount of income received would be relatively small but the administration involved in receiving, accounting and banking the money is considerable. Alternatively simplifying the hourly rate to either £6 or £7 with no concessions or discount for playing weekday mornings would help reduce administration. Anyone buying a casual ticket would also be given a flyer advising that if they played for four hours in a year they would be better off purchasing a fob.

7. The cost of introducing the 'key fob' system is estimated at £6,000 which includes new gates with magnetic locks, a supply of fobs, a fob activation machine and the necessary computer software.

8. It is proposed to apply to the LTA for the total cost of the system. Initial discussions have been held with the LTA and it is anticipated that the grant application will be looked on favourably so long as the cost of the fobs is kept low to increase participation. The LTA would also require the new scheme to be given wide publicity in the community and some appropriate signage for the Gardens.

9. If the Committee is agreeable to the new scheme every effort will be made to introduce it in readiness for an 'opening day' to be held at the start of the LTA's national campaign to increase tennis participation to be held in May 2014. This target is tight in respect of submitting grant applications and getting all the necessary work completed but if achieved it would give good publicity and mean that the system was in place ready for the summer.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 MARCH 2014

DOG WASTE AND OTHER WASTE ISSUES

1. In November 2013 the Management Committee resolved: -
 - (1) That the proposed programme of action in respect of reducing dog fouling at the Great Field be presented to the March 2014 Committee.
 - (2) That investigations be made into the possibility of introducing free dog waste collection bags at the Great Field.

2. Since November we have investigated, and in some cases already implemented, several possible actions: -
 - Dog waste collection bags have now been installed at the Great Field, Weymouth Avenue Recreation Ground and Sandringham Sports Centre. This initiative has met with a number of positive comments from members of the public and initial indications are that there is a significant reduction in dog waste being left in those areas. It is proposed to continue to roll out the scheme to any other areas identified as having a problem.
 - A “design a poster” campaign being led by the Mayor has resulted in young children designing some very colourful and eye catching posters reminding dog owners that they should pick up their dog’s mess. It is proposed that as many posters as possible be erected across the town to highlight the issue of dog fouling. It is suggested that all Members be given a supply of posters (designed by pupils from their local school) to erect in their ward on a date to be determined for a period of two weeks and then removed. Local media will be informed of the campaign so as to gain additional publicity. A few different designs of signs will be used to make permanent signs to be located in key areas.
 - The idea of buying in extra enforcement services from the District Council has been temporarily shelved.
 - We are instead investigating opportunities to train one or more of our own staff to carry out enforcement activity on our own sites as part of a process of reviewing our Outdoor Services Team (as noted by the Resources Panel and Policy Committee during the January cycle of meetings).

3. The Town Council has been approached by Dorchester Stop the Drop with regard to three possible activities in relation to general Litter waste
 - a. The Council provided £100 of support to an exercise to develop a litter poster which was organised by Stop the Drop.

- b. Along with Dorchester BID and West Dorset District Council the Council has also made a contribution of £100 to Stop the Drop to refurbish some of the cigarette butt bins in central Dorchester.

- c. Stop the Drop would like the Council to consider its position regarding the enforcement of litter regulations in central Dorchester, identifying the potential for this to be undertaken by a commercial operator. There is an attraction to being able to enforce the regulations at no cost to the taxpayer, but it requires the commercial operator to take a very proactive approach to enforcement in order to cover their costs. It is also not clear who would commission the operator, District or Town Council. Further discussions will be held with the Environment Protection Manager at the District Council.

Steve Newman
Deputy Town Clerk

HOW WE WILL IMPROVE OUR CURRENT SERVICES

Service	Short Term Next 2 years	Medium Term 3 – 5 years	Long Term 6 – 20 years
Allotments	Review fees	Review need for additional sites	Develop Allotment Associations
Parks & Open Spaces	Borough Gardens - rejuvenate Bowling Green Area Improve Skate Park fencing Support the District Council to carry out a Sports Pitch audit	Borough Gardens - review Nursery operations Great Field – new Sports Pavilion Act on the Sports Pitch Audit to create a Sports strategy	Play Equipment – review future use of each site
Cemeteries	Review fees Poundbury – review digging process Full Memorials testing	Database – develop Burials database Complete internal road ways at Poundbury	Poundbury boundary wall
Municipal Buildings	Review charges & develop marketing strategy Investigate further repairs	Carry out repair works	Consider options for future use in context of Arts provision
Culture & Twinning	WW1 Commemorations		
Debt, CCTV & Markets			Fairfield market - review contract and site arrangements (DMJP)
Democracy, Governance & Administration	Facilitate Speedwatch in residential areas Prepare for new Council in 2015	Develop Corporate Plan into a full vision for Dorchester	

KEY PROJECTS OVER THE NEXT 12 MONTHS RELATED TO THOSE KEY PROJECTS

Service	Project	Milestone	Anticipated Outcome
Allotments	Review fees	Complete Sep 14	New fee structure
Parks & Open Spaces	Borough Gardens - rejuvenate Bowling Green Area Improve Skate Park fencing Support District Council to carry out Sports Pitch audit	List of ideas Apr 14 Develop preferred option for consultation Sep 14 Contract let Sep 14 Completion Dec 14 Agreed approach Dec 14	New use for Bowling Green area Safe fencing, new access points Data to support new strategy
Cemeteries	Review fees Poundbury – review digging process Full Memorials testing	Complete Sep 14 Complete Nov 14 Contract let Sep 14	New fee structure Equipt suitable for purpose/efficient dig Safe memorials
Municipal Buildings	Review fees & develop marketing strategy Investigate further repairs	New fees Sep 14 Strategy Mar 14 Contract let Nov 14	Better use, higher income Better data re condition of parts of building
Culture & Twinning	WW1 Commemorations	Programme of events Jun 14	Better access to events
Debt, CCTV & Markets			
Democracy, Governance & Administration	Facilitate Speedwatch in residential areas	Discuss need with Police Jun 14	Better access to equipt for residents

KEY PERFORMANCE INDICATORS

Service	Indicator	Target Performance	Historic Performance	
Allotments	No. on waiting list	50	2011 2013	272 102
Parks & Open Spaces	Achieve Green Flag & Heritage Award?	Yes	2012 2013	Yes Yes
	Damaged play equipt in use in <1 week	100%	2012	100%
Cemeteries	-			
Municipal Buildings	No. sessions used %	35%	2012 2013	33% 32%
Culture & Twinning	-			
Democracy, Governance & Administration	Budget Management – 2 indicators that show financial health and compliance with budget	To be designed		

CUSTOMER SATISFACTION INDICATORS

Service	Indicator	Target Performance	Performance 2012
Allotments	% satisfied with service	80%	72%
Parks & Open Spaces	% satisfied - play areas	85%	86%
	% satisfied – pitches	85%	81%
	% satisfied – green space	80%	76%
	% satisfied - skatepark	90%	91%
Cemeteries	% satisfied with service	80%	70%
Municipal Buildings	% satisfied with service	80%	74%
Culture & Twinning	% satisfied - Remembrance Day	90%	92%
	% satisfied with events	To be developed	-
Democracy, Governance & Administration	% satisfied - Informed	80%	82%
	% satisfied – Value for Money	75%	67%

N.B. Indicators likely to move from % to net positive approach when time permits

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 11TH MARCH, 2014

EXCLUSIVE RIGHT OF BURIAL

To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Grant No:	Grave Number
Dorchester Cemetery		
Poundbury Cemetery		
Keith Albert George Adams	2831	148/a
Ivy Mabel Edmunds	2832	143
Carol Andrews	2833	191L
Helen Austin	2834	C6
Dr. Jacqueline Morgan	2835	C183
Colin Reeves	2836	C1
Nora Claire Dewar	2837	149
Robert & Carol Mowlem	2838	147/a
Jean Fraefel	2839	147
Ian Douglas Hallett	2840	157
David & Pauline Lavis	2841	353T
Fordington Cemetery		

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 11th March 2014

MUNICIPAL BUILDINGS MONITORING – JANUARY/FEBRUARY 2014

- Generally: The table below shows figures of the number of events held, with comparisons between this year and last year. These events are individually counted so for example if we had a booking for one week it would only count as one event.

	January 2013	January 2014 Paid	FOC	February 2013	February 2014 Paid	FOC
Corn Exchange	8	11	1	16	9	2
Dressing Room	1	2	2	2	2	0
Town Hall	11	6	0	9	10	0
Magistrates Room	4	5	6	6	6	6
Council Chamber	1	-	10	0	0	10
Overall Total	25	24	19	33	27	18
Weymouth Avenue Pavilion	4	8	1	5	8	0
Borough Gardens House	4	5	0	4	4	0

	10	11	12	13		14	15	16	17	18
Civil Weddings	19	16	23	13	Civil Marriages	18				
Civil Partnerships	3	-	1	1						

INCOME

	JANUARY		FEBRUARY	
	2013	2014	2013	2014
	£	£	£	£
Corn Exchange	2012.53	2167.11	3554.39	2688.86
Dressing Rooms	129.20	132.80	113.00	116.10
Town Hall	1196.34	750.82	879.16	1123.74
Magistrates Room	273.74	401.62	364.99	783.32
Council Chamber	32.30	-	0.00	0.00
Overall Total £	3644.11	3452.35	4911.54	4712.02
2013/2014 Cumulative Total £		43250.68		47962.02
Percentage of Estimated Income 2013/14		66.9%		74.2%
Weymouth Avenue Pavilion	175.80	479.68	211.50	287.95
Borough Gardens House	252.95	284.70	171.50	429.00
	January		February	
Bar Franchise 10%	30.60	£110.54	289.41	169.86

Usage/Occupancy The following charts show the usage of all the rooms available. This is shown by the type of the event showing number of sessions used not the number of event. Subsequently if an event is all day it will appear more than just a morning event.

January 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	-	-	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	3	-	-	-
Commercial Bookings	-	-	-	-	-	-	-	-	-	-
Birthday/Socials	-	1 + 2hr	-	-	-	-	-	-	-	-
Dance Classes	5 + 4hr	5 + 4hr	-	-	7	5	-	-	-	-
Wedding Receptions	-	-	-	-	-	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	-	-	-	-	-	-
Training Events	-	3hrs	4	-	16hr	7	-	5	-	-
Meetings	10	11	-	4	14	8	6	9	1	-
Exhibitions	4	-	-	-	-	-	-	-	-	-
Total:	19 + 4hr	17 + 9hr	4	4	21 + 16hr	20	9	14	1	0
Income £	2012.53	2167.11	129.20	132.80	1196.34	750.82	273.74	401.62	32.20	0.00

February 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	5	12	-	-	-	-	-	-	-	-
Live Music Events	-	1	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	-	4	-	-
Commercial Bookings	4	-	-	-	-	-	-	-	-	-
Birthday/Socials	-	-	-	-	-	-	-	-	-	-
Dance Classes	6 + 4hr	5 + 4hr	-	-	8	5	-	-	-	-
Wedding Receptions	1 + 1hr	-	-	-	-	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	-	-	-	-	-	-
Training Events	-	-	-	-	14hr	13	3	17	-	-
Meetings	8	9	4	4	9	7-	9	5	-	-
Exhibitions	8	-	-	-	-	-	-	-	-	-
Total:	32 + 5hr	27 + 4hr	4	4	17+14hr	25	12	26	0	0
Income £	3554.39	2688.86	113.00	116.10	879.16	1123.74	364.99	783.32	0.00	0.00

DORCHESTER MUNICIPAL BUILDINGS

Planned Maintenance/Projects and Urgent Works

11th March 2014

Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015*
- ❖ Floor needs some minor repairs – *Completed January 2014*
- ❖ Stage Lights and rigging tested – *Complete January 2014 – Stage Electrics 3 year contract 2014 - 2017*
- ❖ *Corn Exchange – Miscellaneous items - PAT Tested – Completed: October 2013*
- ❖ Corn Exchange Dimmers – *replace all dimmer packs and controls for the Corn Exchange Lighting – Completed - May 2013*
- ❖ *New Wi-Fi Installed – looking to extend to Town Hall Keepers Office*
- ❖ *Cleaning of Stretched Fabric Systems – Property Management and Maintenance Panel advised on painting the fabric with micro porous paint. Initial painting seems to be successful.*
- ❖ *Replaced 48 115W bulbs with 48 15W bulbs.*

Kitchen

- ❖ All Appliances Serviced
- ❖ Ventilation System Serviced – *Rentokill – 31st October 2011 (Re-negotiated contract from April 2008 – reduced by £140.00 per year) – Contract for Bar and Toilet Ventilation Cleaning to be negotiated – January 2010 – completed – 31st October 2011 – 28th October 2012 – 27th October 2013*
- ❖ *Legionnaire Testing – Peter Mullins monitoring – some changes needed to existing plumbing to comply with legislation – completed April 2009 and ongoing inspections*
- ❖ *Deep Clean Kitchen – once a year – Rentokill completed November 2010 – completed November 2011- completed November 2012 – completed November 2013*
- ❖ *Light diffusers replaced – February 2013*

Magistrates Room

- ❖ *New flooring – quote being obtained – on hold – deteriorating, also in main lobby February 2013*
- ❖ *New blinds to be installed – Damers Blinds – Completed 4th November 2013*
- ❖ *Contacting Listing Building Officer (WDDC) regarding wall colour change restrictions to a Grade II listed interior – they have confirmed that we do not have restrictions on changing the existing interiors in the Corn Exchange.*
- ❖ *New tables purchased to improve appearance of room (8 old tables removed)
Need to start replacing old for new – many tables have damaged tops - replace 8 badly damaged tables in Mag. Room – Japanese Beech GP58 2L1830x760 – 6ft x ft. – investigating costs – refurbishing existing tables*

Town Hall

- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31st December 2016*

Ground Floor Lavatories

Council Chamber

- ❖ *New Lozenge – re: Dorchester Prison closure*

Stairway to Town Hall

- ❖ Dorchester Stitchers, Dorset Jurassic Coast hangings to be hung at high level left of the window on the landing - *Completed – April 2012*
- ❖ Lift needs new parts fitted – *Completed January 2014*

Bar

- ❖ New Bar Franchise let as from 1st July 2010 – King's Arms – due to be extended to June 2015 on completion of improvements to bar area – *Completed August, 2013*
- ❖ Ventilation to be cleaned – *Completed February 2013*
- ❖ New Flooring installed – *completed June 2013*

Boilers

- ❖ Replaced – new maintenance contract – three year contract to A. P. Chant to service the boilers during each April for 2014-2016 on all four Municipal Buildings boilers (this has produced a saving of £400 per year on Asbury 3 year quote)
- ❖ *Boilers serviced – March 2013*

Exterior Roof

- ❖ Repairs required to ventilation cowls – *Roger Burgess Ltd - investigating when scaffolding present. Also repairs to the remainder of the Corn Exchange roof – Cowls being replaced January 2010 – completed. Some tiles replaced.*
- ❖ *Lightning Conductor tested and completed – February 2013*
- ❖ *Routine Gutter clean – Town Hall Keeper – March 2013 – January 2014.*

General

- ❖ *Full NICEIC Test and Inspection of the Electrical Installation – Complete – Andy Whitty - October 2012*
- ❖ Fire alarm and Emergency Lighting Test – quarterly & annual *Complete – Andy Whitty Ltd*
- ❖ Implementing Fire Risk Assessments
- ❖ Town Hall Keepers to update the Technical Specification Guide for the Corn Exchange. Also to provide additional training to the Town Hall Keepers on the Lighting Desk – *Completed August 2013*
- ❖ Guttering cleared at Corn Exchange – *Completed January 2014*
- ❖ General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule
- ❖ Service clocks – Town Hall (Corn Exchange clock) *new strike controller being fitted – completed March 2008 – parts replaced – February 2010 – February 2011- November 2011- November 2012*
- ❖ *Corn Exchange internal clock faulty – Fred Burgess servicing – February 2014*
- ❖ Renew civil wedding license – *Completed August 2013*
- ❖ Personal Appraisal and Development – *Completed January 2014*
- ❖ Regular weekly inspections being undertaken by Municipal Building Administrator
- ❖ Fire Evacuation Procedures – *Instructions to Town Hall Keepers and Hirers implemented*
- ❖ Town Hall Keepers – Fire Safety Training Induction reminder
- ❖ Fire Log Book – to record all necessary fire records and checks. *Town Hall Keepers, Andy Whitty Ltd and Rapid Fire Protection*
- ❖ Evac. Chairs ordered so as to enable speedy evacuation of disabled people from the Town Hall and Council Chamber – Evac. Chair training: *Completed: Wednesday 24th August 2011. Additional training required by Mr A. Bagwell*
- ❖ Rentokil quoting for Ventilation Duct Cleaning in Dressing Rooms. Etc.
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ
- ❖ Upholstery cleaner (bulk) to clean chairs
- ❖ Statutory work to clock tower

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 MARCH 2014

INFORMATION REPORTS

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Minutes from DA Board Meeting at Little Keep on Monday 20th January 2014

1. Present: Tina Hicks (CH); Rod Hoare (RH); Mark Tattersall (MT); Terry Hooley (TH); Simon Barber (SB); Wendy Petitdemange (WP-D); Jane Burden (JB) minutes; Sarah Lock (SL); Susie Hosford attending as an observer, representing WDDC.
2. Apologies: Jem Shackleford (JS); Selina Malins (SM); Suzy Rushbrook (SR); Louise Sheaves (LS); Tess James (TJ).
3. Interests: There will be 2 advertisements in Evolver for the Dorchester Festival. SB is the Editor of Evolver.
4. Approval of minutes delayed due to decision to reprint with correct spelling of several names. ACTION MT to amend and bring to next meeting for signature.
5. Matters arising:

6. WP chaired in LS's absence.

RH repeated his interest in seeing the actual amount raised from Supper Club being minuted (**Note post-meeting MT** – the amounts raised were £469.10 from the June event at SBTL and £483.93 from the October event at Nether Cerne)

TH raised matters from Sept 2013 minutes, namely:

Diversity Action Plan should read Environmental Action Plan – ACTION – MT to amend.

Fundraising Development Strategy was presented at a recent fundraising meeting and TH asked whether the board had seen and approved a final version. ACTION: MT to send out the Strategy papers for board perusal and approval at the extraordinary meeting to consider the NPO application (late February).

7. DTC Arts panel:

Next DTC co-promotion is Pirate Gran on April 18th (this is one of the 2013/14 financial year co-promotions in spite of falling after the year end). DA is grateful as ever to DTC Arts Panel for their support. MT is meeting regularly with Town Clerk who is also very supportive and has offered DA use of a stage at Maumbury Rings on Friday Aug 22nd – MT to pursue possible events. DTC also helping with various aspects of the Festival.

8. Away Day notes were discussed:

WP-D raised the issue of regularly reviewing policies and updating them for the NPO application. MT requested board to help with monitoring and devising a schedule of review. Staff and board strengths may be utilised to help in these reviews. ACTION MT to approach board for their preferences.

The NPO application is to be reviewed by Chris Huxley and then the board by end of Feb; It was decided that an extraordinary board meeting should be called in time for this review before the NPO application goes in.

MT is working with Kathy Webb on finalising the 2014-15 budget and creating detailed budgets and cash flows for 2015-18. TH and finance committee to review.

9. The Festival

Festival organisation is progressing on a daily basis; Steering Group meets next week. Congratulations were given to Mark T on a full and exciting integrated programme.

SL reported that she had met both the MD and CEO of 'PatronBase' (a box office and marketing solution based on a single database, used by Salisbury Arts Centre) and is quite confident of getting a good deal on the system in return for a glowing review for them. SL was congratulated! Mark's AD report was received with more congratulations. TH questioned who had paid for Shire Hall consultancy work, board was told WDDC.

10. The Maltings

A summary of the Oliver Letwin (OL) dinner (Friday Jan 17th) was given and the proposed stages for review of the viability study and progress to the fundraising and construction were outlined. A key point is securing the services of David Hill to review the study by the end of March. Very positive feedback and DA (initially LS and MT) will meet with the developers monthly from now on. A timescale of 3-4 years was discussed, with much depending on the outcome of the review. OL has agreed to talk in due course to various national arts organisations and influential people with the aim of being involved with/attaching their name to The Maltings.

11. Finance

TH's Financial report was very encouraging. In summary - the figures are very strong: 50% ahead of the budget already. Whole budget is looking very good with few risks between now and the year-end. Financial papers are to be circulated. ACTION MT

The year end's accounts will 'look good' and a fixed asset register is to be drawn up. ACTION MT to initiate with Mark Smith and progress with TH.

12. No other business was raised.

13. WP-D will send out a Doodle Poll for date of next (extraordinary) meeting - 25/26/27/28 Feb.
Meeting closed at 7.04pm.

DORCHESTER ARTS

Budget 13/14

	Budget 13/14	31/01/14	Month 10 83%
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INCOME

Core Activity			
Box Office	35,000	50384	144
Less Performers + technical	(28,000)	-40645	145
Venue costs	(1,200)	(1,538)	128
Performance prog balance	5,800	8201	141
Projects	5,000	8345	167
Less Project disbursements	(4,500)	(4,467)	99
Projects balance	500	3878	775
Festival income			
Festival expenditure			
Festival balance			
Supplementary Activity			
Memberships	2,000	3646	182
Lettings	12,500	8335	67
Donations & fundraising	4,000	5244	131
Advertising & Sponsorship	4,000	5480	138
Credit Card Charges	600	672	112
Bar	6,000	7211	120
Less Bar costs	(3,250)	(5,639)	173
Bar profit	2,750	1,572	57
Building Development	2,000	1357	67
Building costs	(2,000)	1,354	67
Surplus	-	3	
Admin fees	750	388	51
Team development and training	2,600	0	0
TDT costs	(1,000)	0	0
TDT balance	1,600	0	0
Grants			
Arts Council South West	31,463	26,114	83
WDDC Grant	35,982	29,865	83
DTC Grant	7,850	7,850	100
	75,295	63,829	85
TOTAL INCOME	109,795	101248	92

£1000 for shire hall Balance held by Pop Club
£200 fees o/s Mickey 1200

Renewal offer

2000 towards Blues

£1188 stock held
in effect £2760 100%

Legacy 12000

Spent 7833 (1836 to car)
4167 (2331)

EXPENDITURE

Employees			
Salaries	69,950	59,428	85
Travel & Training	400	350	87
Artistic/Programme Costs			

Volunteer Expenses	250	173	69	
Premises Related Expenses				
Rent	9,700	9,700	100	Total for year
Fuel, Light and Water	3,250	3,417	105	
Telephone,Internet	1,000	876	87	
Repairs and Maintenance	2,000	814	40	
Insurance	2,100	2,141	102	Total for year
Cleaning	2,000	1,857	92	
Materials/Sundries	1,500	1,435	96	
Depreciation				
General Office Expenses				
Stationery/Photocopier	3,500	3,090	88	
Printing & Advertising	6,500	6,495	100	3 brochures
Postage	2,000	1,991	99	3 mailouts
Credit card Charges	600	615	102	
Accountant	750	1,140	152	Total for year
Subscriptions				
contingency	1,880	0		
TOTAL EXPENDITURE	107,380	93,522	87	
SURPLUS	2,415	7,726	320	

£500 Chris Huxley

Artistic Director's Report – January 2014

Update on the Autumn Season

The autumn season was the busiest ever programmed by Dorchester Arts and was generally very successful, with audience attendance averaging 88% of capacity and 13 sold-out performances. A total of 2600 people attended our ticketed performances last season. Some of the lowest attendances were for theatre, including the one-person plays, *Floating* and *Soldier's Wives*. On the other hand, audience feedback from both shows was extremely positive, and both had excellent Q+A sessions afterwards. We will take these results into account in both programming and marketing decisions for future seasons, and aim to create capacity to collect more reliable audience feedback about our performances to add to our box office data.

The first DA Blues season went extremely well, vindicating our decision to take it over from Bluesnights. The performance by Catfish Keith was particularly impressive, featuring some superb Delta Blues and folk roots songs and showing that the blues programme can contribute to bringing a diversity of cultures to our programme.

The ballet was once again a huge success. We have booked BTUK for three performances of *Swan Lake* next Christmas, and are already discussing performances of *Aladdin* for Easter 2015.

Programming for children and families had mixed results, with a small audience for *War of the Buttons*, a good audience for *Treasure Island*, and lots of families attending the ballet. Once again, we are drawing lessons from this to inform our future programming and marketing decisions.

Spring season

The spring season has started with two sell-out performances - Sam Kelly's *Station House* and the rescheduled *Lucy Porter* date. Feedback about the programme has been positive and initial ticket sales look promising. The theatre programme is lighter than usual, partly due to a dearth of suitable work on offer for our spaces this season, and also due to us avoiding programming theatre during the *Community Play* (12 performances in late March/early April). Two spoken word performances have been included and the aim is to bring more spoken word into the programme from now on.

Battens have once again sponsored a number of performances and are keen to maintain this support for our programme.

Festival

Programming: programming for both the free and ticketed programmes is progressing well.

DA ticketed programme:

- Thurs 22, Fri 23: *The Ballad of Martha Brown* (Angel Exit Theatre)
- Fri 23: Laurence Clark 'Inspired'
- Sat 24: Mat Ricardo + support (tbc)
- Sun 25: TBC (possibly Johannes Moller 'Tales of India' (classical guitar, tabla, bansuri flute)
- Mon 26: *Wash* (Birdsnest Theatre, for children)
- Mon 26: *The Beat*

Other ticketed (in association with DAW and Sculpture by the Lakes):

- Mon 26: John Hudson (tenor)
- Tue 27: Kate Adie (book talk)
- Wed 28: Annie Freud (art talk)
- Thurs 29: Andrew Graham Dixon (art talk)
- Fri 30: David Lee (art talk)

Free programme:

- Sat 24 May – Sun 8 June: Fernando Velazquez exhibition at DAC (private view on Tues May 20th)
- Sat 24: parade from Corn Exchange to Borough Gardens

- Sat 24, Sun 25, Mon 26: Digital Funfair
- Sat 24, Sun 25, Mon 26: Acoustic and Spoken Word tent (curated by Katie Grant)
- Sat 24 May: RSVP (Bhangra band) – lead parade and mass workshop + full set
- Sat 24/Sun 25: Commotion Dance
- Sun 25/Mon 26: Swervy World (swing band)
- Mon 26: 'Music Monday' featuring Pop Club (3 bands), Saturday Sun + other bands

Discussions underway with many other performers/installations, including Magic Drum, Adrian Gray (stone balancing), Dread and Francis, Wet Picnic, Scarabeus, and Flamenco Express. Have approached Thomas Brooman for further suggestions (ex-WOMAD, also working with Salisbury Arts Centre)

Fundraising: sponsorship/grants/in-kind support discussed with Duchy of Cornwall, Dorchester BID, Domus, Magna Housing, Grassby's, Waitrose and Morrish. Several very positive discussions, awaiting final outcomes.

Launch:

Current plan is to have a launch event before the first Angel Exit performance. Plan, budget and location all need discussion.

Community:

Carl Woodward is working on community activities related to the parade (possibly puppetry workshops linked to National Book Day, in association with schools and Waterstones), Angel Exit workshops with schools, DYT and others, and workshops in Borough Gardens. More will develop as other acts are confirmed.

Infrastructure/personnel:

Good progress on essential infrastructure (stage, technical etc). Dave Morton will double as Production Manager, working closely with Mark Smith, Mark Tattersall and Ollie Titterington, who will be in charge of lighting where required.

The plan Members' Lounge in BGH is developing well, with in-kind support offered by Waitrose and Morgan Carey Architects.

We are in the process of recruiting a Marketing and Administration Assistant (intern) via the Creative Employment Programme. They will start work in early February, sharing their time between ourselves and Bridport Arts Centre.

Projects/community arts

Carl Woodward has proved an excellent addition to the staff team.

- Workshops were organised in the autumn season linked to GI Joe in Dorset and Treasure Island (the latter with DYT and Remix)
- The Connect and Pyramid Poets projects are starting in February/March
- Contact has been made with HMP Portland, Compass PRU and the Dorchester Learning Centre with a view to organising spoken word workshops with Steve Duncan in March.
- Carl has initiated the West Dorset Youth Theatre Consortium, which has had an excellent response, and 7 youth theatre organisations from across the county met at DAC on Wed Jan 15.

Shire Hall

The consultancy work on arts use of the Shire Hall and Old Crown Court was completed on time and delivered to WDDC to be presented as part of their phase 2 HLF bid this month. We will continue to be involved in the development of this project.

Box office system

It has become clear that we need to upgrade our box office system to allow better data retrieval and customer relationship management. I am currently investigating two systems – Savoy Systems Oscar and PatronBase and the first draft of the 2014/15 budget indicates that the upgrade will be affordable.

Dorchester Drama

DD expressed an interest in developing projects outside their performance programme with DA, with a view to expanding drama participation for the whole community. These will include play readings, drama workshops, a drama fair linked to the Community Play and other activities. DA volunteers Maggie Ansell and Anne Jonathan have kindly offered to be the DA contacts for developing these projects.

Fundraising/membership

The fundraising group continues to do excellent work and a further quiz night and supper club are planned for the first half of 2014.

A 3-tier Individual Giving programme has been developed by Ashley Eldridge-Ford, Jo Treves and MT and will be launched after further discussion with the fundraising group.

Four business members have been approached, and all look likely to sign up. Membership costs £300 p.a.

Other significant meetings attended recently (selected)

Various dates Oct – Dec: A number of meetings have been held to discuss the transition of the DCC Arts Team to a CCI, and the transformation of Dorset Loves Arts into a charity under the name of Dorset Arts Trust. More to report after a meeting on 23 Jan.

15 Oct: meeting with Raj Patel from ACE re work with children and young people

30 Oct and 27 Nov: Meetings with BAC and Marine Theatre with a view to developing a joint approach to supporting the creation of new work, mainly in theatre. Further meeting on 23 Jan.

6 Nov: ACE NPO meeting, Bristol

12 Nov: DLA Children and Young People's Hub

3 Dec: DLA Stronger Organisations Hub

5 Dec: quarterly review meeting with Anneliese Slader, ACE

11/12 Dec: meetings with Brewery Sq Ltd and candidates for review of Maltings Viability Study

17 Dec: Shire Hall project stakeholders meeting

DORCHESTER MARKETS JOINT INFORMAL PANEL

NOTES OF MEETING HELD ON 29 JANUARY 2014

Present:

West Dorset District Council: A Chisholm, S J East, T M Frost, I C Gardner, M Lawrence and N M Penfold (Chairman)

Dorchester Town Council: A J Canning, D T Jones, S Hosford and M E Rennie

Officers present (for all or part of the meeting)

West Dorset District Council:

K Critchel (Democratic Services Officer), R Greene (Head of Property & Litigation), D Martin (Group Accountant), M Osborne (Estates Surveyor), G Northcote (Head of Estates) and S Ward-Rice (Community Development Team Leader)

Dorchester Town Council:

A Stuart (Town Clerk and Honorary Clerk of the Market).

Public Participation:

Mr K Addison, the Secretary to the Dorchester Chamber of Commerce, Industry and Trade attended the meeting for min nos. 40 – 43.

Apologies

37. Apologies for absence were received from D J Barrett, A J Lyall, C Payne and E Whyte

Declarations of Interest

38. There were no declarations of interest to report.

Notes of the Last Meeting

39. The notes of the meeting held on 26 June 2013 were agreed as a correct record and signed by the Chairman.

Presentation from Dorchester Chamber of Commerce, Industry and Trade

40. The panel received a presentation from K Addison regarding the administration and organisation of holding the Farmers and Continental markets within the town during 2013. Members were advised that the chamber had a surplus income from the markets of £4k and the Executive Committee of the Chamber had recently discussed the distribution of such monies to a number of local charities.

41. K Addison invited members to suggest other charity organisations which might also benefit from this income. Members shared their ideas and also suggested that, if it was likely that there would be such a surplus in future years, the chamber might consider producing a distribution criteria similar to the councils' system in place for Car Boot monies.

42. In response to a question relating to the management of the visiting markets and policing of such events on Market days, K Addison advised the panel that he worked hard to ensure the visiting markets were successful for all parties and had tried to learn from past mistakes.

43. The Chairman thanked K Addison for his presentation and looked forward to seeing him at a future meeting.

BUDGET 2014/15

44. The panel considered a report of the Group Accountant (WDDC) setting out the budget for 2014/15 and a review of the recharges from the district council for 2013/14.
45. Members were reminded that at their last meeting in June 2013 they had approved the final accounts for 2012/13 based on best estimates of income using trend from previous years and quarterly management accounts. When the accounts to 31 March 2013 were received from the operator, the actual income was £17,300 less than anticipated. The adjusted outturn for 2012/13 was shared with members and set out at appendix 2 of the officer's report.
46. Members received and noted the draft budget for 2014/2015 and the forecast outturn for 2013/14. In the current climate, it was considered that it was unlikely that the 3rd quarter would meet its projected income.
47. Members agreed to reduce the revised figure 2013/14 and the budget 2014/15 for car boot income, from £30,000 to £24,000, which was considered more realistic.
48. Members considered that it was now appropriate to re-examine the recharge for the distribution of the car boot monies to clarify that future years the recharge should come out of the car boot fund (and not the main market fund) prior to the allocation of any grants.
49. Members noted that the repairs and maintenance programme had slipped due to the Duke negotiations. It was also noted that energy costs and energy efficient components were being investigated. It was requested that the historic calculation for the Fairfield Car Park, based on 24% of the total receipts and the impact of the proposed increases to parking fees, be investigated and reported back to a future meeting.
50. It was proposed by M Rennie seconded by A J Canning

Decision

51. (a) That the recharge from West Dorset District Council as set out in appendix 1 to the report be agreed
(b) That the budget for 2014/15 be approved
(c) That any under spend on repairs and maintenance be transferred to an earmarked reserve for use in future years.
(d) That the costs of distributing the Sunday car boot fund be taken from the Sunday Markets reserve prior to the distribution of community grants.

Market Management Report

52. The Estates Officer presented the Market Operators update and informed members of progress with regards to the Cornhill market trader's co-operative.
53. The Chairman took this opportunity to introduce Doug Powell to panel members. Mr Powell had taken over as the co-operative's manager since Rowena and Jen Evans had tendered their resignations in December 2013 citing ill health.

54. Mr Powell advised that the Cornhill market was in a healthy financial position although trade during January had been down largely due to the poor weather. Members noted that there had been concerns raised regarding the possibility of restrictive practices in excluding other traders where it was deemed to be in competition with existing traders; however this matter had now been dealt with appropriately by the co-operative.
55. Members thanked Mr Powell for his attendance at the meeting and were pleased to see that the Cornhill market had greatly improved in its appearance, organisation and management. The licence would be reviewed by the Joint Market Panel at its next meeting in June.

Decision

56. (a) That the market management report be received and noted;
(b) That members formally record their thanks to Rowena and Jen Evans for their efforts in setting up the Cornhill Market Traders Co-operative;
(c) That the Panel confirms its support for the continued running of the Cornhill Market by the Cornhill Market Traders Co-operative in accordance with the terms of their licence.

Dorchester Car Boot Charity Monies

57. The Community Development Team Leader presented a report which sought member's approval for changes to the Dorchester Car Boot Charity Monies and changes to the fund administration.
58. Members were reminded that the principal of using the car boot sale returns to fund a grant scheme was first established in 1997. The Dorchester Car Boot Charity Monies had been very successful in distributing funds to a wide range of projects and in 2013 over £30,000 was allocated to community projects in the Dorchester area.
59. However following a recent audit by South West Audit Partnership and in consultation with the Allocation's Panel, a number of minor changes to the allocations process were proposed. These changes would also be reported to the Executive Committee (WDDC) for approval.

Decision

60. (a) That the name be changed from Dorchester Car Boot Charity Monies to Dorchester Market Car Boot Fund;
(b) That the grant application and criteria to the fund as outlined in the report at paragraph 5.2 be revised and updated;
(c) That the Dorchester Car Boot Protocol be amended;
(d) That the quorum arrangements for the Dorchester Market Car Boot Fund shall be three members
(e) That the panel hold one meeting per year to make decisions on the distribution of funds to local community and voluntary organisations;
(f) As set out in min 51(d) above the cost of distributing the Sunday Car Boot fund come out of the Sunday Markets reserve prior to its distribution of community grants.

Recognising the Value of Markets to Dorchester

61. The Honorary Clerk to the Market presented a report setting out the current position with respect of the different Markets that operated within the town under the Market Charter

and gave an overview of the Wednesday market including the pros and cons of such provision.

62. Members shared their initial thoughts, including the benefits and down sides of the visiting coach parties and associated unresolved parking issues. In particular, this needed to be re-visited with regards to the growing pressure on long-stay parking within the town centre.
63. Members discussed the re-introduction of the market customer satisfaction survey, which was considered a useful way of establishing who was using the Wednesday market. However it was fully appreciated that there may be issues with staff capacity to carry out such a survey.
64. The Honorary Clerk asked the committee to consider the paper and feed any thoughts back directly to him at a.stuart@dorchester-tc.gov.uk

Exempt Business

64. It was proposed by S J East and seconded by M E Rennie

Decision

65. That, under section 100A (4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 2 & 3 schedule 12 A to the act (as amended).

Dorchester Market Update

66. Members considered a report which updated them on discussions with the Market Operator regarding a possible lease extension and proposals for the future of the North and South Linneys on the site.
67. During debate, the Joint Market Panel decided to hold a site visit in approximately 6 to 8 weeks with the market operator. This would be followed by an informal meeting of panel members to discuss next steps.

Decision

68.
 - (a) The panel reiterated its commitment to support the market operator in accordance with the parties' respective obligations under the terms of the existing lease;
 - (b) To explore with Ensors (and others if appropriate the potential to create enclosed units at the South Linneys to generate increased income on Market and Car Boot Sale days and potential wider use outside traditional market days;
 - (c) To ensure that the North Linneys are repaired to a satisfactory condition and that the protective measures against trespassers are effective but sensitive to the nature of the buildings and immediate environment;
 - (d) That a site visit be arranged with Ensors at the Dorchester Market, followed by a informal meeting of the panel to discuss next steps;
 - (e) A report will be prepared for the next formal meeting of the Joint Market Panel in June 2014.

New Lease of Cornmarket

- 69. The Estates Officer updated members on the negotiations for a new lease of the Cornmarket, Weymouth Avenue, Dorchester.
- 70. It was proposed by A J Canning seconded by S J East

Decision

- 71. That the Joint Market Panel recommend to the West Dorset District Council Executive Committee that the terms outlined with the officers report be agreed with Dukes for a new 20 year lease of the Cornmarket, subject to no further substantive changes to the terms outlined herein.

Urgent items

- 72. There were no urgent items to report

Date of Next Meeting

- 73. The next meeting of the Dorchester Markets Joint Informal Panel will be held on 25 June 2014 at 7.00pm

Duration of the meeting: 2,15pm – 3.50pm

Chairman

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 MARCH 2014

DIRECT DEBITS FOR JANUARY AND FEBRUARY 2014

Date	Details	Gross (£)	Net (£)
15 Jan 2014	Salaries Telepay	28,867.75	
24 Jan 2014	Service Charges	10.00	
28 Jan 2014	Service Charges	39.38	
28 Jan 2014	Service Charges	29.47	
	Total for month	28,946.60	
17 Feb 2014	Salaries Telepay	28,360.62	
24 Feb 2014	Service Charges	10.00	
28 Feb 2014	Service Charges	89.42	
28 Feb 2014	Service Charges	27.51	
	Total for month	28,487.55	
	TOTAL FOR PERIOD	£57,434.15	

Signed:-

Chairman.....

Vice-Chairman.....

Date.....

Dorchester Town Council
Day Books: Paid Invoices (Summary)

Supplier Reference From :
Supplier Reference To : ZZZZZZZZ

Payment Date From : 01/01/2014
Payment Date To : 28/02/2014

Tran Number	Date	Account Ref	Inv Ref	Last Pay Date	Pay Reference	Net Amount	Tax Amount	Gross Amount	Amount Paid this Period
68515	21/08/2013	BARCORP	22390	14/01/2014	029979	1,625.00	325.00	1,950.00	1,950.00
68516	08/01/2014	ENERGY	PO	14/01/2014	029980	591.50	118.30	709.80	709.80
68517	11/12/2013	ELS	10570	14/01/2014	029981	3,350.00	670.00	4,020.00	4,020.00
68518	14/12/2013	RENTOKIL	70579730	14/01/2014	029982	116.96	23.39	140.35	140.35
68519	17/12/2013	WESSEXWA	20181736410	14/01/2014	029983	300.26	0.00	300.26	300.26
68520	20/12/2013	WESSEXWA	20022746310	14/01/2014	029983	238.03	0.00	238.03	238.03
68521	20/12/2013	WESSEXWA	20096095231	14/01/2014	029983	61.20	0.00	61.20	61.20
68522	20/12/2013	WESSEXWA	20022898320	14/01/2014	029983	121.46	0.00	121.46	121.46
68523	28/12/2013	JOYS	001570	14/01/2014	029984	14.40	0.00	14.40	14.40
68524	24/12/2013	ORANGE	0104647326	14/01/2014	029985	20.21	4.05	24.26	24.26
68525	24/12/2013	ORANGE	0104647326	14/01/2014	029985	45.12	9.02	54.14	54.14
68526	24/12/2013	ORANGE	0104647326	14/01/2014	029985	20.00	4.00	24.00	24.00
68527	01/01/2014	POUNDMAN		14/01/2014	029986	140.00	0.00	140.00	140.00
68528	31/12/2013	SIMONMOO	58055	14/01/2014	029987	485.90	97.18	583.08	583.08
68529	31/12/2013	LAM-ART	21086	14/01/2014	029988	41.60	8.32	49.92	49.92
68530	23/12/2013	TRINITYS	1368	14/01/2014	029989	1,580.50	0.00	1,580.50	1,580.50
68531	20/12/2013	NEWLANDS	4064	14/01/2014	029990	375.00	75.00	450.00	450.00
68532	20/12/2013	DCC	2800019574	14/01/2014	029991	1,576.96	315.39	1,892.35	1,892.35
68533	19/12/2013	ANDYWHIT	26942	14/01/2014	029992	50.00	10.00	60.00	60.00
68534	16/12/2013	COLEGRAV	44302987	14/01/2014	029993	275.36	55.07	330.43	330.43
68535	16/12/2013	SCATS	61794355	14/01/2014	029994	26.44	5.29	31.73	31.73
68536	04/12/2013	SCATS	61789278	14/01/2014	029994	55.37	11.07	66.44	66.44
68537	14/12/2013	ECOCOMPO	295989	14/01/2014	029995	109.00	21.80	130.80	130.80
68538	20/12/2013	ECOCOMPO	296095	14/01/2014	029995	113.80	22.76	136.56	136.56
68539	06/01/2014	TUDORROS	6	14/01/2014	029996	1,699.13	339.82	2,038.95	2,038.95
68540	13/01/2014	DURNOWAR	GRANT	14/01/2014	029997	5,000.00	0.00	5,000.00	5,000.00
68541	14/01/2014	WDDCREVE	261167188	14/01/2014	029998	123.17	0.00	123.17	123.17
68542	14/01/2014	WDDCREVE	261167188	14/01/2014	029998	108.39	0.00	108.39	108.39
68543	14/01/2014	GMB		14/01/2014	029999	11.92	0.00	11.92	11.92
68544	14/01/2014	FIRSTDOR	CREDIT	14/01/2014	030000	110.00	0.00	110.00	110.00
68545	14/01/2014	UNISON		14/01/2014	030001	27.25	0.00	27.25	27.25
68546	14/01/2014	DDCSUPER	PENSION	14/01/2014	030002	8,595.73	0.00	8,595.73	8,595.73
68547	14/01/2014	INLANDRE		14/01/2014	030003	3,415.90	0.00	3,415.90	3,415.90
68548	14/01/2014	INLANDRE		14/01/2014	030003	3,879.75	0.00	3,879.75	3,879.75
68549	13/01/2014	ABARNETT	XMAS	14/01/2014	030004	34.42	0.00	34.42	34.42
68846	30/09/2013	BREDYAGR	164894	24/01/2014	030052	32.80	6.56	39.36	39.36
68847	30/09/2013	BREDYAGR	164894	24/01/2014	030052	3.28	0.00	3.28	3.28
68848	28/10/2013	BREDYAGR	166638	24/01/2014	030052	161.42	32.28	193.70	193.70
68849	28/10/2013	BREDYAGR	166638	24/01/2014	030052	16.14	0.00	16.14	16.14
68850	29/10/2013	BREDYAGR	166734	24/01/2014	030052	25.90	5.18	31.08	31.08
68851	29/10/2013	BREDYAGR	166734	24/01/2014	030052	2.59	0.00	2.59	2.59
68852	29/10/2013	BREDYAGR	166991	24/01/2014	030052	462.57	92.51	555.08	555.08
68853	29/10/2013	BREDYAGR	166991	24/01/2014	030052	46.26	0.00	46.26	46.26
68854	31/10/2013	BREDYAGR	167002	24/01/2014	030052	115.68	23.14	138.82	138.82
68855	31/10/2013	BREDYAGR	167002	24/01/2014	030052	11.57	0.00	11.57	11.57
68856	31/10/2013	BREDYAGR	167001	24/01/2014	030052	114.28	22.86	137.14	137.14
68857	31/10/2013	BREDYAGR	167001	24/01/2014	030052	11.43	0.00	11.43	11.43
68858	31/10/2013	BREDYAGR	166990	24/01/2014	030052	109.03	21.81	130.84	130.84
68859	31/10/2013	BREDYAGR	166990	24/01/2014	030052	10.90	0.00	10.90	10.90
68860	31/10/2013	BREDYAGR	166987	24/01/2014	030052	540.11	108.02	648.13	648.13
68861	31/10/2013	BREDYAGR	166987	24/01/2014	030052	54.01	0.00	54.01	54.01
68862	31/10/2013	BREDYAGR	166884	24/01/2014	030052	6.48	1.30	7.78	7.78
68863	31/10/2013	BREDYAGR	166884	24/01/2014	030052	0.65	0.00	0.65	0.65
68864	31/10/2013	BREDYAGR	166979	24/01/2014	030052	247.11	49.42	296.53	296.53
68865	31/10/2013	BREDYAGR	166979	24/01/2014	030052	24.71	0.00	24.71	24.71
68866	01/11/2013	BREDYAGR	167023	24/01/2014	030052	76.72	15.34	92.06	92.06
68867	01/11/2013	BREDYAGR	167023	24/01/2014	030052	7.67	0.00	7.67	7.67
68868	04/11/2013	BREDYAGR	167139	24/01/2014	030052	12.98	2.60	15.58	15.58
68869	04/11/2013	BREDYAGR	167139	24/01/2014	030052	1.30	0.00	1.30	1.30
68870	07/11/2013	BREDYAGR	170353	24/01/2014	030052	25.80	5.16	30.96	30.96

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68871	03/01/2014	BREDYAGR	170204	24/01/2014	030052	26.86	5.37	32.23	32.23
68872	03/01/2014	BREDYAGR	170212	24/01/2014	030052	24.72	4.94	29.66	29.66
68873	20/12/2013	BREDYAGR	169819	24/01/2014	030052	171.76	34.35	206.11	206.11
68874	20/12/2013	BREDYAGR	169846	24/01/2014	030052	65.60	13.12	78.72	78.72
68875	20/12/2013	BREDYAGR	169817	24/01/2014	030052	254.25	50.85	305.10	305.10
68876	19/12/2013	BREDYAGR	167749	24/01/2014	030052	15.52	3.13	18.65	18.65
68877	30/11/2013	HAULWAST	0000700921	24/01/2014	030005	564.30	112.86	677.16	677.16
68878	20/12/2013	MOTORWAY	34104826	24/01/2014	030006	20.00	4.00	24.00	24.00
68879	15/11/2013	MOTORWAY	34104555	24/01/2014	030006	49.76	9.95	59.71	59.71
68880	21/01/2014	POSTOFFI	TAX	24/01/2014	030007	220.00	0.00	220.00	220.00
68881	17/09/2013	AUTOBITZ	N752770	24/01/2014	030008	26.68	5.34	32.02	32.02
68882	04/12/2013	GRASSBY	12391/12122	24/01/2014	030009	192.00	38.40	230.40	230.40
68883	20/12/2013	MULTICUL	GRANT	24/01/2014	030010	150.00	0.00	150.00	150.00
68884	17/01/2014	CSMART	162918	24/01/2014	030011	384.48	76.90	461.38	461.38
68885	17/01/2014	CSMART	162918	24/01/2014	030011	48.06	9.61	57.67	57.67
68886	17/01/2014	CSMART	162918	24/01/2014	030011	48.06	9.61	57.67	57.67
68887	15/01/2014	TCV	33020251	24/01/2014	030012	198.00	39.60	237.60	237.60
68888	06/01/2014	ECOCOMPO	296229	24/01/2014	030013	56.80	11.36	68.16	68.16
68889	06/01/2014	ECOCOMPO	296344	24/01/2014	030013	45.00	9.00	54.00	54.00
68890	13/01/2014	ARCHIRON	118219	24/01/2014	030014	12.02	2.40	14.42	14.42
68891	13/01/2014	JRBENTER	12368	24/01/2014	030015	970.00	194.00	1,164.00	1,164.00
68892	16/01/2014	GLASDONU	656478	24/01/2014	030016	141.05	28.21	169.26	169.26
68893	06/01/2014	PLAYQUES	6236	24/01/2014	030017	20.00	4.00	24.00	24.00
68894	31/12/2013	ANDYWHIT	26978	24/01/2014	030018	451.80	90.36	542.16	542.16
68895	15/01/2014	ANDYWHIT	27023	24/01/2014	030018	50.00	10.00	60.00	60.00
68896	25/11/2013	KEVROGER	88	24/01/2014	030019	160.00	0.00	160.00	160.00
68897	12/12/2013	EVACCHAI	E122148	24/01/2014	030020	165.00	33.00	198.00	198.00
68898	31/12/2013	GWELETRI	36548	24/01/2014	030021	118.00	23.60	141.60	141.60
68899	13/01/2014	AUTOBITZ	N756444	24/01/2014	030008	20.77	4.15	24.92	24.92
68900	05/12/2013	MEDLANDS	126783	24/01/2014	030022	149.05	29.81	178.86	178.86
68901	11/12/2013	MEDLANDS	126869	24/01/2014	030022	334.38	66.88	401.26	401.26
68902	14/01/2014	STJOHN	1400007586	24/01/2014	030023	112.00	22.40	134.40	134.40
68903	24/12/2013	GIBBS&DA	3770/012018	24/01/2014	030024	16.51	3.30	19.81	19.81
68904	31/12/2013	HAULWAST	0000737069	24/01/2014	030005	508.38	101.68	610.06	610.06
68905	06/01/2014	TUDOREN	119369	24/01/2014	030025	245.73	49.14	294.87	294.87
68906	08/01/2014	SECURITY	88151	24/01/2014	030026	89.00	17.80	106.80	106.80
68907	06/01/2014	SECURITY	88051	24/01/2014	030026	104.55	20.91	125.46	125.46
68908	08/01/2014	TRIDENTA	1254	24/01/2014	030027	170.00	0.00	170.00	170.00
68909	09/01/2014	SHOETREE	78	24/01/2014	030028	3.75	0.75	4.50	4.50
68910	08/01/2014	TAYLORJA	2720	24/01/2014	030029	50.00	0.00	50.00	50.00
68911	08/01/2014	TAYLORJA	2720	24/01/2014	030029	43.50	0.00	43.50	43.50
68912	08/01/2014	TAYLORJA	2720	24/01/2014	030029	5.00	0.00	5.00	5.00
68913	07/01/2014	WALLISAG	DTC011	24/01/2014	030030	3,885.00	0.00	3,885.00	3,885.00
68914	24/01/2014	HOLLINGS	TRAVEL	24/01/2014	030031	194.00	0.00	194.00	194.00
68915	01/01/2014	CARTERUT	4052180	24/01/2014	030033	35.00	7.00	42.00	42.00
68916	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.50	2.10	12.60	12.60
68917	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.50	2.10	12.60	12.60
68918	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.55	2.11	12.66	12.66
68919	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.50	2.10	12.60	12.60
68920	01/01/2014	CARTERUT	4052180	24/01/2014	030033	35.00	7.00	42.00	42.00
68921	01/01/2014	CARTERUT	4052180	24/01/2014	030033	20.06	4.01	24.07	24.07
68922	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.50	2.10	12.60	12.60
68923	01/01/2014	CARTERUT	4052180	24/01/2014	030033	10.84	2.17	13.01	13.01
68924	01/01/2014	CARTERUT	4052180	24/01/2014	030033	12.02	2.40	14.42	14.42
68925	01/01/2014	CARTERUT	4052180	24/01/2014	030033	35.04	7.01	42.05	42.05
68926	01/01/2014	CARTERUT	4052180	24/01/2014	030033	26.29	5.26	31.55	31.55
68927	01/01/2014	CARTERUT	4052180	24/01/2014	030033	35.03	7.01	42.04	42.04
68928	25/11/2013	SOUTHELE	0006	24/01/2014	030034	23.47	1.17	24.64	24.64
68929	16/01/2014	CONSORTI	9551633	24/01/2014	030035	228.77	45.76	274.53	274.53
68930	16/01/2014	WESSEXWA	20090144820	24/01/2014	030036	726.41	0.00	726.41	726.41
68931	16/01/2014	WESSEXWA	20090144820	24/01/2014	030036	70.55	0.00	70.55	70.55
68932	16/01/2014	WESSEXWA	20022746310	24/01/2014	030036	76.70	0.00	76.70	76.70
68933	16/01/2014	WESSEXWA	20156102240	24/01/2014	030036	22.49	0.00	22.49	22.49

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68934	16/01/2014	WESSEXWA	20095892870	24/01/2014	030036	1,499.90	0.00	1,499.90	1,499.90
68935	16/01/2014	WESSEXWA	20096132140	24/01/2014	030036	194.38	0.00	194.38	194.38
68936	15/01/2014	CORONAEN	08952248	24/01/2014	030037	153.05	7.65	160.70	160.70
68937	15/01/2014	CORONAEN	08952260	24/01/2014	030037	84.16	4.21	88.37	88.37
68938	15/01/2014	CORONAEN	08952236	24/01/2014	030037	76.13	3.81	79.94	79.94
68939	30/11/2013	JOYS	1502	24/01/2014	030038	15.40	0.00	15.40	15.40
68940	16/01/2014	BURGESSF	REF 75-28	24/01/2014	030039	76.00	0.00	76.00	76.00
68941	21/01/2014	BEEREX	SPONSOR	24/01/2014	030040	75.00	0.00	75.00	75.00
68942	14/01/2014	ROYALMAI	11088947253	24/01/2014	030041	35.00	0.00	35.00	35.00
68943	20/12/2013	ICCM	5300	24/01/2014	030042	450.00	90.00	540.00	540.00
68944	07/01/2014	KINGSTON	KMCINVB323	24/01/2014	030043	165.00	0.00	165.00	165.00
68945	10/01/2014	DRSTCOMM	2356	24/01/2014	030044	850.00	170.00	1,020.00	1,020.00
68946	17/01/2014	PITNEYBO	40170120	24/01/2014	030045	450.00	0.00	450.00	450.00
68947	17/01/2014	PITNEYBO	40170120	24/01/2014	030045	9.00	1.80	10.80	10.80
68948	24/12/2013	E.ON	HF70A8A99	24/01/2014	030046	621.46	124.29	745.75	745.75
68949	31/12/2013	LODESMO	2013000022	24/01/2014	030047	93.56	18.71	112.27	112.27
68950	31/12/2013	LODESMO	2013000022	24/01/2014	030047	42.31	8.45	50.76	50.76
68951	20/12/2013	DORTIMBE	53206	24/01/2014	030048	104.25	20.85	125.10	125.10
68952	09/12/2013	SYDENHAM	240129	24/01/2014	030049	227.00	45.40	272.40	272.40
68953	09/12/2013	SYDENHAM	240129	24/01/2014	030049	74.00	14.80	88.80	88.80
68954	09/12/2013	SYDENHAM	240131	24/01/2014	030049	149.00	29.80	178.80	178.80
68955	09/12/2013	SYDENHAM	240131	24/01/2014	030049	26.00	1.30	27.30	27.30
69200	06/02/2014	FIRSTPEN	2289	13/02/2014	030068	310.00	62.00	372.00	372.00
69201	17/01/2014	STOPTHED	Stop The	13/02/2014	030070	100.00	0.00	100.00	100.00
69202	05/02/2014	BRITTELE	Q092E6	13/02/2014	030071	12.86	2.57	15.43	15.43
69203	05/02/2014	BRITTELE	Q092E6	13/02/2014	030071	13.50	0.00	13.50	13.50
69204	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	4,277.15	0.00	4,277.15	4,277.15
69205	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	708.09	0.00	708.09	708.09
69206	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	59.55	0.00	59.55	59.55
69207	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	42.17	0.00	42.17	42.17
69208	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	98.83	0.00	98.83	98.83
69209	06/02/2014	WESSEXPL	WPMFOUNT2	13/02/2014	030073	27.90	0.00	27.90	27.90
69210	05/02/2014	WESSEXWA	20090144820	13/02/2014	030069	57.32	0.00	57.32	57.32
69211	03/02/2014	BTPLC	5T64618147	13/02/2014	030072	318.95	63.79	382.74	382.74
69212	31/01/2014	WESSEXWA	20090144820	13/02/2014	030069	335.38	0.00	335.38	335.38
69213	17/01/2014	LYRECOUK	6390190112	13/02/2014	030074	180.00	36.00	216.00	216.00
69214	31/01/2014	R&BTROPH	2014011	13/02/2014	030075	83.33	16.67	100.00	100.00
69215	08/02/2014	HEBDITCH	EXPLORE	13/02/2014	030076	1,000.00	0.00	1,000.00	1,000.00
69216	07/11/2013	GCROOKSO	221257	13/02/2014	030077	650.00	130.00	780.00	780.00
69217	03/12/2013	WDOC	GRANT	13/02/2014	030078	500.00	0.00	500.00	500.00
69218	24/01/2014	ORANGE	01052041298	13/02/2014	030079	80.00	16.00	96.00	96.00
69219	15/01/2014	TAMPENTA	1401134	13/02/2014	030080	179.28	35.85	215.13	215.13
69220	25/01/2014	P&MREAD	32452	13/02/2014	030081	64.00	0.00	64.00	64.00
69221	07/10/2013	LYCOOIRE	1488463	13/02/2014	030082	68.59	13.72	82.31	82.31
69222	11/02/2014	WAKELY	TRAINING	13/02/2014	030083	185.67	37.13	222.80	222.80
69223	11/02/2014	WAKELY	TRAINING	13/02/2014	030083	11.00	0.00	11.00	11.00
69224	23/01/2014	E.ON	HF8DF2059	13/02/2014	030084	462.96	0.00	462.96	462.96
69225	01/01/2014	CARTERUT	4052180	13/02/2014	030085	261.83	52.37	314.20	314.20
69226	21/01/2014	WESSEXWA	20090144820	13/02/2014	030069	187.72	0.00	187.72	187.72
69227	21/01/2014	WESSEXWA	20093892600	13/02/2014	030069	150.73	0.00	150.73	150.73
69228	31/01/2014	STAGEELE	00255608	13/02/2014	030086	1,150.20	230.04	1,380.24	1,380.24
69229	10/01/2014	NEWLANDS	4072	13/02/2014	030089	490.00	98.00	588.00	588.00
69230	29/01/2014	NEWLANDS	4091	13/02/2014	030089	160.00	32.00	192.00	192.00
69231	29/01/2014	BARHAM	094048	13/02/2014	030090	797.00	159.40	956.40	956.40
69232	31/01/2014	SIMONMOO	58397	13/02/2014	030091	340.00	68.00	408.00	408.00
69233	28/01/2014	SECURITY	88380	13/02/2014	030092	370.00	74.00	444.00	440.00
69234	27/01/2014	COLEGRAV	95256069	13/02/2014	030093	4.39	0.88	5.27	5.27
69235	27/01/2014	GIBBS&DA	3770/010197	13/02/2014	030094	20.44	4.09	24.53	24.53
69236	27/01/2014	GIBBS&DA	3770/010197	13/02/2014	030094	134.90	26.98	161.88	161.88
69237	27/01/2014	GIBBS&DA	3770/010197	13/02/2014	030094	41.21	8.24	49.45	49.45
69238	28/01/2014	GIBBS&DA	3770/010197	13/02/2014	030094	67.45	13.49	80.94	80.94
69239	28/01/2014	GIBBS&DA	3770/010197	13/02/2014	030094	41.21	8.24	49.45	49.45
69240	29/01/2014	GIBBS&DA	3770/010198	13/02/2014	030094	80.62	16.11	96.73	96.73

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69241	29/01/2014	GIBBS&DA	3770/010198	13/02/2014	030094	118.99	23.80	142.79	142.79
69243	25/01/2014	ECOCOMPO	296579	13/02/2014	030095	261.60	52.32	313.92	313.92
69244	29/01/2014	ECOCOMPO	296630	13/02/2014	030095	82.40	16.48	98.88	98.88
69245	24/01/2014	TUDOREN	120188	13/02/2014	030096	33.36	6.67	40.03	40.03
69246	27/01/2014	TUDOREN	120251	13/02/2014	030096	252.82	50.56	303.38	303.38
69247	29/01/2014	TUDOREN	120376	13/02/2014	030096	105.60	21.12	126.72	126.72
69248	21/01/2014	SHERTURF	21402	13/02/2014	030097	142.00	28.40	170.40	170.40
69249	20/01/2014	CONSORTI	9553833	13/02/2014	030098	161.31	32.26	193.57	193.57
69250	19/01/2014	SYDENHAM	243284	13/02/2014	030099	95.00	19.00	114.00	114.00
69251	06/01/2014	SCATS	61803765	13/02/2014	030100	25.86	5.17	31.03	31.03
69252	16/01/2014	SCATS	61807615	13/02/2014	030100	55.90	11.18	67.08	67.08
69253	28/01/2014	SCATS	61812574	13/02/2014	030100	27.25	5.45	32.70	32.70
69254	29/01/2014	SCATS	61812882	13/02/2014	030100	67.16	13.43	80.59	80.59
69255	03/01/2014	DORTIMBE	53244	13/02/2014	030101	73.44	14.69	88.13	88.13
69256	06/01/2014	DORTIMBE	53279	13/02/2014	030101	109.27	21.85	131.12	131.12
69257	08/01/2014	DORTIMBE	53308	13/02/2014	030101	77.40	15.48	92.88	92.88
69258	08/01/2014	DORTIMBE	53317	13/02/2014	030101	45.00	9.00	54.00	54.00
69259	20/01/2014	DORTIMBE	53455	13/02/2014	030101	87.96	17.59	105.55	105.55
69260	22/01/2014	DORTIMBE	53482	13/02/2014	030101	62.40	12.48	74.88	74.88
69261	04/12/2013	HARNESSD	1834	13/02/2014	030087	2,015.00	403.00	2,418.00	2,418.00
69262	04/12/2013	HARNESSD	1834	13/02/2014	030087	580.00	116.00	696.00	696.00
69263	24/01/2014	DCC	2800019902	13/02/2014	030053	372.85	74.57	447.42	447.42
69264	01/02/2014	JOYS	001638	13/02/2014	030064	19.25	0.00	19.25	19.25
69265	04/02/2014	AUTISMWE	SPONSORSHI	13/02/2014	030065	10.00	0.00	10.00	10.00
69266	23/12/2013	TRINITYF	1382	13/02/2014	030066	2,400.00	0.00	2,400.00	2,400.00
69267	21/01/2014	FRIENDSO		13/02/2014	030067	250.00	0.00	250.00	250.00
69268	20/01/2014	STOPTHED	1401	13/02/2014	030088	100.00	0.00	100.00	100.00
69271	12/02/2014	DRYOUTH		13/02/2014	030060	500.00	0.00	500.00	500.00
69272	13/02/2014	MAYORSAP		13/02/2014	030061	25.00	0.00	25.00	25.00
69279	16/01/2014	BREDYAGR	170833	24/01/2014	171251	15.87	3.17	19.04	19.04
69280	21/01/2014	BREDYAGR	171248	24/01/2014	171251	86.35	17.27	103.62	103.62
69281	30/01/2014	BREDYAGR	171558	13/02/2014	030063	72.93	14.59	87.52	87.52
69282	31/01/2014	BREDYAGR	171632	13/02/2014	030063	39.16	7.83	46.99	46.99
69283	31/01/2014	BREDYAGR	171635	13/02/2014	030063	409.93	81.97	491.90	491.90
69284	31/01/2014	BREDYAGR	171640	13/02/2014	030063	140.56	28.11	168.67	168.67
69285	31/01/2014	BREDYAGR	171643	13/02/2014	030063	76.05	15.21	91.26	91.26
69286	31/01/2014	BREDYAGR	171644	13/02/2014	030063	72.00	14.40	86.40	86.40
69287	31/01/2014	BREDYAGR	171642	13/02/2014	030063	72.72	14.54	87.26	87.26
69288	31/01/2014	BREDYAGR	171641	13/02/2014	030063	126.01	25.20	151.21	151.21
69289	31/01/2014	BREDYAGR	171666	13/02/2014	030063	79.51	15.90	95.41	95.41
69290	31/01/2014	BREDYAGR	171667	13/02/2014	030063	36.30	7.26	43.56	43.56
69291	31/01/2014	BREDYAGR	171707	13/02/2014	030063	128.20	25.64	153.84	153.84
69292	31/01/2014	BREDYAGR	171676	13/02/2014	030063	41.84	8.37	50.21	50.21
69293	31/01/2014	BREDYAGR	171682	13/02/2014	030063	171.14	34.23	205.37	205.37
69294	31/01/2014	BREDYAGR	171654	13/02/2014	030063	114.21	22.84	137.05	137.05
69295	31/01/2014	BREDYAGR	171634	13/02/2014	030063	353.98	70.81	424.79	424.79
69296	13/02/2014	WESTERNM	WM04850	13/02/2014	030054	449.06	89.81	538.87	538.87
69297	13/02/2014	MRGUYWAT	00399	13/02/2014	030055	450.00	0.00	450.00	450.00
69298	29/01/2014	HIQ	34105074	13/02/2014	030056	62.90	12.58	75.48	75.48
69299	15/01/2014	HIGHWOOD	137360	13/02/2014	030057	2,253.91	409.80	2,663.71	2,663.71
69300	05/02/2014	TAYLORJA	2741	13/02/2014	030058	7.00	0.00	7.00	7.00
69301	05/02/2014	TAYLORJA	2741	13/02/2014	030058	43.00	0.00	43.00	43.00
69302	05/02/2014	TAYLORJA	2741	13/02/2014	030058	43.50	0.00	43.50	43.50
69303	05/02/2014	TAYLORJA	2741	13/02/2014	030058	5.00	0.00	5.00	5.00
69304	12/02/2014	FRIENDSO	ANDY GRANT	13/02/2014	030059	250.00	0.00	250.00	250.00
69361	13/02/2014	FLAG&BUN	FB30000009	13/02/2014	030106	334.54	66.91	401.45	401.45
69362	30/01/2014	JOHNSTAR	15/65	13/02/2014	030105	3,328.77	665.75	3,994.52	3,994.52
69363	30/01/2014	GIBBS&DA	3770/010198	13/02/2014	030104	80.62	16.12	96.74	96.74
69364	30/01/2014	GIBBS&DA	3770/010199	13/02/2014	030104	100.77	20.15	120.92	120.92
69365	30/01/2014	GIBBS&DA	3770/010199	13/02/2014	030104	14.94	2.99	17.93	17.93
69366	31/01/2014	HAULWAST	0000761036	13/02/2014	030103	578.88	115.78	694.66	694.66
69367	31/01/2014	HAULWAST	0000777672	13/02/2014	030103	135.20	27.04	162.24	162.24
69368	31/01/2014	LODESRMO	2014000001	13/02/2014	030102	125.63	25.13	150.76	150.76

Dorchester Town Council
Day Books: Paid Invoices (Summary)

<u>Tran Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Last Pay Date</u>	<u>Pay Reference</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Amount Paid this Period</u>
69545	14/02/2014	BISGROVE	STEVE	26/02/2014	030121	150.00	0.00	150.00	150.00
69546	11/02/2014	DCC	2800020186	26/02/2014	030122	222.20	44.44	266.64	266.64
69547	11/02/2014	DCC	2800020181	26/02/2014	030122	534.38	106.88	641.26	641.26
69548	09/02/2014	BTPLC	ST6715-0835	26/02/2014	030123	12.12	2.42	14.54	14.54
69549	09/02/2014	BTPLC	ST6715-0835	26/02/2014	030123	13.50	0.00	13.50	13.50
69550	28/02/2014	RIALTAS	SM14419	28/02/2014	030126	255.00	51.00	306.00	306.00
69551	01/02/2014	CARTERUT	4107158	26/02/2014	030125	360.65	72.13	432.78	432.78
69552	20/02/2014	TUDORDIS	022416	26/02/2014	030120	425.00	85.00	510.00	510.00
69553	08/02/2014	WESSEXWA	20093892500	26/02/2014	030124	53.92	0.00	53.92	53.92
69554	14/02/2014	KERNOCKP	31818/57611	26/02/2014	030129	285.88	57.18	343.06	343.06
69555	14/02/2014	KERNOCKP	31818/57611	26/02/2014	030129	161.00	0.00	161.00	161.00
69556	14/02/2014	DCC	2800020222	26/02/2014	030122	197.94	39.59	237.53	237.53
69557	17/02/2014	ECDCOMPO	296945	26/02/2014	030109	94.40	18.88	113.28	113.28
69592	17/02/2014	CORONAEN	09039998	26/02/2014	030112	164.34	8.22	172.56	172.56
69593	17/02/2014	CORONAEN	09040016	26/02/2014	030112	30.54	1.53	32.07	32.07
69594	17/02/2014	CORONAEN	09040008	26/02/2014	030112	42.20	2.11	44.31	44.31
69595	05/12/2013	RAPIDRAC	5193385	26/02/2014	030130	205.00	41.00	246.00	246.00
69596	21/02/2014	CHANNEL	123989	26/02/2014	030118	128.29	25.66	153.95	153.95
69597	21/02/2014	CHANNEL	123992	26/02/2014	030118	190.78	38.16	228.94	228.94
69598	21/02/2014	CHANNEL	123994	26/02/2014	030118	128.29	25.66	153.95	153.95
69599	21/02/2014	CHANNEL	124000	26/02/2014	030118	242.00	48.40	290.40	290.40
69600	06/12/2013	GIBBS&DA	3770/010184	26/02/2014	030111	41.66	8.33	49.99	49.99
69601	11/02/2014	BREDYAGR	172124	26/02/2014	030114	56.67	11.34	68.01	68.01
69602	12/02/2014	BREDYAGR	172190	26/02/2014	030114	17.20	3.44	20.64	20.64
69605	06/02/2014	TUDOREN	120735	26/02/2014	030115	18.12	3.62	21.74	21.74
69606	14/02/2014	BREDYAGR	172349	26/02/2014	030113	43.68	8.74	52.42	52.42
69607	04/02/2014	GIBBS&DA	2770/010200	26/02/2014	030110	41.21	8.24	49.45	49.45
69608	12/02/2014	ANDYWHIT	27104	26/02/2014	030116	102.60	20.52	123.12	123.12
69610	14/02/2014	WALLGATE	0000049321	26/02/2014	030117	1,442.00	288.40	1,730.40	1,730.40
69613	17/02/2014	STMARYS	2014 - H -	26/02/2014	030119	30.00	0.00	30.00	30.00
69616	21/02/2014	BREDYAGR	172683	26/02/2014	030108	1,459.63	291.92	1,751.55	1,751.55
69617	21/02/2014	BREDYAGR	172697	26/02/2014	030108	25.27	5.05	30.32	30.32
69618	10/02/2014	ECDCOMPO	296831	26/02/2014	030107	123.20	24.64	147.84	147.84
69619	20/02/2014	E.ON	HFACB6303	26/02/2014	030127	164.14	32.83	196.97	196.97
69620	20/02/2014	E.ON	HFACB6303	26/02/2014	030127	14.00	0.00	14.00	14.00
69646	10/02/2014	SECURITY	88553	26/02/2014	030128	43.48	8.70	52.18	52.18
69661	30/12/2013	STANNAHL	0030049903	27/02/2014	030131	769.35	153.87	923.22	749.16
						<u>94,794.45</u>	<u>9,856.16</u>	<u>104,650.61</u>	<u>104,472.55</u>