

# Dorchester Town Council

## Management Committee

16 January 2018

**Present:** Councillors C. Biggs, A. Canning, G. Duke, S. Jones, A. Lyall, R. Potter, M. Rennie and K. Rice (Chairman).

In Attendance

Councillor T. Harries.

**Apologies:** The Mayor (Councillor S. Hosford) and Councillors J. Hewitt, F. Kent-Ledger and D. Taylor.

44. **Minutes**

The Minutes of the Meeting of the Committee held on 14 November 2017, adopted by Council on 28 November 2017, were taken as read and were confirmed and signed by the Chairman as a correct record.

45. **Management Arrangements – Outdoor Services**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee. The Outdoor Services Manager responded to Members detailed questions on the report.

It was reported that the Weymouth Avenue entrance to Maumbury Rings had eroded and required some attention.

Members also wished to pass on their thanks to all of those staff that made the Carols in the Gardens such a special and magical well attended event.

**Resolved**

That the Outdoor Services Team update be noted.

46. **2018-2019 Estimates and Special Items**

The Committee considered a report by the Town Clerk which incorporated draft Estimates for 2018-19 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. The Deputy Town Clerk responded to Members detailed questions.

Members noted that £18,000 had been provisionally included for Special Items and the report included two items which had previously been identified as a priority.

The Committee noted that at some stage in the future there would be a need for funding for a Coronation. It was reported that this had been discussed previously and that the required funding would be provided by General Reserve. The Committee felt however that Policy Committee should be requested to consider establishing an earmarked reserve for this future event.

In consideration of this matter the Committee requested that the Municipal Buildings gates be mended as soon as possible. It was noted that there was no funding available in the present financial year and that a request to Policy Committee would need to be made for the funds.

### **Resolved**

- (1) That the Policy Committee be informed that the draft Estimates for 2018-19 be approved so far as this Committee is concerned including the Special Items as set out below:-
  - Painting Borough Gardens Clock - £10,000.
  - WW1 Commemorations - £8,000.
- (2) That the Policy Committee be requested to consider establishing a Coronation earmarked reserve.
- (3) That the Policy Committee be requested to provide funding of up to £2,000 so as to enable the Municipal Buildings gates to be repaired in the 2017-18 financial year.

## **47. Review of Charges**

### (a) Municipal Buildings

Members noted that the Municipal Buildings charging structure had been simplified in 2015 and the new system had so far proved successful. Only a few commercial bookings paid the top level fee and it was therefore considered unnecessary to increase the fee structure for 2018-19.

### **Resolved**

That the Municipal Buildings charges be not increased in 2018-19.

### (b) Recreation Facilities

The Committee was informed that it was not proposed to increase recreational charges for 2018-19. The Cricket Club was now responsible for cricket bookings and charges, the tennis courts were being developed which could reduce court capacity for a period of time and football may also face some disruption with the building works to Weymouth Ave Pavilion.

### **Resolved**

That the various recreation facilities charges be not increased in 2018-19.

(c) Borough Gardens House

Members noted that it was not proposed to increase the charges for the hire of the Borough Gardens House in 2018-19 as it was considered that doing so would be detrimental to future bookings. It was noted that Dorchester Cricket Club was now responsible for the hiring and charges of Weymouth Avenue Pavilion.

**Resolved**

That the Borough Gardens House Community Room charges be not increased in 2018-19.

(d) Cemetery Fees

The Committee considered various proposed charges in respect of Dorchester, Fordington and Poundbury Cemeteries as from 1 April 2018.

**Resolved**

That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix 1 with effect from 1 April 2018.

**48. Borough Gardens – New Tennis Courts**

Members were reminded that The Chiltern Group had now been appointed to build the new tennis courts in the Borough Gardens. It was originally anticipated that work on the courts would commence early January 2018 lasting approximately 8 – 12 weeks.

The amendments to the scheme, reported to the last Committee meeting, required a planning modification which was granted just before Christmas, too late to be able to give confirmation of receipt to the Contractors. The work was therefore being rescheduled for commencement in March/April.

It was also reported that D R Whites had been appointed to undertake general building works in readiness for the court construction, this work was due to commence at the end of January 2018.

Members requested that the seats around the old bowling green be looked after during the tennis court build.

**Resolved**

- (1) That the update be noted.
- (2) That the appointment of D R Whites Building contractors be confirmed.

49. **Waste Review**

The Committee considered a report by the Outdoor Services Manager on a waste review undertaken in line with current legislation which was intended to reduce the amount of waste being deposited in landfill. The report informed Members of that review and of the outcomes so that the Committee could be assured that the Council had reviewed its processes and was, as much as possible, working efficiently, within the law as well as achieving the environmental benefits from doing so.

The Committee noted the work that had been undertaken and congratulated the staff in making waste reduction work in the town. Members also felt that the efforts being made to reduce and reuse waste should be made known to the public via the Council's newsletter, DT1 and DAPTC.

Members also felt that hirers of the Council's premises should not be allowed to use disposable plastic straws and cups on the premises and that the hire conditions should be amended accordingly.

**Resolved**

- (1) That the waste review report be welcomed.
- (2) That hirers of the Council's premises should not be allowed to use disposable plastic straws and cups on the premises and that the hire conditions should be amended accordingly.

50. **Town Council Waste Bin Review**

The Committee considered a report by the Outdoor Services Manager which reviewed the provision of bins provided by the Council. Members noted that if there was any increase in litter dropped due to a bin being removed that it would be reinstated. It was felt that the bin at Grey's bridge was well used and that it should not be removed.

It was noted that a report would be brought to a future meeting of the Committee in respect of sponsorship of the dog waste bins.

**Resolved**

That the recommendations within the report be agreed with the exception of removing the bin at Grey's bridge.

51. **Request for a Wheelchair Accessible Swing**

The Committee considered a report by the Deputy Town Clerk on a request for the Council to provide a swing suitable for wheelchair users. Members supported the proposal and felt that further investigation should be made into the types of swing available and grant opportunities to cover the cost. Members also felt that the swing should be located at Sandringham Sports Centre play area alongside the roundabout which was also suitable for wheelchair users.

### **Resolved**

That further investigations be made into the different types of swing available and opportunities for funding with a further report being brought to the next meeting of the Committee.

#### **52. Grant Applications**

The Committee considered a grant application in respect of an idea to establish a Dorchester Badminton Club. Members felt that the grant should not be agreed and that the applicant be advised to apply to West Dorset District Council's small grants for sports fund.

### **Resolved**

That the request for a grant to establish a Dorchester Badminton Club be not agreed.

#### **53. Cemetery Matters**

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

The Committee had before it a report with details of the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery, since the last meeting of the Committee.

### **Resolved**

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

##### **(b) Headstones and Inscriptions**

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

### **Resolved**

That the action of the Town Clerk in approving designs numbered 4985 to 4991 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

#### **54. Buildings Monitoring Reports**

The Committee received the monitoring reports for the Municipal Buildings and Borough Gardens House. Members were disappointed that the Municipal Buildings bookings were down from the same period a year ago. It was noted that the Buildings were very well used and it was suggested that the report be reviewed to identify if there was a better way to present usage information. The Committee also felt that it might be worthwhile placing

an article in the Council's newsletter about the works recently completed in the Town Hall and that it was available to hire.

**Resolved**

That the Buildings Monitoring Reports be noted.

55. **Dorchester Arts**

The Committee had before it the notes of a meeting held on 14 November 2017 between Dorchester Arts and representatives from the Town Council. Members noted that the bar franchise would be reviewed prior to its renewal later in 2018 and that those items set out in the meeting notes would be considered within that review.

With regard to a lease extension to Dorchester Arts and the longer term maintenance and management of the Municipal Buildings it was felt that Policy Committee should be requested to establish a task and finish group for this purpose to include representatives from the Management Committee.

**Resolved**

- (1) That the notes of the meeting on 14 November 2017, between Dorchester Arts and representatives from the Town Council be received.
- (2) That the Policy Committee be requested to establish a task and finish group to consider the future management and maintenance of the Municipal Buildings. The group to include representatives from the Management Committee.

56. **Public Bodies (Admission to Meetings) Act 1960**

**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 press representatives be excluded from this meeting during their discussion.

57. **Borough Gardens Kiosk**

The Deputy Town Clerk updated the Committee in respect of the operation of the Borough Gardens Kiosk.

Members felt that an ice cream van or similar should be invited to attend the Gardens at weekends.

**Resolved**

That the position be noted.

58. **Charges for the Municipal Buildings**

The Committee considered a report by the Town Clerk which set out a schedule of the hire discounts, and the reason for the discounts, received by various hirers of rooms within the Municipal Buildings. The report also set out proposed revised charges for those discounted regular hirers.

**Resolved**

- (1) That the schedule of discounts be agreed.
- (2) That the revised charges be agreed as from 1 April 2018.

59. **Former Dorchester Prison Site**

The Committee considered a report by the Deputy Town Clerk regarding burials in consecrated land at the former Dorchester Prison site.

**Resolved**

That the recommendations contained within the report be agreed.

Chairman

## DORCHESTER TOWN COUNCIL

## Dorchester, Fordington and Poundbury Cemeteries Fees 2018-19

INTERMENTS	1 Apr 18
a) A child before 2 years or stillborn	Nil
b) A child age from 2 years to 16 years	£170
c) A person aged 17 years or older	£570
d) A casket of ashes	£170

## SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£60
b) In the Garden of Remembrance	£27

## EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£850
End of term Renewal for 25 years	£715
b) Infant under the age of 2	£195
End of term Renewal for 25 years	£715
c) Ashes plots	£335
End of term Renewal for 25 years	£170

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington within the previous **ten** years or previously resident in the area for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

## MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site. **£195**

An additional inscription, after the first, on a gravestone or other memorial (for each deceased) **£100**

## CHAPEL HIRE

Use of South Chapel at Weymouth Avenue **£235**

VAT is not chargeable on any of the above fees.