MANAGEMENT COMMITTEE

14th JANUARY, 2014

At a Meeting of the Management Committee held on 14th January, 2014:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors K.E. Armitage, S. Hosford, T. James, T. Loakes, A.J. Lyall, R.B. Potter (Chairman) and M.E. Rennie.

In Attendance Councillor D.S. Roberts.

APOLOGIES for absence were received from Councillors D.J. Barrett, C.S. Biggs, A.J. Canning F.E. Kent-Ledger and D. Taylor.

39. <u>MINUTES</u>

The Minutes of the Meeting of the Committee held on 12th November, 2013, adopted by Council on 26th November, 2013, were taken as read and were confirmed and signed by the Chairman as a correct record.

40. COMMUNITY ACTIVITIES PANEL

The Committee considered the Minutes of the Community Activities Panel held on 7th January, 2014 (for Minutes see Appendix I). It was suggested that a 'Battle Honours Day' be discussed with the Director of The Keep museum as a part of the discussions proposed to be held with the Director.

It was

RESOLVED

That the Minutes be approved so far as this Committee is concerned.

41. MANAGEMENT ARRANGEMENTS

The Committee considered the schedule of work for the Outdoor Services Team. It was noted that the gravel path at the southern end of Salisbury Field required some attention. It was also noted that the rugby posts had yet to be installed at Kings Road playing field and the Deputy Town Clerk agreed to contact Sunninghill Preparatory School to find out when this would happen.

In response to a question the Compliance Manager confirmed that more bird boxes would be welcomed.

It was

RESOLVED

That the schedule of work for the Outdoor Services

Team be noted.

42. <u>USE OF BOWLING GREEN SITE IN THE BOROUGH GARDENS</u>

Members considered the report of the Town Clerk which identified the need to bring the site into full use during 2014. It was noted that there had been an aspiration to create a mini golf course in the location previously but that full funding had not been identified as yet and the benefits of such a scheme had not been fully researched. It was proposed that for 2014 a grass tennis court be marked out with some form of fencing around the court which could probably be provided for a modest cost. This would present the opportunity to provide a grass court tennis to Dorchester for one season only.

During 2014 it was intended that additional monitoring would take place of tennis court usage in the Gardens and also the courts adjacent to Trinity Street car park. The results would indicate whether there might be a need for additional courts or replacement courts in the Gardens in the longer term which could possibly free up land adjacent to Trinity Street car park for other purposes.

It was also proposed that officers would work with the Borough Gardens Panel to develop alternative proposals for the bowling green site and the site adjacent to the car park, which would include the mini golf option, to allow an options report to be submitted to the Committee by September 2014.

Members felt that an adult grass tennis court would require proper fencing and significant maintenance and suggested that the area be used for 'mini tennis' so as to attract children to use the area and develop their skills. It was noted that it might be possible to mark out two 'mini tennis' courts depending on their size. Use of the courts should be free for children.

Members also suggested a number of ideas for the long term use of the site which would be considered through the Borough Gardens Panel.

It was

RESOLVED

- (1) That for 2014 the bowling green site be marked out for mini tennis use with some appropriate fencing if necessary.
- (2) That officers work with the Borough Gardens Panel to prepare an options report for the bowling green area and site adjacent to Trinity Street car park to be submitted to Committee by September 2014.

43. FREE RUNNING EQUIPMENT – SANDRINGHAM SPORTS CENTRE

Further to Minute No 29/2013 Members were reminded that it had been agreed that some specialist free running equipment should be provided at one of the Council's open spaces. Prior to making a final decision on the location Members requested that potential users be consulted on a choice of three locations. Forty one young people responded to the consultation which produced the following results:-

- First preference (44%) Sandringham Sports Centre to the rear of the Bowling Club in the area which previously accommodated the fitness trail.
- Second preference (32%) Sandringham Sports Centre in the area between the outside gym and kickwall.
- Third preference (24%) Kings Road Playing Fields.

Members felt that the second preference was not suitable due to the possible impact on residents. The Committee also felt that it was important for the Dorchester Youth Council to consider the matter and it was

RESOLVED

That the Dorchester Youth Council consider the matter and make a recommendation on the location to the next full Council meeting.

44. <u>2014-15 ESTIMATES</u>

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2014-15 in respect of Allotments, Cemeteries, Cultural and Twinning Municipal Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget.

Members noted that $\pounds 18,000$ had been provisionally included for Special Items and the report included a long list of items based on service needs and also those items which officers had identified as a priority.

The Committee discussed its priorities for Special Items in detail. In respect of replacing the Corn Exchange acoustic fabric it was felt that painting it might be a short term solution and that this should be tested. In respect of replacement deckchairs it was felt that this should be revisited next year following public feedback received from Maumbury Rings Music Day and other Council events.

It was

RECOMMENDED

- (1) That the draft Estimates for 2014-15 as now submitted be approved so far as this Committee is concerned.
- (2) That the following Special Items be funded from the £18,000 included within the budget estimates:-
 - Skatepark fencing works £7,500
 - Cemeteries Memorial Testing £2,000.
 - Corn Exchange Wall & Dressing Rooms Roof – Investigative work prior to repair - £3,500.

• WWI Commemorations – War Memorial refurbishment and Events -£5,000.

45. **<u>REVIEW OF CHARGES</u>**

(a) <u>Recreation Facilities</u>

The Committee considered revised charges for recreation facilities. It was noted that the tennis season ticket charges would be included within the review of tennis facilities agreed for this year.

It was

RESOLVED

That the various charges for the use of recreation facilities be as set out at Appendix II with effect from 1st April, 2014.

(b) <u>Municipal Buildings</u>

Members considered proposals for revised charges for the hire of the Municipal Buildings. It was noted that a number of Friday and Saturday bookings of the Corn Exchange and Town Hall were cancelled which resulted in no fees being received. Members felt that a non-returnable deposit of £75 should be charged for Friday and Saturday bookings of the Corn Exchange and Town Hall.

It was

RESOLVED

- (1) That charges for the hire of the Municipal Buildings be as set out in Appendix III with effect from 1st April, 2014.
- (2) That, with immediate effect, a nonreturnable deposit of £75 be charged for Friday and Saturday bookings of the Corn Exchange and Town Hall.
- (c) <u>Borough Gardens House and Weymouth Avenue Pavilion</u>

Members considered proposals for revised charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion and it was

RESOLVED

That charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion be as set out in Appendix IV with effect from 1st April, 2014.

(d) <u>Cemetery Fees</u>

The Committee considered the various charges in respect of Dorchester, Fordington and Poundbury Cemeteries and it was

RESOLVED

That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix V with effect from 1st April, 2014.

46. <u>CEMETERY MATTERS</u>

(a) Exclusive Right of Burial

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

RESOLVED

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) <u>Interments and Burial of Ashes</u>

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee and it was

RESOLVED

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) <u>Headstones and Inscriptions</u>

The Committee received and noted applications for the design of headstones and inscriptions and it was

RESOLVED

That the action of the Town Clerk in approving designs numbered 4001 to 4007 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

47. MONITORING REPORTS

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

It was

RESOLVED

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.

48. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st November, 2013 and 31st December, 2013 totalling $\pounds 172,452.25$ (net) together with direct debits for the same period totalling $\pounds 60,208.17$ (net).

It was

RESOLVED

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

49. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was

RESOLVED

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.

50. **RESOURCES PANEL – 9TH JANUARY 2014**

As a matter of urgency the Committee was circulated with an extract of the Minutes of the Resources Panel Meeting held on 9th January, 2014 together with supporting reports of the Town Clerk in respect of future staffing arrangements for the Outdoor Services Team and Income Generation.

It was

RESOLVED

- (1) That the action plan in respect of future staffing arrangements for the outdoor Services Team be agreed.
- (2) That the Recommendation of the Resources Panel in respect of income generation be noted.

Chairman

COMMUNITY ACTIVITIES PANEL

7th JANUARY, 2014

At a Meeting of the Community Activities Panel held on 7th January, 2014:

PRESENT The Mayor (Councillor E.S. Jones) and Councillors S.C. Hosford, F.E. Kent-Ledger, T. James, P.G. Mann and M.E. Rennie (Chairman).

6. SUMMER EVENTS PROGRAMME

The Panel had before it the first draft Summer Events Programme 2014. The Panel agreed that the Council should only arrange one event per weekend throughout the summer. Members considered the possibility of moving the annual Love Parks event to the weekend so as to enable more families to attend but agreed that for this year as preparations were already underway, the event should continue to be held midweek on Wednesday, 30 July 2014. The Panel agreed that the revised Summer Events Programme should be circulated to all Councillors as and when amendments were made. The Panel also felt that a further family event should be held on a weekend towards the end of June to replace the Teddy Bear's Picnic in its previous format to a Family Picnic event, The Panel agreed that the Ridgeway Radio should be contacted and requested to take part in the event. It was agreed that the Town Clerk would report to the Panel in due course with proposals for a weekend family event.

It was noted that Love Parade would be going ahead in 2014 but that the next One World event would not take place until 2015.

The Panel agreed that one of music events to be held in the Borough Gardens would be an ideal opportunity for local charities to showcase their activities and that suitable music for the occasion should be booked.

The Town Clerk confirmed that he would contact Brewery Square Development Ltd so as to ensure that none of the Council's events clashed with events proposed for Brewery Square.

It was

RECOMMENDED

- (1) That, with the amendment of reintroducing a family orientated event for 29th June, the draft Summer programme be supported.
- (2) That the Summer programme is regularly circulated to Councillors as amendments are made.

- (3) That the Council should only arrange a maximum of one event per weekend throughout the summer.
- (4) That the annual Love Parks event take place on 30th July, 2014.
- (5) That local charities be encouraged to showcase their activities in the Borough Gardens.
- (6) That the Town Clerk report back to the Panel in due course with proposals for a weekend Family Picnic event to be held towards the end of June, 2014 and that Ridgeway Radio be contacted.

7. FREEDOM / LIBERATION FLAME RELAY

Members considered a request for the Freedom/Liberation Flame to pass through / be amalgamated in Dorchester between the 12th and 15th September, 2014. The Flame was established by the residents of Bayeux following being liberated from German occupation during World War II in June 1944. It was The Dorset Regiment that liberated Bayeux which was the first town in France to be liberated.

The Chairman reminded Members that funding was available to support such events. The Panel were pleased to note that the event would coincide with a visit from guests from Bayeux and that a reception had been booked for Friday, 12 September 2014 in the Town Hall and that consideration may be given to amalgamate the two events. The Panel agreed that in principal the flame could pass through / be amalgamated in Dorchester and that provisions would be made for the event.

It was

RECOMMENDED

- (1) That the Town Council continue contact with Dr Pinto and Hull City Council.
- (2) That, when further details of the event are known, members of the Panel meet with the Chairman of the Bayeux Society to discuss the Weekened.

8. <u>YOUTH FOOTBALL</u>

Members noted that it was proposed that youth footballers from Lubbecke would again be visiting Dorchester in October, 2014. More details would be provided nearer the time.

9. **MEMORIAL**

As a matter of urgency the Panel considered correspondence from Dr J. Travell requesting that the Council give some consideration to a remembrance ceremony for the battle of Kohima at the Cenotaph on Friday, 4 April 2014 and for a memorial to be erected in Dorchester.

Members felt that it would be worthwhile contacting the director of the Keep Museum to discuss the matter prior to a decision being made by the Panel. The Panel also discussed the possibility for a list of the Dorset Regiment's Battle Honours to be displayed in the Council Chamber.

It was

RECOMMENDED

- (1) That the matters raised in the correspondence be discussed with the director of the Keep Museum with a report back to the Panel in due course.
- (2) That consideration be given to displaying a list of the Dorset Regiments Battle Honours in the Council Chamber.

10. LOZENGE TO COMMEMORATE THE CLOSING OF DORCHESTER PRISON

Members of the Panel considered a proposal for a lozenge to be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison and it was

RECOMMENDED

That a lozenge be commissioned for the Council Chamber to commemorate the closing of Dorchester Prison.

11. DORCHESTER HERITAGE WEEK

Members considered the potential for the Municipal Buildings to be opened as part of the annual Dorset Architectural Heritage Week, next held in September 2014, and supported the idea of opening the Municipal Buildings to members of the public.

RECOMMENDED

That Dorchester Stitchers be contacted and requested to talk to members of the public about the tapestries that are on display in the Municipal Buildings.



PARKS, GARDENS & OPEN SPACES

CHARGES FOR RECREATIONAL FACILITIES April 2014 – March 2015

<u>TENNIS</u> <u>PUTTING</u>	Per Court per hour Per Court per hour prior to 12 Noon Monday (except Bank Holidays) Concessionary Per Court per hour Adult Season Ticket – six month Adult Season Ticket – twelve month Concessionary Season Ticket – six month Concessionary Season Ticket – twelve month Adult per round Children under 16 <i>The prices above are inclusive of V</i>		£6.20 £4.70 £3.70 £51.00 £81.00 £34.80 £47.00 £1.00 50p
FOOTBALL	Weymouth Avenue Recreation Ground - Senior Pitch	- with showers	£40.00
		- Junior use	£32.60
	Weymouth Avenue Junior Pitch		£24.20
	Weymouth Avenue Mini Pitch		£12.00
	Sandringham Sports Centre	- Senior Pitch - Junior Pitch	£40.00 £24.20
	Sandringham / Hardye's Pitch (Mini Pitches	1 & 2)	£12.00
	King's Road Playing Field and The Great Field Junior Pitches		£17.10
<u>CRICKET</u>	Evening Matches (6.30p.m. start) Afternoon Matches (2.00p.m 6.00p.m.)	Adult use Under 18 use	£40.00 £52.50 £32.60
	Artificial wicket (maximum of 2 hours) All Day Matches (11.00a.m 6.00p.m. or 1.00p.m 8.00p.m.)		£12.00 £68.70
	Sunday Matches (2.00p.m 6.00p.m)		£68.70

The prices above are exclusive of VAT With effect from 1st April, 2014.



DORCHESTER TOWN COUNCIL MUNICIPAL BUILDINGS CHARGES 1st APRIL, 2014 until 31st MARCH, 2015

Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

• Voluntary or Charitable Organisations

	Session Rate	Hours after 11pm	Hourly Rate
Corn Exchange - Weekday	£86.90	£26.35	£36.65
- Weekend	£108.65	£35.55	£45.75
Dressing Rooms	£34.10		£15.25
(When other functions are on)	£17.00		£15.25
Com Evolopes Vitabon	Full use £35.75		£17.25
Corn Exchange Kitchen	Part Use £20.50		£17.25
Town Hall	£45.75	£26.35	£20.50
Magistrates Room	£34.10	£20.00	£15.25
Council Chamber	£45.75	£26.35	£20.50

	Session Rate	Hours after 11pm	Hourly Rate
Corn Exchange - Weekday	£115.50	£29.20	£37.30
- Weekend	£138.50	£35.50	£47.00
Dressing Rooms	£43.50		£18.30
(When other functions are on)	£29.20		£18.30
Com Evelonge Vitebon	Full use £35.50		£17.25
Corn Exchange Kitchen	Part Use £20.50		£17.25
Town Hall	£57.15	£32.85	£22.85
Magistrates Room	£43.50	£21.80	£18.30
Council Chamber	£57.15	£32.85	£22.85

• Other Non Commercial or Private Events

• Civil Weddings/Civil Partnerships

Town Hall/Corn Exchange			
	Monday - Thursday	£167	
	Friday - Saturday	£229	

Council Chamber		
	Monday - Thursday	£139
	Friday - Saturday	£206

♦ Commercial

	Session Rate	Hours after 11pm	Hourly Rate
Corn Exchange - Weekday	£145.85	£47.00	£62.95
- Weekend	£180.75	£60.00	£80.00
Dressing Rooms	£56.00		£23.60
(When other functions are on)	£42.35		£23.60
Com Evelonge Vitebon	Full use £36.65		£17.75
Corn Exchange Kitchen	Part Use £21.75		£17.75
Town Hall	£80.00	£47.00	£35.50
Magistrates Room	£56.15	£34.40	£23.60
Council Chamber	£80.00	£47.00	£35.50



BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2014 until 31st MARCH, 2015

Session times for the Borough Gardens House are 8.00am - 1.00pm, 1.00pm - 5.00pm and 5.00pm - 11.00pm (on request only).

Session times for Weymouth Avenue Pavilion are 8.00am - 1.00pm, 1.00pm - 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

• Voluntary or Charitable Organisations

	Session Rate	Hours after 11pm	Hourly Rate
Borough Gardens House	£40.00	£22.90	£18.30
Weymouth Avenue Pavilion	£34.10	£20.00	£15.25

• Other Non Commercial or Private Events

	Session Rate	Hours after 11pm	Hourly Rate
Borough Gardens House	£50.00	£27.50	£20.60
Weymouth Avenue Pavilion	£43.50	£21.80	£18.30

Commercial

	Session Rate	Hours after 11pm	Hourly Rate
Borough Gardens House	£68.70	£40.00	£28.65
Weymouth Avenue Pavilion	£56.15	£34.40	£23.60

Dorchester, Fordington and Poundbury Cemeteries

FEES, PAYMENTS AND SUMS WITH EFFECT FROM 1st APRIL, 2014

INTERMENTS

A For the interment of the body of:

é	a)	a stillborn child or a child whose age at the time of death did not exceed 2 years (for the Green Burial Area at Poundbury an additional £10 will be charged)	£67.00
ł)	a child whose age at the time of death exceeded 2 years but did not exceed 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged)	£142.00
C	2)	a person whose age at the time of death exceeded 12 years (for the Green Burial Area at Poundbury an additional ± 10 will be charged)	£302.00
(d)	for the interment of a casket of ashes (for the Green Burial Area at Poundbury an additional £10 will be charged)	£101.00
B	Gr	aves in respect of which an exclusive right of burial granted:	
		For an interment over the depth of 1.8 metres, an additional charge of - for each 30cm dug (graves at Poundbury Cemetery will be dug to 2.7 metres for which no additional charge be made)	£52.00
SCA	ΔT	TERING OF ASHES	
6	a)	Scattering of ashes under turf on a grave	£54.00
ł	5)	Scattering of ashes in the Garden of Remembrance	£20.00
(c)	Dispersal of ashes in the pit at Poundbury	£54.00
EXC	CL	USIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	
For	the	e grant of an exclusive right of burial for 100 years in an earthen grave:	
6	a)	2.7 metres by 1.2 metres (3.0 metres by 1.5 metres at Poundbury)	£480.00
ł	5)	Ashes and children's plots (where available)	£155.00
USE	E C	OF SOUTH CHAPEL, DORCHESTER CEMETERY	£108.00
SEA	R	CH FEES	
For	the	e first thirty minutes	No charge
For	the	e first hour or part thereafter	£26.00
For	ead	ch subsequent hour or part	£22.00
Cas	ke	t type coffins	

Double fees will be charged for casket type coffins.

Stillborn children

Single fees will be charged for the interment and grave digging for stillborn children regardless of whether either parent is a resident of the area administered by the Committee.

Non-residents

The fees, payments and sums settled and fixed in the foregoing charges will be doubled where the person to be interred, or the person to whom the right is granted is, or was immediately before death, not an inhabitant or parishioner of those parts of the parishes of Dorchester or Winterborne Herringston within the area for which Dorchester Joint Burial Committee acts, excepting that any person who has resided within the area administered by the Joint Committee within the previous **ten** years or was a resident of that area for at least **twenty-five** years will be subject to the charges set out.

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Single fees apply to all fees for memorials

For the right to erect or place:

a)	a headstone, footstone or a monument in any other form on a grave -	
	- where the exclusive right of burial has been granted	£120.00
	- where the exclusive right of burial has not been granted (not available at Poundbury)	£155.00
b)	a flat stone at Dorchester or Fordington not exceeding 1.8 metres by 0.9 metres which must not project above ground level – (not permitted in the Lawn Area at Poundbury)	
	- where the exclusive right of burial has been granted	£155.00
	- where the exclusive right of burial has not been granted	£211.00
c)	a flat stone at Poundbury not exceeding 2.075 metres by 0.875 metres (only available where the exclusive right of burial has been granted and in the traditional area)	£190.00
d)	a tablet measuring 25 centimetres by 20 centimetres in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery	£83.00
e)	a flat stone not exceeding 30 centimetres by 30 centimetres which must not project above ground level in the Garden of Remembrance at Fordington Cemetery	£83.00
f)	an inscription, after the first, on a gravestone, tablet or other memorial (for each deceased)	£44.00
	N.B. For this fee an additional inscription is defined as an inscription added to an existing memorial. Any additional stones are defined as a new memorial	
g)	a flat stone at Dorchester or Fordington not exceeding 90 centimetres by 60 centimetres which must not project above ground level -	
	- where the exclusive right of burial has been granted	£83.00
	- where the exclusive right of burial has not been granted	£110.00
h)	a memorial at Poundbury not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted and in the cremation section)	£83.00
i)	children's memorials not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted in the children's area at Poundbury)	£83.00
j)	brass or bronze plaques 15.8 centimetres by 10 centimetres (only available at Poundbury)	£83.00