



Dorchester Town Council

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4 November 2015

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 10 November 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 C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, M. Rennie, K. Rice, P. Stein, 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 15 September 2015 (adopted by Council on 29 September 2015). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements

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

4. Borough Gardens Bowling Green – Progress

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

5. Play Facilities for Older Children

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

6. Management of Allotments and Fees

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

7. Dorchester Cricket Club

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

8. John's Pond

Members will be informed that the work to refurbish John's Pond which included tree root removal, refurbishing the sluice gates, rebuilding the inner walls and removal of silt has now been completed.

There will be a cheque presentation from the GRID community fund to the Mayor and Chairman at John's Pond on 11 November 2015 at 9.30am.

9. Council Governance Review

At its last meeting Council agreed:- "That Committees make appropriate arrangements for discharging the duties of any discontinued Panels and Management Committee appoints the membership of the Committee Activities Panel."

As far as this Committee is concerned it is necessary to fix two dates for site visits in place of the Outdoor Services and Property Management and Maintenance Panels, and to appoint seven Members, and elect a Chairman and Vice Chairman, to the Community Activities Panel.

The site visits will need to be undertaken during the day and will have a suggested start time of 9.30am – dates proposed for 2016 are:-

Tuesday 12 April 2016

Tuesday 23 August 2016

One of the other matters that was agreed was that there should be feedforward and feedback reports in respect of the summer entertainments programme. An example of the proposed feedback report on this summers programme is attached.

10. Cemetery Matters

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

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

(b) Headstones and Inscriptions

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

11. Monitoring Reports

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

(b) Town Hall Lighting – To consider the report of the Deputy Town Clerk (attached).

12. Dorchester Arts

To note the Minutes of the Dorchester Arts Board meetings held on 8 September 2015 (enclosed).

DORCHESTER TOWN COUNCIL

GROUNDS WORK AUTUMN & WINTER 2015/16

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 –*ongoing*
- Plant out spring bedding plants – *ongoing*
- Plan up bulbs displays - *ongoing*
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required – *ongoing*
- Cut hedges x 1 during period –
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding summer bedding plants in greenhouse –*ongoing*
- Potting up summer bedding – *ongoing*
- Watering greenhouse – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Clean fountain as required – *weekly contract, winter shutdown November completed*
- Tree inspections – *completed*
- Clean as required new toilet block –*ongoing, open on Saturday/Sunday only.*
- Plant up new bed (Mediterranean) - *ongoing*
- Glazing repairs to greenhouses – *completed*
- Legionella and fire testing – *ongoing*
- Leaf clearance lawns and paths –*ongoing*
- Leaf clearance tennis courts –*ongoing*
- Moss killing tennis courts-*one treatment completed*
- Machine brush moss from tennis courts – *ongoing*
- Prepare for Christmas Carol concert –
- Borough Gardens – Love parks week – *planning stage*
- Boundary fencing cleaning –
- Deep clean to Kiosk toilets and repaint as required –
- Repairs to tiling rear of men’s toilet –
- Replace faulty light unit Kiosk ladies toilet – *awaiting unit*
- Apprentice (Borough Gardens) training in house - *ongoing*
- Install three new notice boards – *awaiting delivery*
- Annual boiler servicing, greenhouse and flat -

Weymouth Ave Recreation Ground

- Fertilise cricket square x 1 *applications* -
- 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 –
- Remove covers on portable cricket covers store for winter – *completed*
- Prepare cricket nets for the winter–
- 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*
- Apprentice training (Weymouth Avenue) in house – *ongoing*
- Clear area to the rear of Sawmills backing onto car sales –
- Replace cracked lighting panels in pavilion main hall –
- Install timers on point of use water heaters – *completed*
- Remove public pay phone from the main entrance – *completed*
- Replace taps in main kitchen – *completed*
- Annual boiler servicing -

Sandringham Sports Ground

- Mark out from scratch winter pitches – *completed*
- Erect goal posts –*completed*
- Litter pick and empty bins x 3 per week – *ongoing*
- Legionella and fire testing – *ongoing*
- Mark winter pitches weekly, check for dog mess-*completed*
- Prune shrubberies to the side of the carpark and behind the houses – *ongoing*
- Winter hedge cutting to perimeter –
- Remove public pay phone from building – *completed*
- Spike sports pitches as required – *ongoing*
- Annual boiler servicing –
- Replace shower head taps changing rooms - *completed*

Kings Road and Salisbury Field

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Tree surgery on several trees-*completed*
- Fell diseased tree - *completed*
- Install new seesaw (King's Road) – *completed*
- Repair/replace fencing to one side of Kings Road –
- Cut and collect wildflower area, rotorvate and seed - *ongoing*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth –
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) – *completed*
- Install pick up poo bag dispensers – River Walk & Frome Terrace – *completed*
- Power washing public benches –
- Leaves removal –
- Cut back and stump poison young trees/shrubs growing from bank riverside - *ongoing*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Town Centre and approach roads clean traffic signs –
- Paint railings on Fordington High Street high pavement –
- Cut back tree growth from riverside walls - *completed*

Allotments

- Provide trailer to remove green waste- as per schedule – *2015 ongoing*
- Strim and clear unlet plots at various sites – *ongoing*
- Turn off water at all sites for winter – *completed*
- Cut back growths through boundary fencing -

Hanging Baskets Town Centre

- Install spring hanging baskets in South Street -

Additional Work Planned or Completed

- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- Riverside reserve, strim pond area and path sides-*completed*
- Turn off fountain Roman fountain prepare for the winter- *completed*
- Clean out and repairs to John's Pond – *completed*
- Sawmill site, clear brambles and rubbish from behind garage – *completed*
- Paint iron fencing going up Fordington High Street –
- Riverside nature reserve, rebuild sections – *awaiting funding?*

The Great Field

- Litter pick field area – as per rota – *ongoing*
- Fertilise field area – *completed*
- Mark out football pitches, inspect for dogs mess – *ongoing*

- Erect football posts –*completed*

Fordington Cemetery,

- Monthly grass mowing – *completed DCC contract*
- Tree inspections – *completed*
- 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 – *completed*
- Weekly removal of waste from bins etc - *ongoing*
- Oil chapel doors – *ongoing*

Poundbury Cemetery

- Grass mowing rota, - *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- 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 NOVEMBER 2015

BOROUGH GARDENS BOWLING GREEN – PROGRESS

1. At the last meeting of the Committee Members considered the results of the public consultation on the future of the Borough Gardens Bowling Green. The Committee agreed:-

That Policy Committee be requested to identify a suitable budget to carry out preliminary design works for a project that could incorporate relocated tennis courts, a seating or picnic area, the existing grass free lawn, crazy golf and a quiet space in the Borough Gardens and a climbing boulder in the Gardens or at another location in the town.

2. Policy Committee at its subsequent meeting agreed felt that in the first instance the focus should be on the provision of new tennis courts on the Bowling Green, leading to the closure of the Trinity Street courts and agreed:-

That £5,000 is allocated from the General Reserve to undertake preliminary design and costing options for a scheme which would result in the creation of two new courts on the Bowling Green and the loss of two courts in Trinity St.

3. Discussions have now been held with the Lawn Tennis Association with regard to creating the new tennis courts and decommissioning the Trinity Street courts. The LTA is supportive of the scheme as a whole and has offered to provide specialist advice in regard to how best to build the new courts, approved contractors etc. It is hoped to meet with the specialist in the near future.

4. Discussions have also been held with Dorset County Council's Landscape Architects team who would like to act as this Council's professional service for the project as a whole. Subject to the outcome of the meeting with the LTA specialist it may not be necessary to employ a professional service for this phase of the project.

5. The Friends of the Borough Gardens have been kept informed of progress and are supportive of the new tennis courts. The Friends were however disappointed that the proposed new open space to be created by removing the existing court nearest to the clock tower was the subject of a possible later phase rather than being undertaken at the same time as the new courts were being built.

6. Subject to firm costings, allocation of funds and no unforeseen issues identified by the LTA specialist, it is hoped to complete this phase of the project prior to the summer 2016.

7. Members are asked to note the content of this report.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 NOVEMBER 2015

PLAY FACILITIES FOR OLDER CHILDREN

1. Sports Arena – Members will be aware that at its June meeting the Committee was supportive of a request for a Sports Arena, or similar, in the area of Mountain Ash Road and agreed that the proposal be considered alongside the other priorities identified within the Sports Pitch and Cultural Facilities Audit report being produced by West Dorset District Council.
2. This project has now been included within the Audit report so as to enable it to be considered when the report is finalised. It should be noted that the majority of the S106 funds available to fund the priorities from the Audit report relate to the Poundbury development. Discussion have been held with the Duchy of Cornwall who has confirmed that it is their view that those funds can only be used for projects within Poundbury or proportionally for town wide projects. The Sports Arena project will therefore bid for funds from a small pot of S106 monies received from other developments in the town.
3. It was originally anticipated that the West Dorset District Council Audit report would be available for consideration by the Council during the September cycle of meetings. Unfortunately the report has yet to be finalised and the latest indications are that it will not now be available until early 2016.
4. Climbing Boulder – At the last meeting of the Committee Members considered an idea for a climbing boulder in the Borough Gardens as a part of the old Bowling Green development. The idea of a climbing boulder came from young people that attended the Council's Democracy Day held last year. The proposal was then supported by Dorchester Youth Council. The Committee also supported the idea but felt that the Borough Gardens might not be the most appropriate location. Initial discussions have been held with the Duchy of Cornwall which has indicated that it might be a project that was suitable for the Great Field area. It is anticipated that a project such as this would be able to attract S106 funding from the Poundbury development.
5. Members are invited to consider whether they wish to pursue a project for a climbing boulder to be located at the Great Field.
6. Skatepark – Dorchester's skatepark is now over six years old and is still a very popular facility. Since the skatepark opened it has been necessary to undertake some maintenance work to the grass banks which started to erode due to the heavy use and, last year, some work to the fence – creating a new access and effecting some repairs. This year, for the first time, it has been necessary to undertake a temporary repair to the steel coping on the 'fun box manual pad' which was starting to become worn and sharp. Within the next couple of years it will be necessary to replace the 'fun box' steelwork completely at an approximate cost of £1,500. Informal discussions with some of the long term users of the skatepark has identified some additional features for the skatepark which would add to its challenge. These additions have been discussed with Maverick who are supportive. The first change would be to extend and heighten the 'fun box' (as previously mentioned work will be required to this element of the park over the next couple of years in any case) and the other

change would be to introduce a new 'hubba'. Drawings are attached showing these changes. The cost of undertaking this work will be £5,600 and Members are invited to consider whether they wish to include this project as a special item for next year.

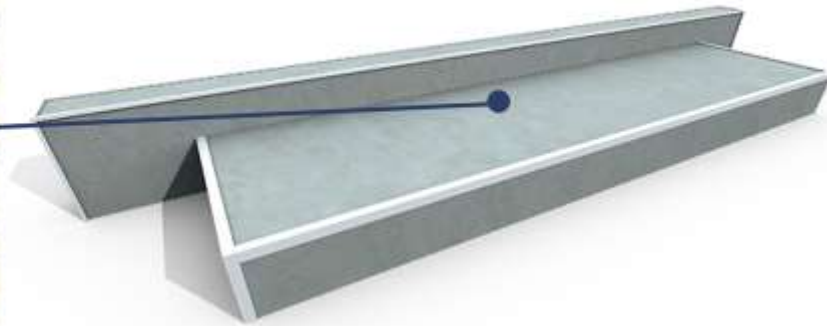
Steve Newman
Deputy Town Clerk



DORCHESTER MANUAL PAD

350mm high x 4700mm long x 1200mm wide

50mm Box Steel Edge Protection

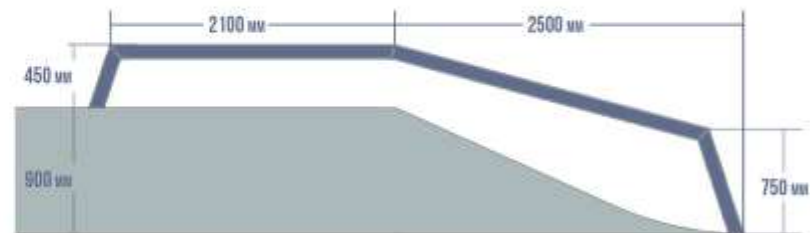
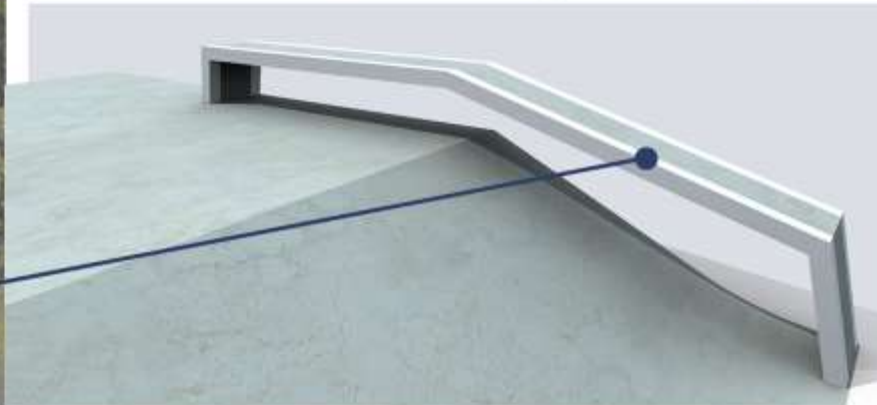




DORCHESTER HUBBA LEDGE

450mm (from Platform) to 750mm (from floor) high

100mm Box Steel Edge Protection 500mm wide



DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 NOVEMBER 2015

MANAGEMENT OF ALLOTMENTS

1. The Council operates over 310 full and half allotment plots on 6 sites across the town, 3 of which it owns and 3 of which are on long term rent. The Council spends at least £15,000 pa managing the sites, receives £8,000 from tenants, with the remaining £7,000 being met by Council Taxpayers.
2. The annual fees for allotments are set each November to run for the following calendar year. It is proposed that for the 2016 calendar year rentals and other fees are increased in line with the attached schedule.
3. Over the last two years the process for collecting rents, clearing and allocating plots has been streamlined. This has reduced administrative costs but increased clearance costs, although the extra cost incurred should reduce the number of failed new tenancies. E-mailed rent demands and electronic payment now accounts for 33% of payments and is steadily growing; a prepaid envelope has been used for payments for the last two years to reduce face to face contact, but is being removed now that online administration has increased.
4. There are currently 18 people on the waiting list for allotments, the longest having been on the list since March 2015. Typically around 20 holders surrender their plots in January when the fees are due, with c. 15 other surrenders/terminations during the growing year. In 2015 46 people joined the list. In 2016 the waiting list will probably fall to single figures at the end of January then gradually build up again during the year. The Waiting List for allotments has reduced significantly since 2006 when the Council introduced half plots as a response to a waiting list of over 300. Some sites are more sought after than others.
5. Allotments are currently subsidised by the Council Taxpayer by around £7,000 a year, the main reasons being: -
 - The cost of providing water (£2,000) significantly exceeding the sum collected from allotment holders (£130)
 - The cost of the Council's preferred method of Green Waste Disposal (£4,800) far exceeding the charge imposed for waste disposal (£1,100)
 - The cost of clearing plots (£1,500) which is not currently charged to tenants, but which it is perceived is part funded by the administration fee (£800)

The Committee should take a view on whether it wishes to address these issues in the longer term.

6. In 2016 the Council will receive a new site in Lubbecke Way as planning gain from the Red Cow Farm development and the St Georges Road allotments adjacent to the new road will

be reorganised. There are a number of options to consider regarding how to release this extra capacity and how it might impact on how other sites are used.

7. It is recommended that a small Task and Finish Group is established to consider the issues in paras 5 and 6, to report back to the Committee to help set a strategy for management of our Allotments from 2017 onwards.

Adrian Stuart
Town Clerk

SCHEDULE OF ALLOTMENT CHARGES

	Current 2015 £	Future 2016 £
Rent - Full plot on any site	33.00	34.00
Rent - Half plot on any site	17.50	18.00
Water Charge – all plot sizes (not Frome Terrace – no water)	0.50	1.00
Green Waste Removal - Full plot	5.50	5.50
Green Waste Removal – Half Plot	3.50	3.50
Administration Fee for new tenants	41.00	50.00

A double fee will be charged to non-residents

For a typical plot holder the charge will therefore be: -

Rent - Half plot on any site	17.50	18.00
Green Waste Removal – Half Plot	3.50	3.50
Water Charge – all plot sizes	0.50	1.00
Total charge for full year	21.50	22.50

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 NOVEMBER 2015

DORCHESTER CRICKET CLUB

1. At the June meeting of the Committee Members considered a report by the Town Clerk on the relationship the Council had with Dorchester Cricket Club (DCC) and how that could evolve to give DCC a greater role in management and maintenance of the site and become a more self-contained club over a period of approximately five years. Some modest internal alterations to the Pavilion had been undertaken so as to allow the club to improve its social arrangements, which included locking up after matches and the operation of a bar and television on match days. As a part of this process it had also been identified that a number of existing arrangements for the building might be carried out more efficiently. Depending on the success of the changes it was proposed to report back to the Committee at the end of the season on the likelihood of success of a plan to give the Club a greater role in managing the site over the next five years.
2. Officers have now met with DCC to establish how successful the new arrangements have been during this past season and to map a way forward which would allow DCC to continue to realise its aim of becoming a self-contained club. A copy of the notes of that meeting are attached to this report.
3. Members are asked to give consideration to the long term aim and the steps proposed to get there set out in paragraph three of the notes which build on the approach agreed by Members at the start of this year's season.
4. If the Committee is agreeable to this cautious approach Officers will continue to work with DCC and provide regular step updates to the Committee.
5. It should be noted that there is one other club that regularly uses the cricket facilities on the site - St Georges CC. The present understanding is that St Georges CC wishes to continue independently and pay and play at Weymouth Avenue. This arrangement will still be available.

Steve Newman
Deputy Town Clerk

MEETING WITH REPRESENTATIVES OF DORCHESTER CRICKET CLUB

Attending: Adrian Stuart, Steve Newman, Gina Wakely (Dorchester Town Council), Mark Derrien and Simon Joslin (Dorchester Cricket Club)

1. Dorchester CC view of 2015 Season

- On pitch
 - Growth in both adult and youth participation – currently aiming to run a Sunday adult team and extra youth teams in 2016 – very positive
 - Growth brings issues with choice of pitches – the Club is faced with a dilemma regarding whether it is better to confine youth team home activity to within the town boundaries using less developed sites (Great Field/St Osmunds) or locate some matches with other clubs with full facilities, e.g. Charlton Down
 - Recognition that youth growth is largely driven by the eastern part of the town due to personal connections, and that some young players are still migrating to village clubs
 - Pitch - Outfield excellent, square remains average – recognition by both sides that this was probably the nature of the square and not a reflection on the grounds staff
- Off pitch
 - Welcomed developments that had been delivered – TV, voluntary casual bar, greater access to Pavilion
 - Bar Licence applied for
 - Keen for further opportunities to develop for facilities to benefit the Club
 - Explained position re St Georges, that SG wanted to remain independent of DCC

2. Dorchester TC view of 2015 season

- Irritated that invoices were slow to be paid, leading to extra work for staff chasing payment – this would affect relationship if it continues
- Generally positive about Clubs increased use of the Pavilion – routinely in good state when hirers arrive
- Slight concern about the impact of spilt alcohol on usage by care profession related hirers
- Need to resolve alarm system which is preventing proper security arrangements and limiting evening access – likely to cost c. £1,800

3. Long Term Aim and Steps to get there

- AS confirmed his aspiration that over time (say 5 years) he would hope to see a Club self-managing the Recreation Ground site, independent of the Council
- This has not been discussed with Councillors and is not official Council policy – the lack of a strong historical relationship on which to build a partnership will need to be addressed

- MD recognised that some parts of the Club wanted to take on a role while others would prefer to remain as a hirer. AS identified that in the long term the current position of significant subsidy (c. £20k pa) of the pitches by the Town Council was unlikely to be sustainable
- Both parties recognised the need for small positive steps to establish confidence that a greater role for the Club is sustainable
- Proposed that for 2016
 - A mechanism for supporting the Club to take on evening and weekend lettings be developed, with any additional income to be distributed on an agreed basis between the Club and Council – this would provide a relatively low risk opportunity to evaluate how the Club might take on management of the whole Pavilion in the longer term
 - A project to improve the Club's use of the Bar by
 - Resolving operational arrangements through shelving, storage and a temporary counter in the storage cupboard
 - Laying a patio with benches to provide an outdoor space outside the Pavilion (subject to Duchy approval)
 - Other issues discussed
 - It was agreed that the Club could install a cooker in the kitchen area at its own cost and risk
 - The Club would manage the TV licence efficiently to its benefit using the summer months only
 - The Club would supply a copy of its Alcohol and Entertainment licence application so that the Council can advise on the use of music by hirers
 - The Council to provide accounts for the cost of running the Pavilion
- The Club needed to discuss these developments at its AGM in late November while the Council needed to discuss direction of travel and short term management arrangements with its Management Committee

AS
29/10/15

Summer Events Programme 2015 – FEEDBACK EXAMPLE

Date	DTC Event	Partner Event	Estimated attendance	Comments / Feedback
Saturday 25 April		9.30am World Tai Chi Event	70	First time event held in the Gardens – good attendance hope to hold the event again in 2016.
Tuesday 5 May		Noon - A Time for Peace	25	Newish event which is growing.
Saturday 23 May		Skatejam @ Skatepark	350	Numbers down on previous years despite good weather – may give consideration to holding the event every other year in future. There are now many more of these types of event across the county.
Sunday 24 May	2.30pm DSB	11.30am Churches Together Pentecost	?	
Friday 29 May		Noon - Gypsy / Traveller Day	200	Not great weather for this growing family friendly event which is now in its fifth year.
Saturday 30 May				
Sunday 31 May				
Saturday 6 June	5.30pm Hardy Birthday @ TH Statue	11.00am D Day Commem The Keep	Hardy – 60 D-day - 50	
Sunday 7 June	DSB			
Saturday 13 June		4.00pm Outside Cinema	4000	Good weather, this is the second year that this event has been held and its popularity increased significantly this year.
Sunday 14 June				
Friday 19 June		6.00pm Party in the Park	1600	Well attended annual event
Saturday 20 June		(Carnival)		
Sunday 21 June		10.00am Family Fun Day at Great Field	?	
Saturday 27 June				
Sunday 28 June		11.30am Family Picnic Event	900	Rotary event which is in its second year and replaced Teddy Bears Picnic
Saturday 4 July	1.50pm Armed Forces Day Civic Event and music		400	Includes the Council's Civic Service and parade of Veterans
Sunday 5 July				

Thursday 9 July		7.30pm Miracle Theatre at Maumbury Rings – The Magnificent 3	325	Paid entry event – Miracle Theatre are always well supported
Saturday 11 July				
Sunday 12 July		12 noon Swingtime		Cancelled due to bad weather
Saturday 18 July				
Sunday 19 July	Amy Mayes		1200	Booked late on due to Battle of the Bands being cancelled but even with limited publicity still a reasonable attendance
Saturday 25 July		Dorchester Community Play 30 th anniversary picnic	?	
Sunday 26 July		2.00pm Stoke Sub Hamdon Band	?	
Wednesday 29 July	Love Parks		2500	Good weather. Popular annual event.
Saturday 1 August		11.00am One World Festival	5000	Second year this event has been in the Gardens and it was very well received.
Sunday 2 August				
Saturday 8 August				
Sunday 9 August		1.00pm Help a Friend – Warm Festival	3000	Annual fund raising event that always attracts a good crowd
Saturday 15 August		Round Table Cider Festival	4000	The first time this charity fundraising event has been held, well organised and it is likely to go ahead again next year.
Sunday 16 August				
Saturday 22 August				
Sunday 23 August		2.00pm Tony Lowe / Weldmar		
Saturday 29 August	Maumbury Rings end of Summer Festival	Anonymous	2500	Well attended during the day but numbers reduced significantly when the rain came in the early evening
Sunday 30 August		Love Parade	500	Moved to the Corn Exchange due to bad weather
Monday 31 August		DTC Music Festival	1000	Poor attendance due to weather. Headline act not really suitable for event
Sunday 13 Sept	2.30pm DSB		?	

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 NOVEMBER 2015

EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

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

Name	Grant No:	Grave Number
Dorchester Cemetery		
DEANA JACKYLENE HOVELL	2897	2256/b
Poundbury Cemetery		
CHAD LEGG & KATIE ALLEN	2893	CHILD SECTION: 79
MARY BUCKLEY	2894	C179 & C180
HELEN RUTH SCADDEN	2894/A	C178
MARTIN JOHN COLES	2895	241T
LORNA CHINNIAH	2896	C177
RUTH MARY MOCKRIDGE	2898	495T
Fordington Cemetery		

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

21.8.2015 – 31.10.2015	Dorchester	Fordington	Poundbury
Interments	8	0	6
Ashes	4	0	3
Garden of Remembrance	3	0	N/A
Dorchester South Chapel	3	0	0
Poundbury Chamber	N/A	N/A	0

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 NOVEMBER 2015
Monitoring Report - Lettings

Chargeable Bookings 2014-15					Chargeable Bookings 2015-16				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
August	11	19	12	£4514	19	15	3	£4572	£58
Sept	25	28	21	£5770	36	22	5	£5635	(£135)
Total	36	47	33	£10,284	55	37	8	£10,207	(£77)

Bar Income 2014-15			Bar Income 2015-16		
August		£246	August		£235 (£11)
September		£120	September		£349 £229
Total		£366	Total		£584 £218

Non Chargeable Bookings 2014-15				Non Chargeable Bookings 2015-16			
	Council	Partners	Total		Council	Partners	Total
August	4	1	5	August	1	1	2
Sept	8	4	12	Sept	8	6	14
Total	12	5	17	Total	9	7	16

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	4(5)	(1)		

Municipal Buildings – Percentage of actual income against estimated income to date: 59.5%

Weymouth Avenue Pavilion 2014-15				Weymouth Avenue Pavilion 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
August	9	0	£328	6	0	£215	(£113)
Sept	15	0	£579	24	0	£1000	£421
Total	21	0	£907	30	0	£1215	£308

Borough Gardens House 2014-15				Borough Gardens House 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
August	10	6	£480	14	0	£560	£80
Sept	16	2	£768	12	0	£588	(£180)
Total	26	8	£1248	26	0	£1148	(£100)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 NOVEMBER 2015
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Lighting Rig Test	Stage Electrics – 3 Year Service Agreement 14/16	July 2015	July 2016
PAT Testing	DAM Group	January 2015	January 2016
Boiler Service	A. P. Chant – Service Boilers – 3 Year Contract 14/16	April 2015	April 2016
Fixed Wire Testing (5 Year)	A. P. Chant	August 2015	August 2020
Stage Units – annual test and service	SICO Europe Ltd – 3 Year Contract 15/17	November 2014	November 2015
Service Clock – annual test and service	Smiths of Derby	November 2014	November 2015
Kitchen Clean	Rentokill	November 2015	November 2016
Ventilation Clean	Rentokill	December 2015	December 201
Emergency Evacuation Chairs service (6 monthly)	Evan + Chair International	August 2015	February 2016
Lightning Protection	G & S Steeplejack Ltd	June 2015	June 2016
Lift	Stannah	June 2015	June 2016
Fire Extinguishers	Fire Express Ltd	August 2015	August 2016
Fire Alarms annual test and service	Churches	August 2015	August 2016
Intruder Alarm	Chubb	September 2015	September 2016
Emergency Lighting annual test and service	Andy Whitty	April 2015	April 2016
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Trident Access	February 2015	February 2016

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

Project	Cost	Progress
Revise Energy Efficient Lighting Scheme in Town Hall	£5000	New lighting installed – 21-24 October 2015

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 NOVEMBER 2015

TOWN HALL LIGHTING

1. The Committee, at its meeting in January, agreed a special item to replace the existing tungsten halogen Town Hall lighting with new energy efficiency lighting.
2. The new lighting system has now been installed and is based on a system of light fittings, using new generation dimmable fluorescent tubes, located in the bays created by the structural piers.
3. The fluorescent tubes that have been used are 'new generation' which presently match that of its LED counterpart in energy efficiency but are significantly cheaper in price.
4. The new lighting system has now been installed.
5. Discussions have been held with the lighting consultant about a potential opportunity to extend the scope of the project to introduce a further new lighting system that supports and enhances the 'banqueting' potential of the Town Hall. In addition to this it might be possible to go further in respect of a performance lighting provision that offers a flexible facility for platform performances – theatre, music, conference etc.
6. If Members wish to pursue the installation of additional complementary lighting it is suggested that a special item of £3 – 5,000 be requested when next year's budget is considered.

Steve Newman
Deputy Town Clerk

Minutes of DA trustees meeting 8th September 2015

Present : Mark Tattersall (MT), Jem Shackelford (JS), Louise Sheaves (LS) (Chair), Trevor Ware (TW), Simon Barber (SB) until 7.45pm, Tess James (TJ), Terry Hooley (TH), Rod Hoare (RH), Jane Burden (JB) (minute taking), Susie Hosford (SH) until 7 pm, Fiona Kent-Ledger (FKL), Dan Thomas (DT), Fiona Pearson (FP).

Apologies were received from Sara Lock and there were no **conflicts of interest** registered.

The minutes from 24th June 2015 were approved by TW and seconded by RH.

For **matters arising** LS asked about the problem of the poor sight lines from the raked seating of the Corn Exchange, which MT said was being investigated with the Town Council.

6: Dorchester Town Council

MT reported that relationships between DA and DTC are extremely good. The team is incredibly co-operative and there are no problems; 'steady as she goes' is the way ahead and everyday matters are fine. SH suggested that this was due to good preliminary preparations.

A vote of thanks was noted to the Town Council team.

TW is keen to look at any health and safety documents that relate to the staff and the Corn Exchange, especially key-holding and fire-drills. We were reminded that the Town Council is still responsible but DA needs to be 'in the loop'. TH asked about the environmental issues (as we saw addressed at The Grove) and we were told that the DTC policy on environmental issues still needs to be seen, but that DA have noted that DTC are actively working on environmental issues in the building at the moment.

MT suggested that the 'Colours of Africa' stitched panel be put into the corridor near the toilets but that needs to be run past the DTC Management Committee.

MT reported that it was the first time DA had programmed the DTC music event over August bank holiday. He said it was not a good audience due to the weather and a somewhat thin marketing campaign but the feedback had been positive, other than for the final band. The only other slightly negative feedback was about the number of bar staff but as it was a dull day there was no problem. Had it been better weather the bar staffing might have been inadequate. MT commented that bar staff numbers had been adjusted due to the poor forecast.

7: Policies/HR

FP and TW presented their progress:

Relevant H&S policies are to be sought from DTC and contracts will be completed prior to other policies. The HR committee are to meet on 14 September (MT is to feed back with comments separately). A debate about a date, and in particular the urgency of issuing contracts, ensued as everyone is keen to avoid further delays. The HR committee will feed back a date for completion of contract templates after their meeting on the 14th.

All of the following need slight amendments: diversity; volunteer; grievance; environmental; safeguarding; email and internet; data protection; disciplinary.

Congratulations were offered to TW and FP for their hard work.

LS asked if H&S should be included as a board meeting agenda item in its own right or be part of Policies/HR. It was decided to include H&S in Policies/HR.

8: Finance

Some changes were suggested to the draft 2014/15 accounts:

the word 'retired' will replace 'resigned' when referring to outgoing trustees.

MT confirmed that the amount of £1,330 owing from Wing Chung was irrecoverable and as such agreed that this amount would be written off in the accounts for the year ended 31 March 2015

Please see the budget report as a separate attachment.

Matters arising from the budget were that credit card charges have been increased without any complaints and MT is confident about a gradual general rise in ticket prices. Ideas for spending the training budget are to be welcomed and this will be further assessed in the annual staff review process.

In answer to a question about the cleaning budget we were told that it is done by the DA staff.

The new initiative 'Live for 5' for 14 to 25-year-olds has been launched, with a campaign on social media, a stall at Anonymous and stalls at freshers' days at Kingston Maurward and Weymouth College, but The Thomas Hardy School has been very difficult to get into (Will Thomas is determined to try!). 'Live for 5' is funded by the £12k donation so the ticket sales split system between DA and artists is unaffected.

TH told the board about bogus and fraudulent standing orders being set up on the NatWest current account. FKL told the board about the need for a crime number to ensure that the insurance can be claimed.

Action: *all these claims and bogus standing order set-ups need to be reported to the police.*

SH warned of a forthcoming budget cut of 7.5% expected from WDDC. Apparently it could have been even more and there is no appeals procedure (but we can check with Jude Allen in the SLA Review).

Post-meeting note: *although there is not an appeal procedure, there will be a consultation on this and all are encouraged to send feedback to WDDC and get others to do so once the consultation starts.*

9: Dorchester Arts Trading

The new ice machine is going in and thanks were offered from RH to the volunteers for the decoration of the bar walls. A weakness that has been recognised is that Oscar does not account for the value of the stock (just the quantity) – this is under discussion with Savoy Systems.

Volunteers have been slower to offer themselves for bar sessions than had been hoped, but Sam Wood has had more volunteer forms back recently.

JB gave her apologies for the Duty Manager training meeting next week.

The bar still needs revamping although it has been painted and decorated. RH has contacted a designer from Hall and Woodhouse and Rob (the architect husband of Ashley Eldridge-Ford) has been asked to look at a re-design. There is no money for reshaping it quickly, but it will be looked at and also run past DTC.

We were reminded that the bar staff should look professional in some sort of uniform, more formal for weddings and official events.

TW asked if merchandising would be included in the commission payable to DTC; it was thought not, **but MT is to check.**

Post-meeting note: MT confirmed that no commission is payable on merchandising items.

10 fundraising

Instant Sunshine was a huge success with £2000 surplus. Thanks were sent to Minette Walters who was an excellent hostess. Ideas for promises for next year's Gala are to be sought and other fundraiser ideas (such as a singalong to Frozen in February) are to be invented.

They have been 16 sign-ups to the 50-50 business deal for sponsorship.

11 Board members and officers

LS brought the Board's attention to the fact that Jo Archer has not attended any of the meetings held in the past 6 months nor sent apologies and therefore suggested that Article 42.1.6 of the DA Articles of Association be invoked, resulting in her no longer being a trustee. This was unanimously agreed. A new trustee was suggested and LS asked if Carl Woodward could be approached about his interest in joining the board. After some discussion it was decided that MT would approach Carl.

Post meeting note: Carl Woodward has accepted our invitation to join the Board.

RH has been asked by LS to take on the Vice Chair's role: he has accepted the post and been welcomed.

12: Away day

JB has booked the Castle Cove Sailing Club for 22 October 9.30 until 4.30 ish. We need to think about a fun group activity for the afternoon. JB suggested a felt-making project to produce a Jack and the Beanstalk type pot plant for the office.

JB and LS are to organise food. Dietary requirements will be sought nearer the time.

13: Artistic Director's report (please see board papers)

Two highlights in July were The Spooky Men's Chorale and The Blockheads and because of such good ticket demand MT feels more confident about booking bigger acts.

Sue Wylie's play 'Kinetics' was received with great enthusiasm on Sept 5th and is to be repeated

on Sunday 18th October. Parkinson's UK has pledged money for support. MT remarked on this being a wonderful opportunity for collaboration, with benefits to both sides. A surplus was made on the night of the play and this will be held by DA as restricted funds for reinvestment in the play, so it is cost neutral for DA.

Megan Dunford is to run a Big Draw event in the Town Hall (JB offered art material to help keep the cost down).

Jo Simons continues to do excellent work with DYT and MT told us about a curated exhibition for the visual arts at the end of October at Duke's new showrooms. A private view date will be announced soon. SB is planning a feature on it in Evolver magazine.

The idea of moving the Dorchester Festival to the third weekend of July met with approval from the board and JS says it will work well with the school holidays. Discussions are underway to look at ways in which DA can support the 2018 Dorchester Community Play. RH is the liaison for this.

14: AOB

TH suggested combining an AGM with a DA Members' Breakfast but this was problematic so JS suggested a Saturday morning AGM. MT suggests a short performance to precede the AGM as that given by Connect was so effective. **Action:** *MT to look for suitable dates in January.*

LS reminded us of the need for discretion when talking about the Maltings.

LS also reported that our departure from The Grove is all sorted. MT told us about some outstanding items at the Grove under discussion with the Duchy, but nothing serious or deemed to be a problem. The lighting system is still available for re-use or sale.

Thanks were offered to LS (and Tina Hicks) for helping to clear out at the Grove.

JB asked about storage of meeting minutes and whether they were still accessible in hard copy for the trustees who are not so IT confident. MT/LS reported that they were accessible in the office on demand.