



Dorchester Town Council

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4 March 2015

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 10 March 2015** 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. Armitage, D. Barrett, C. Biggs, S. Hosford, T. James, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter, M. 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 13 January 2015 (adopted by Council on 27 January 2015). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Community Activities Panel

To receive the minutes of the meeting of the Community Activities Panel held on 26 February 2015 (enclosed).

4. Proposed Memorial 2nd Battalion Dorset Regiment

To consider correspondence from Reverend Dr John C Travell (enclosed).

5. Management Arrangements

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

6. Borough Gardens Bowling Green and Grass Free lawn

Further to Minute No 26/2014 to consider a report by the Deputy Town Clerk (enclosed).

7. Borough Gardens Notice Boards

To consider a report by the Compliance Manager (enclosed).

8. Electronic Cigarette Policy for the Council's Buildings

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

9. 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.

(d) Additional Ashes Pit – Poundbury Cemetery

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

(e) Electronic Database and Grave Mapping

Further to Minute No 43/2015 to consider a report from the Deputy Town Clerk (to follow).

10. Monitoring Report

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

11. Paid Invoices

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (enclosed).

12. Information Reports

To note the Minutes of the Dorchester Youth and Community Centre Management Committee held on 2 October 2014 which are presented for information (enclosed).

13. Urgent Items

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

Dorchester Town Council
Community Activities Panel
26 February 2015

Present: Mayor P. Mann and Councillors E.S Jones and M. Rennie (Chairman).

Apologies: Councillors T.C.N. Harries, S.C. Hosford and F.E. Kent – Ledger.

11. WW1 Commemorations

(i) 2015 Events

The Chairman of the Panel informed Members that the Chairman of West Dorset District Council would be hosting a 'Fly a Flag for the Commonwealth' event followed by a Single Commemorative Act marking the centenary of World War One at South Walks House on Monday, 9 March.

The Panel was unaware of any other events planned for 2015 at present but noted that money had been allocated in the budget should any events be brought to the Panel's attention.

The Deputy Town Clerk reported that over £3000 had been raised for Military charities at the Dorchester Town Football Club WW1 Commemorative football match, held in December 2014 which had been supported by the Council.

(ii) WW1 Commemorative Art

The Panel felt that it would be appropriate to commission a piece of work to commemorate the end of World War 1 and to promote peace within Europe. The Panel felt that the timescale to create a suitable piece of art in time for 2018 should be taken into consideration. It was reported that the Town Clerk had arranged a meeting with a local sculptor and would report his findings at a later Community Activities Panel meeting. Members noted that such a project may need to follow a process of tendering. The Panel requested that any funds not spent from the WW1 Commemorative Events 2015/16 budget be reserved for the project.

Recommended

(1) That a piece of art to commemorate the end of WW1 and to promote peace within Europe should be commissioned.

(2) That any funds not spent from the WW1 Commemorative Events 2015/16 budget be reserved for the project.

12. **Borough Gardens Events Programme 2015**

Members received the proposed Borough Gardens Events Programme 2015 and were pleased that there would be an event held in the Borough Gardens that would be free for members of the public to attend on most weekends throughout Summer 2015. Members agreed that bands should be booked by the Council for the three weekends that remained available. It was reported that the infrastructure for the Maumbury Rings Music Day event was in place and that acts needed to be booked. Members agreed that two appropriate members of staff should be in attendance throughout the event.

13. **Paving Stone in Lübbecke**

The Mayor informed the Panel that a paving stone engraved with the words 'Though a good deal is too strange to be believed, nothing is too strange to have happened. Thomas Hardy, Dorchester' would be laid in Lübbecke Town Centre and had been commissioned with funds from the Mayoral budget.

14. **The Eddison Steam Roller 50th Anniversary Event and Information Board**

The Deputy Town Clerk outlined to the Panel plans for an event in Summer 2015 to commemorate the 50th anniversary of the gifting of the Eddison Steam Roller in Kings Road Play area. Members noted that plans were underway for an information board to be installed about the Steam Roller. The Deputy Town Clerk reported that he had been in talks with a local company that had a working model of the exact same Steam Roller and that they would be interested in taking part in the celebrations. Members suggested that it would be nice to include a steam fair and involve any local Model Steam Engine Enthusiasts.

Resolved

That the Deputy Town Clerk would continue to make arrangements for an anniversary event and would contact local Steam Enthusiasts.

15. **Financial Assistance Applications**

The Panel considered grant applications which had been received.

Recommended

(1) That the application from Life Education Wessex be not approved.

(2) That the application from Women's Action Network Dorset be approved and the sum of £150 be awarded.

(3) That the application from Dorchester Men's Shed be not approved immediately but that the application would be reconsidered upon receipt of a business plan and further information about the membership policy.

(4) That the application from Dorchester Carnival Committee for the sponsorship of £150 be approved.

(As part of the sponsorship package offered by the Carnival Committee, sponsors are offered the opportunity to be entered into a draw for the chance to be named as the main sponsor of the Carnival, Members felt that it would be inappropriate for the Council to be entered into the draw.)

From: Rev. Dr. John C. Travell FRSA

44 CORNWALL ROAD
DORCHESTER
DORSET
DT1 1RY

15. 2. 2015

Dear Mr. Stedley

As you know, I have been seeking to get the words of the Kaimia Epitaph placed on a memorial to the 2nd Battalion Dorset Reg. here in Dorchester. I have just sent the exact letter to the Echo ~ also a copy to the Mayor.

As I think you also know, that a planned service to mark the 70th Anniversary and to place a stone with these words at the Keep last May was forced to be cancelled.

Grassby's have designed a wedge stone which is ready to be placed wherever it may agreed to be installed ~ I have said I will cover the cost of this - although

before the event last year was cancelled the Friends of the Keep gave me £100 towards the cost ~ this I returned to them.

I hope you will be able to find room on your agenda for this very soon. I enclose also copies of my pamphlet about Kaimia for any of the members of the Council who wish to be informed about the battle and the Dorset Regiment's part in it.

I have Grassby's' designs for the memorial and would be very pleased to be able to show them to you if we could arrange a date to meet.

With best wishes,

Yours sincerely,

John Travell

Copy

From: Rev. Dr. John C. Travell

**44 CORNWALL ROAD
DORCHESTER
DORSET DT1 1RY**

Tel: 01305 264681

The Editor
Have Your Say
The Dorset Echo
Hampshire Road
Weymouth
Dorset DT4 9XD

15 February 2015

Dear Sir,

The Second Battalion of the Dorset Regiment played a decisive part in the furiously fought battle of Kohima in the Second World War. This battle was the first major land victory against the Japanese and turned the tide of the war in the far East. After it, the Japanese won no further significant victories. The words of the Kohima Epitaph, 'When you go home, Tell them of us, and say, "For your tomorrow we gave our today"' are on their memorial on the site of the battle in which so many of them died.

I write to ask for the support of your paper and of your readers for these words, which are read at every Remembrance Day service, to be placed on a monument to them in this town, which was their home base and what is now the Keep Museum was their home Depot. The fact that very few people in this town have ever heard of this battle and the part the Dorsets played in it means that the solemn request for their story to be told that their comrades placed on their memorial is failing to be honoured here where they ought especially to be remembered. To have the words of the Kohima Epitaph engraved on a memorial here in Dorchester, together with an account of the part the Second Battalion played in that battle, would be the most appropriate and effective way of ensuring that their achievement and their sacrifice is never forgotten here in their native place.

Yours sincerely,



(Rev. Dr.) John C. Travell

DORCHESTER TOWN COUNCIL

GROUNDS WORK AUTUMN & WINTER 2014/15

Borough Gardens

- Cut mini tennis green x 2 per week - *ongoing*
- Fertilise mini tennis green x 1 during period –
- Cut grass edges to mini tennis green fortnightly - *completed*
- Strim grass surrounds to mini tennis green monthly - *completed*
- 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 weekly - *ongoing*
- Water bedding displays as required – *ongoing*
- Strim lawn edges fortnightly - *completed*
- Mow all lawns weekly/fortnightly - *completed*
- Cut hedges x 2 during period –*completed*
- Weed kill hard surface areas as required – *two completed*
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding summer bedding plants in greenhouse –*ongoing*
- Potting up summer bedding – *ongoing*
- Watering greenhouse – *ongoing*
- Rub down and oil seats & bins – *replaced heritage seat installed*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Clean fountain as required – *weekly contract, winter shutdown November completed*
- Tree inspections –
- Clean as required new toilet block –*ongoing*
- Plant up new bed (Mediterranean) - *ongoing*
- Glazing repairs to greenhouses – *completed*
- Legionella and fire testing – *ongoing*
- Install edging to new borders and tarmac-*completed*
- Leaf clearance lawns and paths –*completed*
- Leaf clearance tennis courts –*completed*
- Moss killing tennis courts-*one treatment completed*
- Install new court numbers tennis courts-*completed*
- Machine brush moss from tennis courts – *completed*
- Prepare for Christmas Carol concert – *completed*
- Borough Gardens – Love parks week various additional events planned - *completed*
- Borough Gardens – Green flag, - *awarded with a higher pass result in 2014*

Weymouth Ave Recreation Ground

- Mow field area weekly – *completed*
- Hand mow field edges – *completed*
- Strim field perimeter – *completed*
- Mow cricket square – *ongoing last cuts*
- Fertilise cricket square x 3 *applications completed*
- Reseed cricket square – *completed*
- Top dress cricket square-*completed*
- Spike cricket square-*completed*
- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches –*completed*
- Erect goal posts –*completed*
- Prune Sawmills shrub areas by railway bridge – *ongoing*
- Remove covers on portable cricket covers store for winter – *completed*
- Prepare cricket nets for the winter– *completed*
- Replace broken slabs – *completed*
- Legionella and fire testing – *ongoing*
- Spike winter sports pitches-*ongoing*
- Brush winter sports pitches-*ongoing*
- Divit replacement winter sports pitches-*ongoing*
- Remove tarmac strip cemetery wall, soil and seed-*ongoing*
- Treat park benches-*completed*
- Mark winter sports pitches, check for dogs mess-*weekly ongoing*
- KMC student weekly on Monday's assisting Groundsman-*ongoing*
- Install dog poo pick up bag holders x 2 - *completed*

Sandringham Sports Ground

- Mark out from scratch winter pitches – *completed*
- Erect goal posts –*completed*
- Mow field area on a weekly basis – *completed*
- Mow perimeters hand mower, fortnightly – *completed*
- Strim perimeter fortnightly – *completed*
- Weed kill boules court –3 x *sprays completed*
- Weed kill car park edges – 3 x *sprays completed*
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc – *completed*
- Legionella and fire testing – *ongoing*
- Mark winter pitches weekly, check for dog mess-*ongoing*
- Install dog poo pick up bag holders x 2 – *completed*
- Replace chain link fencing to the side of the bowling green – *completed*
- Prune shrubberies to the side of the carpark and behind the houses - *ongoing*

Kings Road and Salisbury Field

- Mow field areas on a weekly basis – *completed*
- Mow perimeters hand mower, fortnightly – *completed*
- Strim perimeter fortnightly – *completed*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Install new base for donated bench – *completed*
- Install pick up poo bag dispensers – *Salisbury Field only-completed*
- Tree surgery on several trees-*completed*
- Mark out initial rugby pitch (King's Road)-*completed*
- Plant 25 donated Silver Birch trees – *completed*
- Install dog poo pick up bag holders x 2 – *completed(Salisbury Field only)*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Grove bank, following HSE direction, flail mow (contractor) bottom section, DTC staff top areas only - *completed*
- Mow grass areas, hand mower fortnightly - *completed*
- Strim grass edges, obstacles etc fortnightly - *completed*
- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth – *completed*
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) – *completed*
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- Install one new donated replacement bench Frome Terrace – *completed*
- Install pick up poo bag dispensers – River Walk & Frome Terrace – *completed*
- Paint railings to front of Roman wall – *completed*
- Power washing public benches – *completed*
- Tree works, fell three diseased and dying Horse Chestnuts – *completed*
- Remove unwanted stanchions and chains by WDDC offices – *completed*
- Using repaired and repainted stanchions fill in gaps on South Walks – *completed*
- Install dog poo pick up bag holders x 1 – *completed (River Walk only)*
- Leaves removal – *completed*
- Using spare stanchions and ones removed from by WDDC office replace missing stanchions after painting - *completed*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *completed*
- Strim grass edges, obstacles etc fortnightly - *completed*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Repair 10 cast iron street benches, repaint replace wood – *completed*
- Prepare info structure for Bank Holiday event Maumbury Rings - *completed*
- Install dog poo pick up bag holders x 2 – *completed*

- Max gate roundabout, clear weeds and plant up with spring flowering bulbs - *completed*

Allotments

- Cut grass paths tractor/rotary on a fortnightly basis – *completed*
- Provide trailer to remove green waste- as per schedule – *2014 completed*
- Repairs to leaking water system Herringston/Alington – *completed*
- Strim and clear unlet plots at various sites – *completed*
- Turn off water at all sites for winter - *completed*

Hanging Baskets Town Centre

- Water baskets on a daily basis (7 days per week) – *ongoing*
- Put up hanging baskets around the town – *completed*
- Put up and water “Bid” hanging baskets – *completed*
- Install spring hanging baskets in South Street - *ongoing*

Additional Work Planned or Completed

- Maumbury Rings – prepare and rip down after event August B/holiday – *completed*
- Painting play ground equipment, various sites -*completed*
- Fire extinguishers servicing all sites, external contractor –*completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- PAT testing, all Town Council buildings – *completed*
- Riverside reserve, strim pond area and path sides-*completed*
- Install pick up poo bag dispensers – *completed- Maumbury Rings*
- Turn off fountain Roman fountain prepare for the winter- *completed*

The Great Field

- Mow field areas gangmower, every 10 days – *completed*
- Litter pick field area – as per rota – *ongoing*
- Take down goal posts – *completed*
- Reseed goal mouth areas – *completed*
- Prepare site for cricket – *completed*
- Fertilise field area –
- Mark out football pitches, inspect for dogs mess – *ongoing*
- Erect football posts –*completed*
- Erect new play equipment and safety surfacing – *completed*
- Install dog poo pick up bag holders x 2 - *completed*

Fordington Cemetery, (following Mike Bungays emergency operation in early February 2015 all burials and ashes are being completed by trained Depot staff until his return)

- Monthly grass mowing – *completed DCC contract*
- Tree inspections –
- Burials as required – *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways – *completed*
- Annual cutting to steep banking – *completed*
- Power wash German War Memorial - *completed*

Weymouth Avenue Cemetery

- Grass mowing rota – *completed DCC contract*
- Burials as required – *ongoing*
- Tree inspections –
- Weekly removal of waste from bins etc - *ongoing*
- Rabbit removal – *as required 10 removed October*
- Oil chapel doors –
- Raise wall to ashes area – *completed*
- Repair as required public benches - *completed*

Poundbury Cemetery

- Grass mowing rota, - *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections –
- Burials as required - *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Rub down and treat benches – *completed*
- Spread shingle over bare areas -*ongoing*
- Paint/repair building windows and doors – *completed*
- Following a further break-in external sheet steel plates are being fitted to the garage doors, with internally fitted steel sheets to the office entrance- *ongoing*
- Curtain alarm fitting to garage doors - *completed*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MARCH 2015

BOROUGH GARDENS BOWLING GREEN

1. At the meeting of the Management Committee held in November 2014 Members supported the using an area of the bowling green for the grass free lawn project and requested that officers explore the possibility of supplementing the lawn with additional wildflower planting, relocating the outside gym equipment and possibly locating some form of climbing facility on the site.
2. Investigations have been made into whether it would be feasible to relocate the outside from the play area end of the gardens to the bowling green. The gym equipment is now some years old and was set into deep concrete foundations with safety surfacing laid over the top.
3. Breaking out the equipment would be a significant undertaking requiring the hiring of a heavy duty hydraulic breaker and it is considered likely that the equipment itself once broken out would not be in a suitable condition to relocate to the bowling green. If it was new concrete foundations and safety surfacing would need to be laid and the original location of the equipment would need reinstating. The cost of this process would not be insignificant, given that and the possibility that some of the equipment would not last the move it is suggested that this proposal is not proceeded with.
4. Dorset Wildlife Trust remain on schedule to locate a grass free lawn on a small part of the bowling green over the Easter weekend. An area 20m² has been cleared with chemicals in readiness for planting to start on Bank Holiday Monday. A notice board is being designed to be erected in April to explain the thinking behind the lawn.
5. A team led by the Mayor and Joy Wallis of Dorset Wildlife Trust has recently reviewed work submitted by students on the Landscape Design course at Kingston Maurward College, who were working to a brief to redesign the bowling green. The designs include a number of innovative ideas that might feature if a decision is finally taken to develop the site as a formal garden.
6. Separate to the above operational initiatives West Dorset District Council is, with assistance from the Town Council, conducting a Sports Pitch and Cultural Facilities audit, which will help inform whether there is any form of sport related requirement in this part of the town.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MARCH 2015

BOROUGH GARDENS NOTICE BOARDS

1. Members will be aware that the Borough Gardens last year was once again awarded the Green Flag and Heritage award. Feedback from the Green Flag judges has now been received and it recommends that the two notice boards in the Gardens are replaced with new (due to the poor condition of both of them) and relocated to more prominent and accessible positions and that an additional notice board would be helpful.
2. The Albert Road notice board was provided by the Council and the Friends of the Borough Gardens and was installed many years ago prior to the new fencing being erected as a part of the Gardens refurbishment in 2007. The new fencing which was erected around the boundary of Gardens and approximately a meter in front of the notice board which makes it very difficult to read from outside of the Gardens.
3. The new toilets near the old bowling green also have had a notice board solely provided (and updated) by the Friends of the Borough Gardens. This small notice board is very limited in space and cannot hold more than six to eight sheets of A4 the views of which are obscured when the two wooden framed doors are closed.
4. As the Friends of the Borough Gardens provided financial contributions to both the existing notice boards, they have been contacted to discuss their ideas in respect of replacement and relocation. The Friends would like to be involved and feel they could also contribute financially to the cost of the notice boards.
5. It is proposed that three new notice boards be purchased and installed in easier to read locations as follows:-
 - Albert Road gate as you enter on the edge of the shrub beds either on the right or left hand side.
 - One in the area surrounding the Bandstand, exact location to be decided.
 - One to the greenhouse end of the Gardens to replace the small notice board perhaps on one side of the tennis courts.
6. Notice board's that will hold at least 10 x A4 sheets would be an advantage as some Council notices are long term, others advertising events may only be in the notice board for 2 or 3 weeks. A powder coated smaller single sided version of the Town Trails notice board in Cornhill costs between £750 and £2,500 each dependant on finish required. There is no budget set aside for this in the 2014-15 or 2015-16 budget and if Members are agreeable to the proposal a sum of money will be included in the special items list for 2016-17 unless savings in this financial year can be identified.

Peter Mullins
Compliance Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MARCH 2015

ELECTRONIC CIGARETTES IN COUNCIL OWNED BUILDINGS

1. At the last Council meeting Members agreed to a request from the Youth Council that consideration be given to establishing a policy in respect of the use of electronic cigarettes in Council owned buildings.
2. Since 2006 the Council's premises and vehicles have been smoke free – the Council introduced this policy a year ahead of legislation which effectively eliminated smoking of any kind from all public places.
3. The ban on smoking in public places is well established and it is now generally accepted without question that smoking in public buildings is not allowed.
4. Over the past few years there has been a rapid rise in the use of electronic cigarettes which is an electronic device that can release nicotine to the user via a vapour.
5. Electronic cigarettes are not included within the legislation banning smoking in public buildings as they do not produce smoke. They are also not included within the Council's no smoking policy.
6. Attached to this report is the summary of a briefing from the British Medical Association's Board of Science and Occupational Medicine Committee in respect of electronic cigarettes which was produced in March 2012 and updated in November 2014.
7. The view of Doctors is that electronic cigarette use should be prohibited in public places where smoking is prohibited. This is to protect others from being exposed to their vapours, and to ensure their use does not undermine smokefree restrictions or reinforce the normalcy of smoking behavior.
8. The Council has the right to to decide whether the use of electronic cigarettes is permitted on its premises or not and Members are asked to consider extending the Council's no smoking policy to prohibit the use of electronic cigarettes within all of its buildings and vehicles.
9. If Members agree all staff will be informed of the revised policy, the 'conditions of hire' documentation will be amended accordingly and new signage purchased for the Municipal Buildings, Weymouth Avenue Pavilion, Borough Gardens House and Sandringham Changing Rooms.

Steve Newman
Deputy Town Clerk

A briefing from the British Medical Association's Board of Science and Occupational Medicine Committee - March 2012 (updated November 2014)

Summary

- E-cigarettes are increasingly being used by current and ex-smokers to help cut down and quit smoking, to the extent that they are the most popular single type of product used for this purpose. A small proportion of current smokers use e-cigarettes in order to comply with smokefree regulations.
- There is some evidence in other countries that e-cigarettes may be acting as a gateway to smoking. While data show regular use among non-smoking adults and children in the UK is rare, this needs to be monitored closely, particularly as the availability and promotion of e-cigarettes increases.
- While e-cigarettes have the potential to support tobacco harm reduction, any benefits or disadvantages to public health are not yet well established. This reflects the lack of conclusive evidence of effectiveness as a smoking cessation aid, concerns regarding the variability of the components of e-cigarette vapour, and the absence of a significant health benefit associated with dual use of e-cigarettes and tobacco cigarettes. The increasing involvement of the tobacco industry in the e-cigarette market has the potential to undermine the progress made on tobacco control in the UK.
- Doctors have expressed significant concern about the promotion of e-cigarettes in ways that are likely to appeal to children, young people and non-smokers. Other concerns relate to their accessibility on the high-street and online, as well as product safety and quality.
- To ensure the development and use of e-cigarettes contributes to public health objectives, there is a need for a strong regulatory framework. Regulating e-cigarettes as a licensed medicinal product best reflects their use for harm reduction, ensures their effectiveness, quality, and safety, and provides the necessary controls on their promotion and sale.
- Doctors believe that e-cigarette use should be prohibited in public places where smoking is prohibited. This is to protect others from being exposed to their vapours, and to ensure their use does not undermine smokefree restrictions or reinforce the normalcy of smoking behaviour.
- Health professionals should advise their patients to use NHS stop smoking services or a regulated and licensed product to help quit smoking. Where a patient is unable or unwilling to use these services, or to use an approved and tested nicotine replacement therapy, health professionals should help patients understand that e-cigarettes are currently unregulated and therefore their safety and efficacy cannot be assured. If asked, professionals should inform that they are likely to be a lower risk option than continuing to smoke.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

10 March 2015

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		
Maureen Young – D. Fees	2871	C11
Linda Hilda Winifred Essex	2872	493T
Fordington Cemetery		

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MARCH 2015

POUNDBURY CEMETERY – ASHES

1. Local funeral directors, at the last liaison meeting, requested that that Council investigates the possibility of an additional area for the strewing of ashes at Poundbury Cemetery as the present chamber facility was not a facility being chosen by the bereaved.
2. At present the only option available at Poundbury Cemetery is for bereaved to use the ashes chamber which is beneath the pergola building and to purchase a small plaque which is set into the kerbs.
3. At Weymouth Avenue ashes can be strewn in a garden of remembrance area designed for that specific purpose and a plaque can be purchased and placed on the boundary wall behind the garden of remembrance – photograph attached.
4. Over the last three years the ashes chamber at Poundbury Cemetery has been used once. In the same period the designated ashes area at Weymouth Avenue has been used twenty two times.
5. A potential garden of remembrance area has been identified at Poundbury Cemetery as shown on the plan and photograph attached to this report. There would be no loss to grave space as the proposed area is presently hard surfaced with a bench. The cost of establishing the area, which would entail breaking up the hard surface, relocating the bench, purchasing of materials and some shrubs would be approximately £800.
6. It is suggested that plaques could also be purchased and located on the wall behind in the same way as they are at Weymouth Avenue.
7. Members are asked to give consideration to providing this additional facility at Poundbury Cemetery.

Steve Newman
Deputy Town Clerk

Photograph of proposed location for Garden of Remembrance at Poundbury Cemetery



Photograph of Garden of Remembrance at Weymouth Avenue Cemetery



MANAGEMENT COMMITTEE
10 March 2015
January/February 2015 Report

MUNICIPAL BUILDINGS MONITORING REPORT

- 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 2014	January 2015 Paid	FOC	February 2014	February 2015 Paid	FOC
Corn Exchange	11	13	1	9	13	1
Dressing Room	2	2	3	2	2	1
Town Hall	6	11	0	10	23	0
Magistrates Room	5	9	0	6	5	6
Council Chamber	-	0	11	0	0	12
Overall Total	24	35	15	27	43	20
Weymouth Ave Pavilion	8	9	0	8	6	0
Borough Gardens House	5	12	0	4	4	0

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

INCOME

	JANUARY		FEBRUARY	
	2014	2015	2014	2015
	£	£	£	£
Corn Exchange	2167.11	2039.94	2688.86	2838.54
Dressing Rooms	132.80	192.48	116.10	164.44
Town Hall	750.82	1286.74	1123.74	1883.49
Magistrates Room	401.62	730.64	783.32	751.91
Council Chamber	-	0.00	0.00	0.00
Overall Total £	3452.35	4249.80	4712.02	5638.38
2014/2015 Cumulative Total £		47,746.65		53,385.03
Percentage of Estimated Income 2014/15		72.34%		80.88%
Weymouth Avenue Pavilion	175.80	651.15	211.50	439.86
Borough Gardens House	252.95	435.00	171.50	605.00
	JANUARY		FEBRUARY	
Bar Franchise 10%	110.54	134.14	429.00	146.26

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 2015	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
Shows/Perform	-	3	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	-	-	-	-
Farmers/Sales	-	-	-	-	-	-	3	4	-	-
Commercial	-	-	-	-	-	-	-	-	-	-
Birthday/Socials	1+2 HR	1	-	-	-	-	-	-	-	-
Dance Classes	5 + 4 HR	3	-	-	5	4 + 1hr	-	-	-	-
Wedding Recept.	-	1+1 HR	-	-	-	-	-	-	-	-
Wedding Cere.	-	-	-	-	-	1	-	-	-	-
Training Events	3HRS	-	-	4	7	15 hr	-	8	-	-
Meetings	11	11	4	4	8	11	6	10	-	-
Exhibitions	-	-	-	-	-	-	-	-	-	-
Total:	17 + 9HR	19 + 1HR	4	8	20	16 + 16hr	9	22	0	0
Income £	2167.11	2039.94	132.80	192.48	750.82	1286.74	273.74	730.64	-	-

February 2015	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
Shows/Perform	12	2	-	-	-	-	-	-	-	-
Live Music Events	1	-	-	-	-	-	-	-	-	-
Farmers/Sales	-	-	-	-	-	-	-	4	-	-
Commercial	-	-	-	-	-	-	-	-	-	-
Birthday/Socials	-	2	-	-	-	-	-	-	-	-
Dance Classes	5 + 4HR	5	-	-	5	6 + 1hr	-	-	-	-
Wedding Recept.	-	-	-	-	-	-	-	-	-	-
Wedding Cere.	-	-	-	-	-	2	-	-	-	-
Training Events	-	10	-	2	13	3 + 18hr	3	17	-	-
Meetings	9	10	4	4	7	12	9	5	-	-
Exhibitions	-	-	-	-	-	-	-	-	-	-
Total:	27 + 4HR	29	4	6	25	23+19hr	12	26	0	0
Income £	2688.86	2838.54	116.10	164.44	1123.74	1883.49	364.99	751.91	-	-

DORCHESTER MUNICIPAL BUILDINGS

Planned Maintenance/Projects and Urgent Works

10 March 2015

Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015.*
- ❖ Floor needs some minor repairs – *April 2015.*
- ❖ Stage Lights and rigging tested – *Complete December 2014 – Stage Electrics 3 year contract 2014 – 2017.*
- ❖ Corn Exchange – *Miscellaneous items - PAT Testing – May 2014.*
- ❖ Corn Exchange Dimmers – replace all dimmer packs and controls for the Corn Exchange Lighting – *Completed - May 2013.*
- ❖ Wi-Fi Installed – *looking to extend to Town Hall Keepers Office.*
- ❖ Stretched Fabric Systems – *Corn Exchange – Property Management and Maintenance Panel advised on painting the fabric with micro porous paint which seems to be successful.*
- ❖ Replaced 48 115W bulbs with 48 15W bulbs.
- ❖ The Corn Exchange Clock – contribution received to keep existing clock. *Waiting to be repaired.*
- ❖ A buzzer system - *so as to enable visitors to contact the Town Hall Keepers – completed August 2014.*
Additional alarm to be fitted to the Town Hall back door that leads to the Magistrates room – fire escape.

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 – December 2014.*
- ❖ 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 – completed November 2014*
- ❖ *Light diffusers replaced – February 2013.*
- ❖ *Drainage grating in the kitchen has been cleaned – requires repairs – January 2015 – investigate whether it is necessary or whether we can cover it.*
- ❖ *Investigate whether it is possible to paint the kitchen walls – April 2015.*

Magistrates Room

- ❖ New flooring – quote being obtained – on hold – deteriorating, also in main lobby February 2013 – *Contact ServiceMaster regarding carpet cleaning.*
- ❖ New blinds to be installed – *Damers Blinds – Completed 4th November 2013.*
- ❖ Contacted Listing Building Officer (WDDC) regarding wall colour change restrictions to a Grade II* listed building - they have confirmed that we do not have restrictions on changing the existing interiors in the Corn Exchange The bottom half of the walls to be changed to 'light buff' the next time the room is to be painted.
- ❖ New tables purchased to improve appearance of room – *7 x Lifetime Tables – on hold.*
- ❖ The chairs to be cleaned – via ServiceMaster – approx. £6.00 per chair – *on hold.*

Town Hall

- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31st December 2016.*
- ❖ *Investigate new lighting scheme. Quote obtained from A. Whitty's £1890.00 + VAT.*
- ❖ *Internal repairs to the clock tower – March 2015.*
- ❖ *To repaint to a lighter heritage colour – Wigwam – already a heritage colour used in the Corn Exchange – contacting Listing Building Officer to authorise works to a listed building. Work could commence on 11 March 2015 using our own outside services staff.*

Ground Floor Lavatories

- ❖ *To provide Sanitary, Nappy Bags and replace toilet blocks in urinals with mats – added to the DCC contract.*

Dressing Rooms

- ❖ *Make good the floor covering in the kitchen area – completed Dressing Room 1 – December 2014.*
- ❖ *A suspended ceiling above the stairwell to the Dressing Rooms - would be an improvement when resources allow.*

Council Chamber

- ❖ *New Lozenge – re: Dorchester Prison closure – completed May 2014*

Stairway to Town Hall

- ❖ *Dorchester Stitches, Dorset Jurassic Coast hangings to be hung at high level left of the window on the landing - Completed – April 2012.*

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. New Bar Franchise to take over from King's Arms – date to be arranged.*
- ❖ *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 – April 2014.*

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 – July 2014.*
- ❖ *Routine Gutter clean – Town Hall Keeper – March 2013 – January 2014 – April 2015*

General

- ❖ *Full NICEIC Test and Inspection of the Electrical Installation – Complete – Andy Whitty. Quotes being obtained for next inspection.*
- ❖ *Fire alarm (Chubb) and Emergency Lighting Test (Andy Whitty) – quarterly & annual Completed.*
- ❖ *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 – April 2015.*
- ❖ *General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule.*
- ❖ *Renew civil wedding license – Completed August 2013.*
- ❖ *Personal Appraisal and Development – Completed January 2015.*
- ❖ *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.*
- ❖ *First Aid at Work Training – Mat Jackson completed February 2015 (expires 2018).*
- ❖ *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/M. Jackson.*
- ❖ *Paint work on back exterior to the Corn Exchange when scaffold in situ.*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MARCH 2015

Direct Debits and Bank Payments for January and February 2015

Date	Type	Transaction Description	Debit
27/02/2015	DD	TOTAL GAS & POWER 1063754	3009.34
27/02/2015	DD	E.ON 013623610750A	600.56
27/02/2015	DD	E.ON 013625404170A	141.61
27/02/2015	DD	EDF ENERGY 1 LTD 18603224	77.11
25/02/2015	DD	BRIT GAS BUSINESS 600967719230814000	58.02
19/02/2015	DD	BT GROUP PLC ST64903952-000003	2.23
16/02/2015	DD	WHOLESALE PAYMENTS OEU05055-006	317.06
16/02/2015	DD	BT DIRECT DEBITS ST64618147Q114	297.41
13/02/2015	DD	BACS Salaries	33327.63
06/02/2015	DD	E.ON 013623610750A	250.46
02/02/2015	DD	BRISTOLWESSEXWATER 0901448205	478.25
02/02/2015	DD	BRISTOLWESSEXWATER 0227463102	283.87
02/02/2015	DD	BRISTOLWESSEXWATER 1817364101	271.56
02/02/2015	DD	BRISTOLWESSEXWATER 0901448204	152.90
02/02/2015	DD	BRISTOLWESSEXWATER 0228983202	147.55
02/02/2015	DD	BRISTOLWESSEXWATER 0961321401	112.17
02/02/2015	DD	BRISTOLWESSEXWATER 0960952301	62.58
02/02/2015	DD	BT RETAIL 00211380/001	6.00
30/01/2015	DD	E.ON 013625404170A	187.10
29/01/2015	PAY	SERVICE CHARGES REF : 160815519	57.60
26/01/2015	DD	BRIT GAS BUSINESS 600967719230814000	212.88
23/01/2015	PAY	SERVICE CHARGES REF : 161861341	10.00
23/01/2015	DD	CORONA ENERGY 20408520	180.62
15/01/2015	DD	BACS Salaries	33920.27
15/01/2015	DD	WHOLESALE PAYMENTS OEU05055-005	311.65
05/02/2015	DEB	PITCHCARE ONLINE CD 8711	56.34
04/02/2015	DEB	MSFT *<E06000R63Z> CD 8711	38.38
29/01/2015	PAY	SERVICE CHARGES REF : 160810863	44.00
29/01/2015	DEB	NANDOS DORCHESTER CD 8711	127.15
27/01/2015	DEB	WWW.DVLA.GOV.UK CD 8711	225.00
21/01/2015	DEB	Photobox Limited CD 8711	43.30
05/01/2015	DEB	MSFT *<E06000OJTK> CD 8711	38.38
			75048.98

Signed: Chairman

Vice Chairman 10 March 2015

Time: 14:55:46

Dorchester Town Council Day Books: Paid Invoices (Summary)

Supplier Reference From : a

Date From :

01/01/2015

Supplier Reference To : ZZZZZZZZ

Date To :

28/02/2015

<u>Tran</u> <u>Number</u>	<u>Date</u>	<u>Account</u> <u>Ref</u>	<u>Inv Ref</u>	<u>Pay Ref</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Paid</u> <u>this Period</u>
75306	05/01/2015	FRIENDSO	CAROLS IN THE GARDENS	030978	80.00	0.00	80.00	80.00
75307	18/12/2014	ECOCOMPO	303634	030969	90.40	18.08	108.48	108.48
75308	18/12/2014	ECOCOMPO	303607	030969	67.20	13.44	80.64	80.64
75309	12/12/2014	ECOCOMPO	303543	030969	77.00	15.40	92.40	92.40
75310	10/12/2014	GCS	188402	030970	31.84	6.37	38.21	38.21
75311	10/12/2014	HARNESSD	2106	030971	3375.00	675.00	4050.00	4050.00
75312	10/12/2014	STYLISHS	17117	030972	31.95	6.39	38.34	38.34
75313	11/12/2014	JAMIEHUT	955	030973	75.10	15.01	90.11	90.11
75314	28/11/2014	JAMIEHUT	882	030973	68.92	13.78	82.70	82.70
75315	17/12/2014	JAMIEHUT	980	030973	126.33	25.27	151.60	151.60
75316	08/12/2014	JAMIEHUT	925	030973	62.00	12.40	74.40	74.40
75317	08/12/2014	JAMIEHUT	922	030973	60.46	12.09	72.55	72.55
75318	12/12/2014	JAMIEHUT	960	030973	61.13	12.23	73.36	73.36
75319	08/12/2014	JAMIEHUT	924	030973	72.46	14.49	86.95	86.95
75320	05/12/2014	TUDOREN	136138	030974	195.60	39.12	234.72	234.72
75321	05/12/2014	TUDOREN	136138	030974	199.55	0.00	199.55	199.55
75322	12/12/2014	TUDOREN	136447	030974	19.90	3.98	23.88	23.88
75323	12/12/2014	TUDOREN	136448	030974	61.00	12.20	73.20	73.20
75324	18/12/2014	TCV	33021251	030975	226.88	45.37	272.25	272.25
75325	18/12/2014	CWGROVES	BARE ROOT TREES	030976	45.00	9.00	54.00	54.00
75326	22/12/2014	SECURITY	93320	030977	440.00	88.00	528.00	528.00
75356	17/12/2014	DORTIMBE	56559	030979	47.38	9.48	56.86	56.86
75357	05/12/2014	DORTIMBE	56413	030979	92.16	18.43	110.59	110.59
75358	03/12/2014	DORTIMBE	56366	030979	111.99	22.40	134.39	134.39
75359	31/12/2014	BREWERS	DCT/336816	030980	105.70	21.14	126.84	126.84
75360	31/12/2014	SECURITY	93425	030977	73.25	14.65	87.90	87.90
75361	06/01/2015	ATLASUKS	13360	(BACS)	35.00	7.00	42.00	42.00
75362	31/12/2014	ATLASUKS	13359	(BACS)	35.00	7.00	42.00	42.00
75363	31/12/2014	CHANTAP	146408	030981	152.64	30.53	183.17	183.17
75364	19/12/2014	SYDENHAM	297535	030982	216.00	43.20	259.20	259.20
75365	01/01/2015	POUNDMAN	MANCO 2 B 8	030983	140.00	0.00	140.00	140.00
75366	18/12/2014	CONSORTI	A209833	030984	134.85	26.97	161.82	161.82
75367	18/12/2014	CONSORTI	A209833	030984	260.85	52.17	313.02	313.02
75368	03/01/2015	JOYS	002250	030985	11.75	0.00	11.75	11.75
75369	19/12/2014	JRBENTER	13635	030986	660.00	132.00	792.00	792.00
75370	02/01/2015	EE	V01046981032	030987	42.92	8.58	51.50	51.50
75371	31/12/2014	LYRECOUK	6390197754	030988	180.00	36.00	216.00	216.00
75463	28/11/2014	STANNAHL	CO30052109	(BACS)	104.66	20.93	125.59	125.59
75465	08/01/2015	ACCESSAL	AAA288	030990	590.00	0.00	590.00	590.00
75472	06/01/2015	ECOCOMPO	303735	030999	137.10	27.42	164.52	164.52
75473	31/12/2014	HAULWAST	0001114566AB	031000	10.00	2.00	12.00	12.00
75474	31/12/2014	ROFFEYBR	1156265	031001	555.60	111.12	666.72	666.72
75475	08/12/2014	GWELETRI	40055	031002	36.00	7.20	43.20	43.20
75476	01/11/2014	DORGARDE	SUBSCRIPTION	031003	25.00	0.00	25.00	25.00
75477	08/01/2015	GCS	189209	031004	6.80	1.36	8.16	8.16
75478	08/01/2015	GCS	189208	031004	31.45	6.30	37.75	37.75
75479	31/12/2014	LODESMO	201400002124	031005	83.19	16.64	99.83	99.83
75480	31/12/2014	LODESMO	201400002125	031005	39.26	7.85	47.11	47.11
75481	17/12/2014	SCATS	61944694	031006	22.69	0.00	22.69	22.69
75482	29/12/2014	SIMONMOO	61766	031007	340.00	68.00	408.00	408.00

75483	07/01/2015	HAGSMP	034436	031008	533.50	106.70	640.20	640.20
75527	15/01/2015	NGALLICH	HE56	030992	17.50	0.00	17.50	17.50
75564	15/01/2015	INLANDRE	January	030994	3717.51	0.00	3717.51	3717.51
75565	15/01/2015	INLANDRE	January	030994	4395.59	0.00	4395.59	4395.59
75566	15/01/2015	INLANDRE	January	030994	76.00	0.00	76.00	76.00
75567	15/01/2015	DCC	January Pension	030995	8624.27	0.00	8624.27	8624.27
75568	15/01/2015	GMB	S Atkinson	030996	12.14	0.00	12.14	12.14
75569	15/01/2015	UNISON	K Barnett	030997	9.70	0.00	9.70	9.70
75570	15/01/2015	UNISON	L Coffin	030997	9.70	0.00	9.70	9.70
75571	15/01/2015	UNISON	I Homer	030997	7.85	0.00	7.85	7.85
75572	15/01/2015	FIRSTDOR	G Wakely	030998	100.00	0.00	100.00	100.00
75573	15/01/2015	FIRSTDOR	J Hollings	030998	30.00	0.00	30.00	30.00
75574	17/01/2015	TRAVERS	0585	030993	400.00	0.00	400.00	400.00
75612	14/01/2015	HISTORIC	MEMBERSHIP	031010	100.00	0.00	100.00	100.00
75613	16/01/2015	SVT	INV 3486	031009	1075.00	215.00	1290.00	1290.00
75653	12/01/2015	FRAMP	030011	031012	471.78	94.36	566.14	566.14
75654	13/01/2015	DCC	2800041111	031013	572.76	0.00	572.76	572.76
75655	13/01/2015	DCC	2800041112	031013	5.00	0.00	5.00	5.00
75656	08/01/2015	GIBBS&DA	3770/01030916	031014	82.42	16.48	98.90	98.90
75657	06/01/2015	GIBBS&DA	3770/01030867	031014	87.36	17.47	104.83	104.83
75658	07/01/2015	GIBBS&DA	3770/01030880	031014	82.42	16.48	98.90	98.90
75659	07/01/2015	GIBBS&DA	3770/01030891	031014	67.06	13.41	80.47	80.47
75660	12/01/2015	ECOCOMPO	303843	031015	121.59	24.32	145.91	145.91
75661	14/01/2015	TUDOREN	137340	031016	125.43	25.09	150.52	150.52
75662	19/01/2015	MAXWELLA	INV277918	031017	48.90	9.78	58.68	58.68
75663	13/01/2015	ALPHASUP	03/131875	031018	107.68	21.54	129.22	129.22
75705	14/01/2015	GIBBS&DA	3770/01031057	031019	43.68	8.74	52.42	52.42
75706	12/01/2015	GIBBS&DA	3770/01030994	031019	220.91	44.18	265.09	265.09
75707	15/01/2015	GIBBS&DA	3770/01031079	031019	43.68	8.74	52.42	52.42
75708	15/01/2015	GIBBS&DA	3770/01031085	031019	43.68	8.74	52.42	52.42
75709	15/01/2015	GIBBS&DA	3770/01031087	031019	43.68	8.74	52.42	52.42
75710	23/01/2015	MAXWELLA	INV278285	031020	130.00	26.00	156.00	156.00
75711	19/01/2015	SYDENHAM	300794	031021	76.00	15.20	91.20	91.20
75712	19/01/2015	SYDENHAM	300794	031021	10.00	0.50	10.50	10.50
75713	20/01/2015	FRAMP	030067	031022	219.67	43.93	263.60	263.60
75714	20/01/2015	FRAMP	030067	031022	45.00	0.00	45.00	45.00
75715	20/01/2015	FRAMP	030063	031022	300.16	60.03	360.19	360.19
75716	20/01/2015	FRAMP	030063	031022	50.00	0.00	50.00	50.00
75717	21/01/2015	FRAMP	030077	031022	163.12	32.63	195.75	195.75
75718	21/01/2015	FRAMP	030077	031022	45.00	0.00	45.00	45.00
75733	13/01/2015	DRSTCOMM	3019	031023	850.00	170.00	1020.00	1020.00
75734	22/01/2015	DARKINMI	67	031024	440.52	88.10	528.62	528.62
75735	15/01/2015	PORTLAND	111777	031025	90.00	18.00	108.00	108.00
75736	23/01/2015	SECURITY	93701	031026	258.00	51.60	309.60	309.60
75737	21/01/2015	BARHAM	099561	031027	141.00	28.20	169.20	169.20
75738	21/01/2015	BARHAM	099561	031027	156.00	0.00	156.00	156.00
75739	14/01/2015	COLEGRAV	95625724	031028	310.57	62.11	372.68	372.68
75740	19/01/2015	JAMIEHUT	816	031029	151.74	30.35	182.09	182.09
75741	19/01/2015	JAMIEHUT	902	031029	413.56	82.72	496.28	496.28
75742	13/01/2015	TAYLORJA	2879	031030	50.00	0.00	50.00	50.00
75743	13/01/2015	TAYLORJA	2879	031030	28.50	0.00	28.50	28.50
75744	13/01/2015	TAYLORJA	2879	031030	15.00	0.00	15.00	15.00
75745	13/01/2015	TAYLORJA	2879	031030	5.00	0.00	5.00	5.00
75748	19/01/2015	BRIDFOUN	4604	031031	475.00	95.00	570.00	570.00
75749	16/01/2015	ECOCOMPO	303942	031032	63.53	12.71	76.24	76.24
75750	23/01/2015	SLCC	116235	031033	250.00	50.00	300.00	300.00
75751	15/01/2015	STYLISHS	17182	031034	144.20	28.84	173.04	173.04

75880	02/02/2015	EE	V01056551803	031035	42.92	8.58	51.50	51.50
75881	28/01/2015	STAGEELE	00280762	031036	1116.50	223.30	1339.80	1339.80
75882	27/01/2015	GLASDONU	679034	031037	837.40	167.48	1004.88	1004.88
75884	24/01/2015	ORANGE	01164508938	031038	111.32	22.26	133.58	133.58
75886	12/01/2015	TRADEUK	0615638449	0615622267	8.50	1.70	10.20	10.20
75887	12/01/2015	TRADEUK	0615638430	031039	8.50	1.70	10.20	10.20
75888	30/01/2015	SIMONMOO	62038	031040	340.00	68.00	408.00	408.00
75889	22/01/2015	CHUBBFIR	5034574	031041	123.75	24.75	148.50	148.50
75890	16/01/2015	CHUBBFIR	5028704	031041	16.00	3.20	19.20	19.20
75891	02/07/2014	WESSEXP	230076	031042	11.58	2.32	13.90	13.90
75892	09/07/2014	WESSEXP	230287	031042	18.50	3.70	22.20	22.20
75893	05/01/2015	DORTIMBE	56639	031043	54.00	10.80	64.80	64.80
75894	06/01/2015	DORTIMBE	56660	031043	39.70	7.94	47.64	47.64
75895	14/01/2015	DORTIMBE	56783	031043	302.25	60.45	362.70	362.70
75896	20/01/2015	DORTIMBE	56858	031043	22.56	4.51	27.07	27.07
75897	23/01/2015	WICKSTEE	723598	031044	146.91	29.38	176.29	176.29
75898	23/01/2015	TUDOREN	137935	031045	63.72	12.74	76.46	76.46
75899	23/01/2015	TUDOREN	137935	031045	107.75	21.55	129.30	129.30
75900	13/01/2015	COLEGRAV	95634754	031046	10.04	2.01	12.05	12.05
75901	27/01/2015	ECOCOMPO	304113	031047	92.40	18.48	110.88	110.88
75902	22/01/2015	STANNAHL	R030010611	031048	380.17	76.03	456.20	456.20
75903	31/01/2015	JOYS	002288	031049	13.20	0.00	13.20	13.20
75919	04/02/2015	DORSARTC	1142	031052	782.70	0.00	782.70	782.70
75922	04/02/2015	WESTERNM	WM05047	031051	462.89	92.58	555.47	555.47
75998	12/01/2015	GWELETRI	40336	031054	21.00	4.20	25.20	25.20
75999	29/01/2015	PORTLAND	112127	031055	90.00	18.00	108.00	108.00
76000	31/01/2015	A.PCHANT	147422	031070	48.86	9.77	58.63	58.63
76001	06/02/2015	TECHNEAT	30157	031056	26.72	5.34	32.06	32.06
76002	31/01/2015	JAMIEHUT	1199	031057	350.00	70.00	420.00	420.00
76003	31/01/2015	JAMIEHUT	1198	031057	1334.00	266.80	1600.80	1600.80
76004	31/01/2015	JAMIEHUT	1026	031057	680.36	136.06	816.42	816.42
76005	15/12/2014	TUDOREN	136456	031058	72.47	14.49	86.96	86.96
76006	05/02/2015	GCS	100130	031059	37.20	7.44	44.64	44.64
76007	03/02/2015	DCC	2800043804	031060	529.92	0.00	529.92	529.92
76008	03/02/2015	DCC	2800043805	031060	4.00	0.00	4.00	4.00
76009	30/01/2015	ECOCOMPO	304189	031061	79.80	15.96	95.76	95.76
76010	07/01/2015	SCATS	61954022	031062	138.08	27.62	165.70	165.70
76011	28/01/2015	SCATS	61962479	031062	25.75	5.15	30.90	30.90
76012	22/01/2015	SCATS	61960182	031062	35.33	7.07	42.40	42.40
76013	14/01/2015	SCATS	61956773	031062	6.64	1.33	7.97	7.97
76014	28/01/2015	SCATS	61962525	031062	59.00	11.80	70.80	70.80
76016	26/01/2015	TELESHOR	10969	031063	975.00	195.00	1170.00	1170.00
76017	06/02/2015	HARNESSD	2150	031064	1200.00	240.00	1440.00	1440.00
76018	31/01/2015	LODESMO	201500000118	031065	35.60	7.12	42.72	42.72
76019	31/01/2015	LODESMO	201500000117	031065	116.53	23.31	139.84	139.84
76020	04/02/2015	WALLGATE	00002560	031066	1484.00	296.80	1780.80	1780.80
76021	26/01/2015	DUOTECH	106920	031067	150.00	30.00	180.00	180.00
76022	30/01/2015	P&MREAD	33441	031068	29.00	0.00	29.00	29.00
76023	31/01/2015	LYRECOUK	6390198310	031069	45.30	9.06	54.36	54.36
76024	30/01/2015	A.PCHANT	147210	031070	152.50	30.50	183.00	183.00
76025	03/02/2015	ROYALMAI	1109039163	031071	41.34	8.27	49.61	49.61
76026	11/02/2015	MACNAUGH	REFUND	031053	21.00	0.00	21.00	21.00
76048	13/02/2015	INLANDRE	February	031072	3675.12	0.00	3675.12	3675.12
76049	13/02/2015	INLANDRE	February	031072	4357.72	0.00	4357.72	4357.72
76050	13/02/2015	INLANDRE	February	031072	76.00	0.00	76.00	76.00
76051	13/02/2015	INLANDRE	February	031072	7.00	0.00	7.00	7.00
76052	13/02/2015	DCC	February LGPS	031073	8561.07	0.00	8561.07	8561.07

76053	13/02/2015	GMB	February	031074	12.14	0.00	12.14	12.14
76054	13/02/2015	UNISON	February	031075	9.70	0.00	9.70	9.70
76055	13/02/2015	UNISON	February	031075	9.70	0.00	9.70	9.70
76056	13/02/2015	UNISON	February	031075	7.85	0.00	7.85	7.85
76057	13/02/2015	FIRSTDOR	February	031076	100.00	0.00	100.00	100.00
76058	13/02/2015	FIRSTDOR	February	031076	50.00	0.00	50.00	50.00
76133	23/02/2015	DARKINMI	74	031077	400.82	80.16	480.98	480.98
76134	29/01/2015	HIGHWOOD	135863	031078	874.64	174.93	1049.57	1049.57
76135	29/01/2015	HIGHWOOD	135863	031078	87.46	0.00	87.46	87.46
76136	13/02/2015	ANDYWHIT	28171	031079	88.80	17.76	106.56	106.56
76137	04/02/2015	COLEGRAV	95661791	031080	156.86	31.37	188.23	188.23
76138	14/02/2015	ECOCOMPO	304451	031081	46.20	9.24	55.44	55.44
76139	17/02/2015	ECOCOMPO	304467	031081	82.01	16.40	98.41	98.41
76140	16/02/2015	NEWLANDS	4452	031082	720.00	144.00	864.00	864.00
76142	05/02/2015	TRADEUK	6331640070153622	031083	8.50	1.70	10.20	10.20
76143	05/02/2015	VIKINGDI	92557	031084	53.19	10.64	63.83	63.83
76144	05/02/2015	VIKINGDI	92557	031084	53.00	0.00	53.00	53.00
76145	12/02/2015	WESSEXPL	WPMFOUNT2014	031085	26.64	0.00	26.64	26.64
76146	04/02/2015	TUDOREN	138494	031086	19.20	3.84	23.04	23.04
76147	04/02/2015	TUDOREN	138494	031086	118.80	23.76	142.56	142.56
76148	31/01/2015	HAULWAST	0001144188AB	031087	10.00	2.00	12.00	12.00
76149	31/01/2015	HAULWAST	00011440049AB	031087	140.19	28.04	168.23	168.23
76150	16/02/2015	DCC	2800045476	031088	1388.95	277.79	1666.74	1666.74
76151	09/02/2015	JAMIEHUT	1240	031089	120.93	24.19	145.12	145.12
76152	16/02/2015	JAMIEHUT	1304	031089	96.96	19.39	116.35	116.35
76153	03/02/2015	JAMIEHUT	1210	031089	82.27	16.45	98.72	98.72
76167	18/02/2015	DCC	2800045504	031090	4632.75	926.55	5559.30	5559.30
76171	25/02/2015	DORRUGBY		031091	2000.00	0.00	2000.00	2000.00
					<u>76884.45</u>	<u>7384.44</u>	<u>84268.89</u>	<u>84268.89</u>

**DORCHESTER YOUTH AND COMMUNITY CENTRE
MANAGEMENT COMMITTEE**

Minutes of the meeting held at the centre on Thursday 2nd October 2014

Present: Cllr. T Lyall, Cllr. R Biggs, Cllr S Jones, Rose Cordery, PCSO Gwen Sayers

In attendance: Martin Singer, Sarah Hall

1. Apologies for absence:

Apologies received from Glen Caddy, Jeff Andrews and Elise Gatehouse. At this point it was confirmed that Elise had tendered her resignation as Treasurer on the committee.

2. Minutes of the Previous Meeting

The minutes of the previous meeting were sent out to the members of the management committee in advance of the meeting. The minutes were agreed as a true record and were signed by Tony Lyall as Chair. The previous annual minutes also signed.

3. Matters Arising

Sensory Garden needs the signage updating as it is rotting, there was a suggestion that this work could be carried out with help from Jenny and her Mental Health Forum group who would like to do some work in the garden.

4. Nominations for Chair/Vice Chair

None received in advance

5. Election of Officers:

Chair - Stella Jones proposed Tony Lyall to continue as Chair, seconded by Richard Biggs.

Vice Chair - no one to stand, although it was suggested that Demi Watts (Youth Rep) would make a good candidate. Demi will be approached by Jeff to suggest this.

6. Members Update

No report was submitted for this meeting, Demi to be contacted to provide a report for the next meeting.

7. Finance Report

Elise provided a financial report before her resignation as per the usual format. It was explained to the committee by Sarah Hall, as a follow up to Vanessa Glenn's memo that our financial admin will be changing. At the next meeting a copy of our financial spreadsheets will be circulated and going forward from then, there will be a report from DES provided to the committee to outline income and expenditure.

Balance of account was confirmed at £14,651. Martin explained that the committee is Advisory and any large spends will be escalated to him for approval via Jeff. We will be coming into line with the rest of the county council in the way we spend and manage our money; the management of our finances will then be monitored by DCC. Richard Biggs suggested a workshop to discuss particular areas of our budget available to spend on specific projects. Going forward we can then measure the progress and delivery of those projects and how much we are spending on each area. It was agreed that a day to discuss how youth club is going and how the committee can help would be useful in the New Year. The committee feel they are not being tasked with work or decisions to enable them to help.

8. Youth Worker Report

Jeff was unable to attend the meeting; his report was circulated to members in advance. Further copies available from the office if required.

9. Practice Manager's Update

Martin updated the committee on some of the changes within Family Support since April 14.

- * Family support is aligning much more closely with social care, the focus is now increasingly on Children and young people who NEED support.
- * Locality workers now sit alongside social workers to assist young people, especially when their needs drop below the remit of social care. The process is working really well in coming together as a team.
- * There is now a single assessment process in place for anyone who has a concern about a child or young person; our teams decide how the person can be best supported and whether their need drops below social care. It has been challenging for staff, although we are meeting those challenges in this new area of work. Martin is supporting staff in going through these changes.
- * We are still waiting for the Youth Offer report which will follow, what we do know is that there will still be DCC Youth Centres, Dorchester would be a prime centre to stay but we would be looking to attract young people from a wider area with possibly longer opening hours.
- * Saving money is still the undercurrent for everything at the moment which is a concern
- * Community groups will be looked at to take on work for us via commissioning and what the service level will be.
- * Although there are budgetary cuts youth work will continue in Dorset. Martin will keep the committee updated on any developments.
- * Martin suggested that a complaint is made to DCC as he is not being kept informed about meetings of the Chairs of YC management committees.
- * Richard Biggs suggested that we could look at opportunities to draw funds in to do targeted pieces of work regarding health.

10. Saturday Club

Jeff has been standing in for Sandy, We are still waiting to change the job description for a new candidate to be interviewed and appointed. We want to change the job description as Sandy did more than she was expected to do. Jeff wants to change the intense work we were doing before, particularly around the personal care of young people. We will also have to carry out an Equalities Impact Needs Assessment to ensure we do not exclude any young people from provision by making these changes.

11. Any Other Business

* Tony suggested that the Youth Centre is not being promoted adequately, we are still waiting for confirmation that we can set up a social media account for the centre. Our old account had to be closed, it is felt that this is an ideal way to communicate and promote our services to young people. Rose suggested that we could leaflet local shops and notice boards to promote the centre.

* The committee would like to be further informed on what is happening at the centre and how they can assist and move things forward to ultimately take some of the load from Jeff.

* Committee members would like to be invited to the annual staff meeting

* More members are needed for the committee - Rose will approach Jacqui Cake to see if she still wants to attend the meetings, Sarah and Jeff had thought that as dumplings no longer exists she would no longer attend. Contact Demi and Rory also.

* Propose a date for a workshop meeting for promotion of the youth centre and how we can move things forward

12. Date of Next Meeting

Thursday 5th Feb 2015