



Dorchester Town Council

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

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

6 September 2017

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 12 September 2017** 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, R. Potter, M. Rennie, K. Rice (Chairman), 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 11 July 2017 (adopted by Council on 25 July 2017). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. The Great Field - Update

To receive an oral update from the Deputy Town Clerk following a meeting to be held with the Duchy of Cornwall regarding the proposed consultation on the facilities to be provided at the Great Field.

4. Borough Gardens Shield Bed

Members will be informed that a request for a shield bed had been received to mark the hundred year anniversary of the Royal Air Force (formed 1 April 1918).

The Committee has previously proposed that the 2018 shield bed should mark the 100 year anniversary of when women first got the vote.

There is only one shield bed in the Gardens and Members will be asked to give consideration to the request for a RAF shield bed.

5. Hawthorne Road Sports Arena

At the last meeting of the Committee it was agreed not to pursue further the creation of a sports arena facility on part of Hawthorne Road allotments.

Whilst accepting there was a need for such a facility in this area of the town it was felt that disposing of allotment land was not a suitable way forward.

The Committee may however wish to formally consider requesting that such a facility be included within any future planning agreement that might be made in respect of developing land in the area.

6. WW1 Commemorations in 2018

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

7. Litter Free Dorset

To consider a grant application from Litter Free Dorset (enclosed).

8. Dorchester Foodbank - School Holiday Lunch Programme

At the March 2017 meeting of the Committee it was agreed to provide a £500 grant to Dorchester Foodbank so as to help provide a holiday lunch programme over the summer. Members may be interested in feedback received about the project which is set out below:-

“Last year we changed the format of Lunch Club from providing a cooked lunch everyday at The Thomas Hardy School to giving a hamper of food on a once a week basis. Our existing members were invited to the Dorford Centre to collect their hamper and we also provided coffee and cake and some activities for the children. 13 families were helped at a cost of £502 (additional supplies were provided from the Foodbank).

In planning for this year we thought we would try to expand the provision to help around 18-20 families. Our starting cash balance was £68. However, we were overwhelmed with the response to our initial invitation with over 50 families applying for help. Because of these numbers we decided that we would only provide food on two occasions for each family. So we therefore invited families twice out of the four Thursdays in August.

People were again provided with tea, coffee, squash and cake and then took their parcels home. Some games were also provided for the children. Food parcels included tinned food (pasta, pasta sauce, rice, tea, cereal, tinned meat, fruit, vegetables, fish, rice pudding, soup, baked beans) and fresh food (mince,sausages,cheese,ham,eggs,potatoes,onions,carrots,apples,bananas,tomatoes).

We had volunteers available to chat with the families and also the Credit Union and community champion from Tesco to talk about money management and healthy eating. We were supported financially by Dorchester Town Council, DPAG, Churches, Charitable Trusts and individuals and the total given was over £4000. We have spent around £2400. We have decided to provide a parcel for each family at Christmas and also repeat the program next year-hoping to help each family every week. This level of support will require a contribution from us to supplement Foodbank stock. The surplus from this year will be used for these programs.

Although this project is not specifically run by Dorchester Churches, nearly all the volunteers, individual donors and cake makers were from various churches in the town and we are grateful for their support. We were also provided with premises and office help from Dorchester Baptist Church and we had significant support from the Foodbank.”

9. 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.

10. Monitoring Reports

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

11. Dorchester Arts

To receive the minutes of the DA Board Meeting held on 31 July 2017 (enclosed).

12. Urgent Items

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

13. Public Bodies (Admission to Meetings) Act 1960

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

14. New Tennis Courts

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

15. Borough Gardens Kiosk

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 12 SEPTEMBER 2017

WW1 COMMEMORATIONS – 2018

1. Members will be aware that next year will be the last year of the 100 year commemoration of WW1.
2. Set out below are those events / activities proposed to be undertaken in 2018.

Sculpture – Mike Chapman has been commissioned to produce a sculpture based around the theme of peace and friendship which reflected the sculpture produced by him for the twin town of Lubbecke. This sculpture is proposed to be located opposite the War Memorial on the eastern side of the Prince of Wales Road /South Walks Road junction.

WW1 Trail – Heritage Lottery funding is being applied for to create a WW1 trail in the town. Presently Dorchester's First World War history is largely hidden. It was home to one of the largest prisoner of war camps in the country, where as many as 4,500 Germans were detained; large barracks which housed soldiers of the Dorset Regiment and which have since been converted into other buildings; a VAD hospital; a War Memorial and - unusually - a memorial to the German soldiers who died here. The German memorial was built in 1919 and is listed by Historic England on the basis of its 'exceptional rarity'.

The project will use the knowledge and photographic resources of the Keep Military Museum, the Dorset County Museum and the Dorset History Centre, alongside the considerable research already carried out by local volunteers into the human stories of WW1 Dorchester, to create a town trail which will shed light on this hidden history.

Memorial Visit – To organise a visit, during the summer of 2018 to the new memorial to three County Regiments of Devon and Dorset at the National Memorial Arboretum in Staffordshire.

St Osmund's Middle School WW1 Play - St Osmund's Middle School are presently researching Dorchester and The Great War. The school pupils are working with local historians and musicians to present their findings in the form of a play, open to all, which will include music and singing. The play will be performed at Thomas Hardy School in March 2018. The research and play is very much a community project and is very Dorchester based – it is bringing history and heritage of the town to life for the young people working on the project.

The Dorchester Joint Heritage Committee has agreed to make a contribution to this and event and it is hoped that the Town Council will as well as a part of its WW1 commemoration activities. The pupils are looking for financial support to help with the cost of sound, lighting, scenery etc.

Corn Exchange Event and possible Triumphal Arch – The Committee previously intimated that it would wish to see an event held in the Corn Exchange in 2018 marking the 100 year anniversary of the return home of soldiers who had fought in the war. There are also photos

of triumphal arches located at the entrances to the town welcoming back those returning from war. Investigations are being made to see if it might be possible to create something similar in some part of the town.

Silent Soldiers Project – To consider sponsoring and encouraging others to sponsor silent soldiers around the town (cost £250 per soldier). This is a Dorset British Legion project – further details below:-

Silent Soldiers will appear across Dorset as we commemorate the end of WW1. They will appear on buildings, and in gardens, fields, roundabouts and many other places. Companies, and individuals, can join the Nation in remembrance by displaying a Silent Soldier.

Dorset RBL is sure that British communities will come together in all sorts of different ways to consider and remember the huge sacrifice that so many people made during those war years and the Silent Soldier will be a unique tribute – it refers to those who came home “silently”, or did not come home at all.

The Silent Soldier can be fixed to buildings and walls or stand upright, fixed to posts.

Demand is already high for the Silent Soldier and Dorset Royal British Legion invites you to be part of this once only opportunity to show respect: Display a Silent Soldier.



3. Members are asked to note the proposals to date and to give consideration to any further ideas for this last year of commemoration.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<p><i>Name of organisation.</i> (If your application is successful the grant cheque will be made payable to the name used here.)</p>	<p>Litter Free Dorset - We are a not for profit group hosted by Dorset County Council therefore cheque would need to be made payable to Dorset County Council. They are the accountable body</p>
2.	<p>Name and address of responsible officer who should be contacted regarding this application.</p>	<p><i>Matilda Manley</i> Litter Free Dorset Dorset Coast Forum Dorset County Council County Hall Colliton Park Dorchester Dorset DT1 2LY</p> <p>Tel: 01305 221752 (Mobile) 07824434105</p>
3.	<p>Address where activities are based.</p>	<p>Dorchester Town Centre – focusing on South Street and Trinity Street</p>
4.	<p><i>What area (community) is served?</i></p>	<p>Dorchester town centre: Residents, visitors and businesses</p>
5.	<p>Are there any other similar facilities or services provided in the area/district?</p>	<ul style="list-style-type: none"> • Dorchester Keeper of the Walks (employed by Dorset Waste Partnership) already walks the streets picking up butts. This project is linking in with Scott's work and is more preventative - trying to stop littering in the first place. • Bob Kerr had set Dorchester Stop the Drop and carried out some campaigns regarding cigarettes. Bob has now taken a step back but we have kept him in the loop with what is happening with the campaign. • Litter Free Dorset brings together businesses, community groups, councils and organisations such as Dorset Waste Partnership to work together to reduce litter issues such as cigarette butts. We try to avoid duplication of effort and instead aid collaboration.
6.	<p>How does your organisation / activity benefit the residents of Dorchester</p>	<p>We are engaging with residents, visitors and businesses in Dorchester to try and change cigarette littering behaviour. The amount of litter in an area can affect people's perception and experience of a place. A loved and clean town can build pride of place and multiple positive behaviours. Campaigns like this help people reinforce that we can all play a part in making Dorchester great – not just the councils. It breeds a more caring community generally.</p>
7.	<p><i>Present charges/ subscription/fees.</i> Please attach schedule if available.</p>	<p>We do not have any charges or subscription fees</p>
8.	<p>Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>No</p>

9. *Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)*

Overview: #BINTHEBUTT Campaign in Dorchester (and variations in Ferndown and Swanage) to reduce the amount of cigarette related litter on our streets.

Background: A baseline audit was carried out in Dorchester on 31st August in order to measure the impact of the upcoming campaign. 329 cigarette butts were recorded on Dorchester South Street. These had accumulated over a period of 15 hours since the last street sweep – 2:30 pm to 7:30 am.

Cigarette butts are one of most commonly collected bits of litter within the UK. Due to their small size, people don't often think of them as litter. Not only are cigarette butts unsightly, but the filters also contain plastic fibres; if they make their way down the surface water street drains, it means they stick around once in the sea, and can take between 18 months to 10 years for a cigarette filter to decompose.

Litter Free Dorset was started in February 2017. It is an umbrella for action by councils, businesses, charities and community groups. Partners all work together to reduce litter across Dorset. Litter Free Dorset is led by the Dorset Coast Forum who have run the successful Litter Free Coast and Sea campaign for the last 5 years along Dorset's coast. All partners sit on the Litter Free Dorset working group. The Working group decided to focus on cigarette litter and roadside litter with their campaigns this year. Three locations to reduce cigarette related litter were identified and three different campaigns created for each location:

- Dorchester – Higher or Lower (more explanation below)
- Swanage – “Only Rain Down the Drain” ethical graffiti – this campaign uses a stencil and power washer to create a reverse graffiti on the pavement – they effectively leave a clean stencil on the pavement encouraging people not to put their cigarette butt down the surface drain because these drains lead directly to the nearest river or sea.
- Ferndown – Seven Giant cigarettes – These have been used in London where they have successfully reduced littering by 20%. They are over 1 metre tall and make it very hard for people to ignore the issue.


Dorchester Higher or Lower:

We would like to install 4 street signs which show whether cigarette related litter has increased or decreased each week. The signs have been approved by Dorset County Council Community Highways Officer and a full risk assessment has been created for the signs. The Keeper of the Walks will note how much cigarette litter is collected each week and we will change the sign (using magnets) to show whether it is higher or lower than the week before and how many items have been collected that week.

This is new campaign that we have not seen used anywhere else in the country. It has been devised using the following behavioural change theories:

- People behave differently when they feel like they are being watched – the higher and lower signs show people that their

		<p>behaviour is being monitored and this means they are more likely to do the right thing</p> <ul style="list-style-type: none"> • People follow the herd – If people see that the trend in cigarette litter in the town decreases they will follow the pack and join in • Positive feedback reinforces positive behaviour – People like being praised for doing something good and people also like being part of a group that is doing well. As cigarette litter decreases the buzz people get from being part of something positive will mean they are more likely to carry on putting their butts in the bin. <p>We hope this will get people thinking about the consequences of dropping cigarette litter and bring it to their attention how much cigarette litter the road sweepers clean up.</p> <p>The Town Crier is also on board and will make announcements on the results of the ‘Higher or Lower’ game over the course of the campaign.</p> <p>There will be launch event on Monday 11th September which the Town Council have been invited to. We will be having a gazebo outside Goulds/Barclays with interactive games and will be handing out personal stubby packs.</p> <p>Wider campaign materials: A “Binyourbutt” logo and poster have been created. Posters are being handed out to businesses in Dorchester town centre to show their support for the campaign. Businesses are also showing their support by:</p> <ul style="list-style-type: none"> • Providing stubby packs for smokers so they can then put their used cigarette butts in there if on the move and can’t access a bin (we will be supplying these for free) • Ensuring there are adequate disposal facilities outside of business, if customers are permitted to smoke outside business. • Sharing the campaign running on Litter Free Dorset social media page through their social media.
10.	<p><i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i></p>	<p>Campaigns like this work best when they are run for a shorter period of time. If they carry on too long then the blend in to the background and no longer make an impact. However, because three campaigns are being run at the same time we will then be replicating the campaigns at different locations around Dorset going forward with various community groups to spread the impact of the campaigns.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>11th September 2017</p> <p>11th October 2017</p>
12.	<p>Please give details of the cost of the project.</p>	<p>Higher or lower road signage £20 x 4 = £80 Poster printing (A5 and A4) x 50 = £20</p>

13.	<i>Please give details of other grants awarded or applied for.</i>	Dorset Waste Partnership has awarded £20,000 for the Litter Free Dorset Project Officer to work on this campaign and other litter campaigns across the county over the year. This covers staff costs and travel costs. Dorset Waste Partnership have also provided free of charge
14.	Amount of grant requested from Dorchester Town Council.	£100
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	Litter Free Dorset is a new project that started in April 2017 therefore we are not able to provide accounts for previous years. Although Litter Free Dorset is new, Litter Free Coast and Sea (sister project) has been running since 2012 and has run similar campaigns on the coast successfully for over 5 years. We are hosted by Dorset County Council therefore all of our finances are done through the Dorset County Council bank accounts and finance systems. The funding that comes in for Litter Free Dorset is ring-fenced and would not be re allocated to any other council project or department.
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Signature of Applicant(s) Matilda Manley</p> <p>Position Held: Litter Free Dorset Coordinator</p> <p>For and on behalf of: Litter Free Dorset- Dorset County Council Date: 04.09.2017</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 12 SEPTEMBER 2017
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		
VINOD	2981	2242B
HARTIE	2984	2242A
Poundbury Cemetery		
GOLDSACK	2979	C91
PENFOLD	2980	256
DEUXBERRY	2982	C13
HASKINS	2983	C13A
Fordington Cemetery		

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

01.07.2017– 31.08.2017	Dorchester	Fordington	Poundbury
Interments	3	-	2
Ashes	3	2	1
Garden of Remembrance	-	-	-
Dorchester South Chapel	1	-	-
Poundbury Chamber			1
Children's Plot			-

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 12 SEPTEMBER 2017**

Monitoring Report - Lettings

Chargeable Bookings 2016-17					Chargeable Bookings 2017-18				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
JULY	29	20	2	£3944	26	27	1	£3346	(£598)
AUG	14	16	2	£5167	20	18	2	£2769	(£2398)
Total	43	36	4	£9111	46	45	3	£6115	(£2996)

Bar Income 2016-17			Bar Income 2017-18		
JULY		£633	JULY	£251	(£382)
AUGUST		£1033	AUGUST	£529	(£504)
Total		£1696		£780	(£886)

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
JULY	7	2	9	JULY	12	4	16
AUG	3	1	4	AUG	3	1	4
Total	10	3	13		15	5	20

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	7(4)	3(3)	5(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 40%

Weymouth Avenue Pavilion 2016-17				Weymouth Avenue Pavilion 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JULY	18	0	£740	15	1	£492	(£248)
AUGUST	8	0	£246	6	1	£175	(£71)
TOTAL	26	0	£986	21	2	£667	(£319)

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JULY	16	1	£734	5	1	£208	(£526)
AUGUST	11	1	£512	10	0	£489	(£23)
Total	27	2	£1246	15	1	£697	(£549)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 12 SEPTEMBER 2017
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2016	November 2017
Boiler Service	New contract: 2016 Benzoni Services Limited	September 2016	October 2017
PAT Testing	DAM Group	November 2016	November 2017
Lightning Protection	GNS Steeplejack Ltd	August 2017	August 2018
Emergency Evacuation Chairs service	Evac + Chair International	August 2017	August 2018
Fire Alarms annual test and service	Andy Whitty	November 2016	November 2017
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2016	October 2017
Service Clock – annual test and service	Smiths of Derby	November 2016	November 2017
Ventilation Clean	Rentokill	October 2016	October 2017
Intruder Alarm	Chubb	March 2017	March 2018
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2017	May 2018
Lift	Stannah	June 2017	June 2018
Fire Extinguishers	Fire Express Ltd	August 2016	August 2017
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White Sanitary Bag Dispenser Nappy Bag dispenser	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	New Contractor	February 2016	September 2018

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members		
Project	Cost	Progress
Town Hall internal stonework repairs and external decoration	£21,254.00	Being undertaken at present. All work due to be completed by end of September 2017.

Minutes for DORCHESTER ARTS BOARD MEETING MONDAY 31 July 2017 at 4.30pm in the CORN EXCHANGE

Present: Mark Tattersall MT, Louise Sheaves LS (Chair), Terry Hooley TH (minutes), Susie Hosford SH for WDDC, Fiona Kent-Ledger FKL for DTC Sara Lock SL, Fiona Pearson FP, Penny Treadwell Anderson PTA, Trevor Ware TW, Carl Woodward CW
By invitation Roger Jarvis RJ Peter Smith PS

1 Welcome

The Chairman welcomed Roger and Peter to the meeting and hoped they would confirm their interest in becoming directors.

2 Apologies

Apologies had been received from: Tess James and Jennie Veale

3. Conflicts of interest

There were no new conflicts of interest

4. Minutes from 16 May 2017

These minutes had been circulated and were approved after a proposal by LS which was seconded by FP.

5. Matters arising

There were no matters arising which weren't on the agenda

6. DTC

MT reported that there were no current issues. He thanked DTC for their significant support for the Summer Sunday event. The bar franchise and Magistrates Room rental agreements will need to be renegotiated before mid- 2018. MT will have an initial discussion with Adrian Stuart. **MT**

Lists had now been received for the DTC hard hat tours of the Maltings. LS indicated that tours will be held in September/October for up to 10 at a time. FP will organise names for the Poundbury Residents Associations. **FP**

7 Trustees

Jennie Veale had confirmed her willingness to become a trustee. Her appointment was approved after a proposal by LS which was seconded by PJA

LS indicated that RJ had a legal background and PS had an accounting background, which would make him a suitable candidate for Treasurer.

8 Finance

TH indicated that that the 31 March 2017 annual report (including the detailed note 2) had been circulated together with the review of activities. These had been considered and approved at the Finance Committee meeting held on 27 July 2017, minutes of which had been circulated

TH drew attention to the review report from the independent examiner who had no matters to raise. The loss for the year of £307 was a good result coming from a strong box office surplus, fundraising and the excellent bar results. The unrestricted funds at 31 March 2017 of £31,899 represented approximately three months reserves. It was noted that funding bodies were now looking for higher levels of reserves.

A query was raised on the debtors which was clarified as being amounts due from DA Trading for profits made and the grant from DTC for the feasibility study.

An amendment was requested to the review of activities to reflect the significance and results of the fundraising carried out. **MT/TH**

Subject to the amendment to the review of activities the annual report was accepted after a proposal from TH, which was seconded by TW

TH referred to the letter of undertaking which had been circulated. This had been given by Maltings Arts as DA had paid £10532.10 as an initial payment for the fundraising feasibility study by Achates Philanthropy. The monies will be repaid when the Canopy fund monies are released.

MT took the Board through the results to 30 June 2017 and highlighted the following

- The box office was performing well but may slack off during the summer although the outdoor events had been very successful
- There was little project management project activity in the period. However the Bunbury Charitable Trust is about to be activated which should result in a management fee.
- Memberships were strong on the back of the Maltings publicity
- Fundraising is going well and the Summer Sunday held yesterday had a good result (close to £2k raised)
- Advertising revenue is linked to the brochure
- Bar profit is extremely good with minimal wastage on stock usage There may be a possible slow down during the summer depending on the outdoor events which in turn depend on the weather.
- Total income is ahead of budget
- Certain items particularly the Maltings expenses were outside the normal income and expenditure
- Salaries are tracking budget
- A donation has been received for training
- Other expenditure is on budget
- The overall result for the three months is a profit of £1,612 which is a solid start to the year

Discussion ensued as to the slowdown in demand for weddings FKL will follow up with DTC regarding the setting of suitable dates for 2018, which would attract business, and also engaging in promotional activities. FKL

9 Maltings

The Board were updated on developments on the fundraising feasibility study a draft of which has been recently received. Once reviewed a meeting will be required to sort out the draft before its presentation to the Maltings Board on 17 August 2017. **MT/LS**

Approval is still awaited for the release of the Canopy Fund money.

A very positive meeting was held with WDDC. Monies will only be signed off once due legal process has been effected.

Significant progress had been made with the commercial space and a letter of intent has been received from an interested party who wishes to have exclusivity. The principle of this and any related payment will have to be dealt with by the Maltings Board.

Reimbursement for the two days a week for MT will only start when the Canopy Fund money is available. This reimbursement will be at the rate of £1,200 per month to cover salary for two days a week and associated costs such as pension. A side letter to his employment contract will be drafted **MT**

10 AD's report

The report had been distributed and MT highlighted the following

- Although the Frozen Light performances by their nature lost money due to the small (albeit totally sold-out) specialist audience, the reaction was great
- Certain shows had been cancelled both at the instigation of the artists and DA. The latter was due to poor presales. Disappointingly due to artist pulling out, two Xmas shows have been cancelled and couldn't be replaced in time for the season launch and brochure.
- The outdoor theatre season had been a great success and will be developed in 2018
- The Autumn 2017 season brochure was now available. The programming is very varied and exciting.
- The Open 2017 visual arts exhibition at Duke's had great attendances but few sales despite reasonable prices
- The FutureStage Youth Theatre Festival had been very successful being a thoroughly inclusive and integrated event
- The Xmas Cracker Lantern Parade was back which was supported by the Board and assistance was offered **SH/FP**
- There is a read through to the Thomas Hardy Society of the new play based on the novel *Winter* on 9/9/17

11 Fundraising

PTA reported the plans for the upcoming fundraising events had remained unchanged. Everything was going well and the Summer Sunday held yesterday was very successful much assisted by the weather staying dry.

The High End to High Street Fashion event looks like it will be successful

The Sugar Group is developing well

12 HR/Policies

FP indicated that a meeting had just been held.

Two new committee members are required and it is felt that TJ and JV would be suitable candidates. They will be contacted to see if they are prepared to serve **LS/FP**

The volunteering situation is good and assistance is being sought for leaflet distribution. **FP**

The appraisals will be carried out later in the year. A pay rise may be considered if the financial results justify one.

The Board induction pack is being updated **FP**

13. Any other business

13.1 Photographic competition

TW and MT had had a meeting with the Dorchester Camera Club and outlined the main features of the competition as follows

- The competition will be a high end competition and named the Hardy Photo Competition
- There was a choice between American and European rules - American rules are to be used
- Software is available through the Camera Club at a cost of £500
- Promotion will be through camera clubs
- There will be an entry fee from which modest prizes will be offered
- Of most importance to entrants are the points awarded which count towards accreditation
- Judges have to be credible
- The subject matter doesn't have to be specified
- The entries will close in March 2018
- Judging will be in June 2018
- Announcement could be timed to coincide with the Hardy Society Conference event
- The cost of set up will be £500 – £1000
- Printing of prize winning entries for display will be selective (20-30)
- The Camera Club needs promotion
- The long term durability of the scheme is important

FKL revealed that she was a keen photographer and regularly entered competitions. She has agreed to liaise with TW on her ideas for the competition.

13.2 Brochures

Various styles of brochure were considered and it was decided to retain the current style.

13.3 Duty manager

There had been a gate crasher at a recent event. This was regarded as a one off. The role/responsibility of the duty manager in this regard was questioned. The duties of duty manager are being revisited and guidelines will be issued **MT**

14. Date of next meeting

This was set for 25 September 2017 starting at 4 30pm

TGMH

1/8/17

