

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

10th NOVEMBER, 2009

At a Meeting of the Management Committee held on 10th November, 2009:

PRESENT The Mayor (Councillor S.C. Hosford) and Councillors C.S. Biggs, A.J. Canning (Chairman), A. Harries, L.E. Heath, F.E. Kent-Ledger, P.G. Mann, R.B. Potter and M.E. Rennie.

APOLOGIES for absence were received from Councillors D.J. Barrett, T. James, E.S. Jones and A.J. Lyall.

29. **MINUTES**

The Minutes of the Meeting of the Committee held on 15th September, 2009, adopted by Council on 29th September, 2009, were taken as read and were confirmed and signed by the Chairman as a correct record.

30. **MINUTES OF MANAGEMENT PANELS**

(a) **Arts Panel – 6th October, 2009**

The Committee considered the Minutes of the Meeting of the Arts Panel held on 6th October, 2009 (for Minutes see Appendix I). In regard to the Autumn/Winter joint promotion events Members felt that funding should only be provided to the amount set out in the Service Level Agreement with the Arts Centre. The Committee agreed that the Recommendation for the Policy Committee to consider contributing an additional £1,000 should not be approved.

With regard to the next Dorchester Youth Festival Members felt that it was important that the youth of Dorchester's twin towns take an active part in the festival. It was noted that if this was done under a twinning arrangement it was likely that there would be grant funding available. Members agreed that this matter should be discussed at the next meeting of the Community Activities Panel.

It was

RESOLVED

- (1) That the Recommendation for Policy Committee to consider contributing an additional £1,000 to the joint promotions fund be not approved.
- (2) That the possible involvement of young people from Dorchester's twin towns in next year's Dorchester Youth Festival be discussed at the next meeting of the Community Activities Panel.

- (3) That, subject to (1) and (2) above, the Minutes be approved so far as this Committee is concerned.

(b) Borough Gardens Panel – 7th October, 2009

The Committee considered the Minutes of the Meeting of the Borough Gardens Panel held on 7th October, 2009 (for Minutes see Appendix II) and it was

RESOLVED

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

(c) Recreational Activities Panel – 12th October, 2009

The Committee considered the Minutes of the Meeting of the Recreational Activities Panel held on 12th October, 2009 (for Minutes see Appendix III). The Deputy Town Clerk informed Members that the grant application for outside gym equipment for the Borough Gardens did not meet the criteria for the Health and Wellbeing Partnership grant scheme. Members noted that there was sufficient resource available within the Council's Play Equipment Reserve to fund the purchase of the outdoor gym equipment for installation in the Borough Gardens.

It was

RESOLVED

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That outdoor gym equipment be purchased for the Borough Gardens and funded from the Council's Play Equipment Reserve should no other grant opportunities be identified.

(d) Property Management and Maintenance Panel – 3rd November, 2009

The Committee considered the Minutes of the Meeting of the Property Management and Maintenance Panel held on 3rd November, 2009 (for Minutes see Appendix IV) and it was

RESOLVED

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

(e) Risk Management Panel – 4th November, 2009

The Committee considered the Minutes of the Meeting of the Risk Management Panel held on 4th November, 2009 (for Minutes see Appendix V) and it was

RESOLVED

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

(f) Grants Panel – 10th November, 2009

The Committee considered an oral report on the proceedings of the Panel at its meeting held earlier this evening (for Minutes see Appendix VI) and it was

RESOLVED

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

31. **MANAGEMENT ARRANGEMENTS**

The Committee received the schedule of work for the Outdoor Services Team. Members noted the cost of planting a large Copper Beech tree to replace the one that had to be removed on the corner of Icen Way and it was

RESOLVED

That the schedule of work for the Outdoor Services Team be noted.

32. **WEYMOUTH AVENUE RECREATION GROUND – BALL CATCH NET SYSTEM**

The Committee was informed that since the mature trees next to the Recreation Ground fence along Weymouth Avenue had been removed and replaced with new specimens there had been an issue with footballs being kicked over the fence into the road creating a health and safety hazard.

Members gave consideration to the installation, subject to the receipt of the appropriate consents, of a six metre high ball catch net system along the fence line at an approximate cost of £5,500. The Committee felt that a ball catch net system as proposed would be unsightly and requested that investigations be made into possible alternative systems with a further report being submitted to the next meeting of the Committee.

Whilst discussing Weymouth Avenue Recreation Ground the Vice-Chairman informed the Committee that Dorset County Cricket Club were coming back to the Recreation Ground to play a one day match on Sunday 2nd May, 2010.

It was

RESOLVED

That investigations be made into possible alternative ball catch systems with a report back to the next meeting of the Committee.

33. **BOROUGH GARDENS BANDSTAND – CIVIL WEDDINGS**

The Committee considered a report by the Deputy Town Clerk on the possibility of licensing the Borough Gardens Bandstand for civil weddings. Members felt that there was some merit in the proposal as it would provide a good alternative to the Corn Exchange but that the issues identified in the report would need to be overcome. It was reported that Fridays were becoming more popular for weddings. It was noted that any decision made in respect of the future of the Gardens Bowling Club would have an impact on the availability of the Borough Gardens House which was required to be available whenever there was a wedding at the Bandstand. Members agreed that a further report was required giving details of when the Bandstand would have been available this summer. Members also felt that the staffing issue would need further consideration.

It was

RESOLVED

That a further report be prepared for a future meeting of the Committee on the availability of the Bandstand and the potential staffing issues.

34. **BOROUGH GARDENS BOWLING GREEN**

The Committee considered a report by the Deputy Town Clerk on the costs of maintenance and levels of usage of the Borough Gardens bowling green. Members noted that membership of The Gardens Bowling Club had decreased over the years as had casual ticket sales. In 2009 the Bowling Club had thirty members and there were four casual ticket sales. Members felt that they had a duty to ensure value for money and that the present situation did not constitute best value particularly when other bowls facilities were available within the town.

Members agreed that no action should be taken until the end of the 2010 bowling season but that in the meantime full and frank discussions take place with the Gardens Bowling Club regarding the level of membership and its future, including the possibility of self-management of the green by the Bowling Club. Members also felt that Dorchester Bowling Club should be involved in these considerations/discussions at some stage to ensure the future of bowling for members of The Gardens Bowling Club.

It was

RESOLVED

That the Deputy Town Clerk enter into discussions with representatives of the Gardens Bowling Club regarding the level of membership of the Club and its future and to report back to the Committee in due course.

35. **ALLOTMENT CHARGES**

The Committee reviewed the charges for allotments to be effective from 1st January 2010 and it was

RESOLVED

- (1) That the allotment charges for 2010 be as follows:

Half Plots

Frome Terrace	£14.80
Other Sites	£15.30

Full Plots

All Sites	£28.50
-----------	--------

- (2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.

36. PUBLICITY FOR TOWN COUNCIL EVENTS

Members considered a report by the Deputy Town Clerk on existing publicity arrangements and suggestions previously made by the Committee for increasing publicity for Council events.

The Committee agreed that the free events leaflet designed and distributed last year should continue but that it be prepared by mid April and distributed in readiness for the first May Bank Holiday and then throughout the summer until the end of the summer holidays. The cost of designing, printing and distributing 50,000 copies would be approximately £2,540.

Members also felt that the Council should purchase an additional 'Supported by Dorchester Town Council' banner and that flags should be hired to be placed around Maumbury Rings for the Youth Festival and Maumbury Rings Music Day. The cost of these items would be in the region of £400.

The Committee agreed that a new notice board located at the Trinity Street end of Bowling Alley Walk would attract and direct visitors to the Borough Gardens. The cost of a quality 1200mm x 900mm cabinet notice board would be approximately £1,085. Scheduled Monument Consent would also be required from English Heritage. Members agreed that this proposal should be pursued.

It was noted that the Town Promotion Group was at present looking to form a community interest company specifically to promote Dorchester and that the Council should link with that organisation to help promote the Council's events.

It was reported that Dorset County Council had a 'What's on in Dorset' section on its internet site and information on this Council's events could be included on that site.

Members felt that there were not sufficient staff resources available for any individual officer to undertake the role of Publicity Officer for the Council but that further consideration should be given to this matter at a future meeting.

The Committee noted that the Town Council newsletter carried news about future events together with a cut out and keep diary of the whole summer programme and Members felt that this was a good way to publicise events and agreed that events should be made as prominent as possible in the newsletter.

It was

RECOMMENDED

That this Committee agrees the proposals to increase publicity for Council events as set out above.

37. **FORDINGTON GREEN**

Members gave further consideration to the problem of parking on Fordington Green. It was reported that four new benches had been installed along the northern edge of the Green and that this had helped considerably. Regrettably cars occasionally parked between the benches or at the north-west end of the Green where there were no benches.

The Deputy Town Clerk reported that a quote had been obtained for fencing the whole of the perimeter of the Green in the sum of approximately £42,000.

Members felt that the situation could be improved further by placing bollards between the new benches and by installing an additional bench and bollards at the north-west end.

It was

RESOLVED

That bollards be placed between the new benches and an additional bench and bollards be placed at the north west end of the Green.

38. **SALISBURY FIELD ENTRANCE**

The Committee gave consideration as to what remedial work could be undertaken to repair the damage to the entrance to Salisbury Fields caused by the number of vehicles entering the area.

It was noted that the Town Council did not own the entrance way and that it was most probably owned by the adjoining property owners.

Members felt that it would be appropriate to contact the property owners with a view to discussing with them a joint initiative to improve the entrance.

It was

RESOLVED

That the owners of the properties adjoining the entrance to Salisbury Fields be contacted with a

view to having discussions on a joint initiative to improve the entrance way.

39. **COLLITON WALK**

Members gave consideration to the possible installation of a key bollard in Colliton Walk with the aim of preventing unauthorised parking on the Walk. It was noted that the Council had granted a formal right of access to 1 Colliton Walk in 1986 which reduced the range of options available.

The Committee felt that if a key bollard was installed it was most likely that it would be left down during the day and if located beyond the right of access it would need to be positioned such so as to allow vehicles that had an authorised access to reverse out and it would therefore still leave space that would be parked on.

Members felt that property owners in the location should be written to, strongly advising that parking was not allowed on the Walks and that they should make every effort to prevent it.

It was

RESOLVED

That the owners of property in Colliton Walk be contacted and strongly advised that parking was not allowed on the Walks and that they should make every effort to prevent it.

(Councillors A.J. Canning and R.B. Potter declared personal interests in respect of the above matter as both were members of the Dorchester Volunteer Centre located at 1 Colliton Walk.)

40. **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.

41. **USE OF THE MAGISTRATES ROOM BY COMMUNITY ORGANISATIONS**

Members considered a report by the Deputy Town Clerk on a proposal to allow community organisations to use the Magistrates Room one morning a week without charge so as to enable those organisations to demonstrate and publicise their activities to a

wider public. Wednesday morning was suggested as an ideal morning due to it being market day.

The Committee felt that if this proposal was to go ahead it needed to be regular and for more than just the summer period as suggested in the report. Members agreed that organisations would only be allowed to demonstrate their activities to the public; they should not be allowed to use the room for fundraising, sales, meetings or other organisation business. The organisations must also be Dorchester-based.

Publicity for the facility should be given through the community lunches organised by Dorset Community Action and through the various outreach workers employed in the town.

It was

RESOLVED

- (1) That this Committee agrees that, following the installation of the lift and alterations of the Magistrates Room, community organisations be allowed to use the Magistrates Room free of charge on a Wednesday morning to demonstrate their activities to the public, subject to them not being able to fundraise, use the room for sales, meetings or any other organisation business.
- (2) That the arrangement be reviewed after six months of operation.

42. **DRAFT PERFORMANCE AND POLICY PLAN 2009/10**

The Committee had before it the draft Performance and Policy Plan for 2009/10. Members approved the draft subject to the addition of a new 2010 priority in the Civic Services section of the Plan regarding being involved with the arrangements for the Rifles Regiment to exercise its Freedom of the Town in the Spring/Summer of 2010.

It was

RESOLVED

That subject to the amendment set above the draft Performance and Policy Plan 2009/10 be approved.

43. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information and it was

RESOLVED

That the various information reports be noted.

44. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st September, 2009 and 31st October, 2009 totalling £233,347.09 (net) together with direct debits for the same period totalling £104,004.49 (net).

It was

RESOLVED

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

45. **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.

46. **MUNICIPAL BUILDINGS LIFT**

The Committee considered the report dated 2nd November, 2009 of the John Stark & Crickmay Partnership on their analysis of the tenders for the works associated with the installation of a platform lift in the Municipal Buildings and recommending a contractor to be appointed.

Members noted that the tender sum did not include the cost of the lift itself which was being contracted separately at a cost of approximately £43,000 plus VAT.

It was

RESOLVED

That the tender submitted by Matrod Frampton Limited in the sum of £95,854 plus VAT be accepted.

Chairman

DORCHESTER TOWN COUNCIL

ARTS PANEL

6th OCTOBER, 2009

At a Meeting of the Arts Panel held on 6th October, 2009:

PRESENT Councillors C.M. Hebditch, T. James, E.S. Jones, A.J. Lyall (Chairman) and P.G. Mann.

In attendance:

Ms. S. Hayden and Mr. A. Nisbet, Dorchester Arts Centre.

APOLOGY for absence was received from The Mayor (Councillor S.C. Hosford).

1. **DORCHESTER ARTS CENTRE**

(a) **Joint Promotions 2009/10**

The Artistic Director and the Chairman of the Dorchester Arts Centre outlined to the Panel proposals for the 2009/2010 Autumn/Winter joint promotion events.

A number of events were proposed as joint promotions which included Elvis Still My Heart – contemporary dance, Show of Hands – acoustic roots music, Moonfleet – physical theatre, Christmas Cracker – lantern parade, The Rape of Lucrece – theatre, Switch – contemporary dance and The Uninvited – theatre.

The representatives from the Arts Centre informed Members that Angel Exit who were co-producing Moonfleet with the Arts Centre were the Arts Centre's resident theatre company. Being resident had enabled the company to weave in local stories and songs which helped communities to create a shared sense of place and identity. The company were running five workshops in schools with groups of children and with the Arts Centre's youth theatre. The Panel was very pleased to see the school workshops and felt this was something that should be extended whenever possible.

The Arts Centre requested funding of £6,000 towards these joint promotions. The Deputy Town Clerk informed Members that the Service Level Agreement with the Arts Centre only provided for funding of £4,000 for these joint promotions and this was the provision included in the Council's estimates.

The Chairman requested that if the Arts Centre removed lights from the Corn Exchange lighting rig they be replaced after the event. In addition the Arts Centre should communicate their expectations and requirements to the Corn Exchange staff prior to the event.

The representatives from the Arts Centre reported that it had not proven possible to book the necessary dates at the Corn Exchange to run a pantomime in 2009. Dates had, however, already been booked for 2010.

It was

RECOMMENDED

- (1) That the Council contribute £4,000 towards those events proposed as joint promotions between the Town Council and the Arts Centre.
- (2) That the Policy Committee be requested to consider contributing an additional £1,000 to the joint promotions this year.

(b) Dorchester Fringe 09 and Festival 2010

The Panel had before it a report on the Dorchester Fringe 09 held in May 2009. Members felt that the Fringe had been very successful but noted that there was no significant mention of the Town Council's financial support without which the Fringe could not have taken place.

The representatives of the Arts Centre informed Members of the proposals in regard to the 2010 Dorchester Festival which was to be called 'The World Comes to Town'. The festival aimed to surprise and inspire the community by celebrating international arts alongside indigenous arts. Africa would be the focus of the festival which would also work towards the 2012 cultural Olympiad themes of imagination and creativity inspiring individuals and communities to take part in the arts.

The Town Council was being asked to contribute to the 'Moving On' fringe events element of the festival which included three days of free events in the Borough Gardens and a community stage in the town on the Saturday.

It was

RECOMMENDED

That a grant of £5,500 be made towards the 'Moving On' element of the 2010 Dorchester Festival, payment to be made following receipt of invoices from the companies, artistes, etc.

(c) Inside Out 2010

The Panel was informed that Inside Out was a festival of work across Dorset which aimed to present spectacular work in a spectacular setting and it was proposed to use Maumbury Rings for such an event in 2010. The event proposed was Nofit State Circus which would be resident at the Rings between 13th and 19th September, 2010 and would create a performance to involve over 200 people. The company had thirty skilled performers who would run workshops throughout the week. Prior to the residency the Arts Centre proposed to run projects with Barnardos young mothers, skatepark users and the Dorchester Community Choir working towards involvement in the performance.

The Town Council was requested to lead on the grant application to Awards for All which, if successful, would fund the learning and participation aspect of the project. The Arts Centre representatives confirmed that the Arts Centre would write the bid and be responsible for managing the finance and ensuring any conditions were complied with.

It was

RECOMMENDED

- (1) That the Inside Out event to be held in Maumbury Rings between 13th and 19th September, 2010 be welcomed.
- (2) That the Deputy Town Clerk be authorised to submit the Awards for All grant application on behalf of the Arts Centre.

(c) Dorchester Arts Centre Annual Report 2008-09

Members noted the Dorchester Arts Centre Annual Report for 2008-09, a copy of which had previously been circulated to the Panel.

2. **DORCHESTER YOUTH FESTIVAL**

The Chairman reminded the Panel that the original idea for a youth festival had emanated from the Town Council and Members felt that despite the terrible weather the arrangements for the festival organised in conjunction with Dorchester Youth Extra had been very good. Some concern was expressed regarding whether DYE would be able to attract similar levels of funding for future years.

The Panel felt that it would be useful to meet with Dorchester Youth Extra and other main youth organisations in the town – Dorset County Youth Service, Dorset Music Service, Dorchester Youth Club, Skatepark Committee – together with representatives from the Dorchester Area Community Partnership and Dorset Community Action to discuss plans for the 2010 festival.

Members felt that Dorchester's twin towns should also be given the opportunity to attend the festival with the aim of encouraging younger people to engage in twinning.

It was

RECOMMENDED

- (1) That a meeting be arranged with youth representatives and the Arts Panel to discuss the 2010 Dorchester Youth Festival.
- (2) That representatives from Dorchester's Twin Towns be invited to attend the 2010 youth festival.

3. **REPORTS FROM OUTSIDE ARTS BODIES**

The Panel considered arrangements for the receipt of reports from outside arts bodies on which the Council was represented.

It was noted that although the Town Clerk attended meetings of the Dorchester Arts Forum there was no Councillor representation. Members felt that it would be appropriate for a Councillor to attend these meetings in addition to the Town Clerk.

In respect of the Dorchester Arts Centre it was felt that it would be useful if the Council representative could report back to Members orally so as to keep everyone up to date with the latest information from the Arts Centre.

It was

RECOMMENDED

That the Dorchester Arts Forum be requested to consider having a Town Councillor representative on the Forum in addition to the Town Clerk.

4. **OBJECTIVES**

Members considered Panel Objectives for 2010-11 and beyond. Members agreed the following objectives:

- To work with partner organisations to implement the recommendations of the Dorchester Arts Review;
- To improve and increase the marketing and promotion of Council events;
- To continue to develop and exploit the facilities available in the town for events within the remit of the Panel;
- To endeavour to increase the involvement in the arts of people of all ages and particularly of young people.
- Whenever and wherever possible to assist in developing an overall direction and strategy for the arts in Dorchester.

It was

RECOMMENDED

That the above objectives for 2010-11 be approved.

DORCHESTER TOWN COUNCIL

BOROUGH GARDENS PANEL

7th OCTOBER, 2009

At a Meeting of the Borough Gardens Panel held on 7th October, 2009:

PRESENT Councillors A. Harries and E.S. Jones (Chairman)

In attendance:

Mrs. F. McLaren – Friends of the Borough Gardens

APOLOGIES for absence were received from The Mayor (Councillor S.C. Hosford) and Councillors D.J. Barrett, A.J. Canning and C.M. Hebditch.

1. **BOROUGH GARDENS**

(a) Events

The Panel reviewed the summary of the public opinion survey undertaken at the performance by The Sidekicks in the Borough Gardens on Sunday, 2nd August, 2009 which had been very well received. Many respondents expressed their appreciation of the overall programme of entertainments in the Borough Gardens and the Town Clerk produced copies of the forms which demonstrated that many of the 'Poor' ratings resulted from incorrect completion of the forms rather than dissatisfaction with either the events of the venue.

The Panel considered ways in which free publicity for events might be increased and concluded that there was little more that could be done other than ensuring the greatest possible presence on appropriate internet sites.

(b) Disabled Toilet

The Chairman reported on complaints which she had received about achieving unassisted access to the disabled toilet by users of disabled persons scooters as distinct from conventional wheelchairs. The Town Clerk confirmed that the disabled toilet complied with Part M of the building regulations and suggested that the removal of the RADAR lock from the toilets as proposed by the complainant would leave them liable to misuse as was clear from experiences elsewhere.

The Compliance Manager reported that a RADAR key was now available within the kiosk and that kiosk staff had agreed to lend assistance to disabled people needing to use the disabled toilet. He agreed to meet with the complainant to explore ways in which access could be improved without compromising the use and availability of the facility.

(c) Picnic Benches

The Panel considered the comment contained within the feedback from the public opinion survey about the desirability of additional tables being provided in the vicinity of the kiosk. The Town Clerk recommended that, if the Panel was minded to pursue the

suggestion, they should be of the robust type installed by the Council elsewhere rather than of timber construction and it was

RECOMMENDED

That the Friends of the Borough Gardens be invited to consider funding one picnic bench for installation within the children's play area and that the Council provide a second one for installation in the vicinity of the kiosk.

(d) Bowling Green

Members of the Panel expressed their concern about the apparent low level of usage of the bowling green in the Borough Gardens and it was

RECOMMENDED

That the Town Clerk be requested to prepare a report for consideration by the Management Committee on the costs of maintenance and levels of usage of the bowling green and on alternative uses for the area with a view to introducing a purposes which would increase the level of public access to and appreciation of it.

(e) Outdoor Gym Equipment

The Panel considered the desirability of installing a range of outdoor gym equipment in the Borough Gardens in the light of the overwhelming popularity of the installation carried out at Sandringham Sports Centre in the Spring. The Town Clerk reported that he understood that external funding was potentially available until the end of October and it was

RECOMMENDED

That the Recreational Activities Panel be requested to endeavour to arrange for the installation as soon as possible of an appropriate range of outdoor gym equipment towards the eastern end of the north lawn, in the vicinity of the Albert Road entrance.

(f) Children's Play Area

The Chairman reported that she had received a suggestion from a 6 year old resident of Maud Road for the installation of monkey bars within the children's play area and it was

RECOMMENDED

That the Recreational Activities Panel be requested to consider the suggestion.

DORCHESTER TOWN COUNCIL

RECREATIONAL ACTIVITIES PANEL

12th OCTOBER, 2009

At a Meeting of the Recreational Activities Panel held on 12th October, 2009:

PRESENT The Mayor (Councillor S.C. Hosford) and Councillors D.J. Barrett, A.J. Canning (Chairman), L.M. Phillips and R.B. Potter.

In attendance:

Councillor E.S. Jones

Messrs. P. Basford and S. Griffiths, Dorchester Town Football Club Under 18 Team

APOLOGY for absence was received from Councillor T. James.

1. **WEYMOUTH AVENUE RECREATION GROUND**

The Panel welcomed representatives from the Dorchester Town Football Club Under 18 Team who wished to install approximately six light standards adjacent to Sawmills Lane so as to allow a training area for the team when the evenings grew dark. The representatives confirmed that the area of pitch that was proposed to be used was outside of the cricket boundary line and training would only be once or twice a week. A certified contractor would also be used to identify how best to connect the lights to the electricity supply and to install the lights.

Members noted that planning permission would be required as would the consent of the Duchy of Cornwall. If the scheme was to progress the Council would consider submitting the planning application on behalf of the Club.

Members updated the representatives with regard to changing facilities at the Great Field and thanked them for all the hard work they undertook with the Under 18 football team.

It was

RECOMMENDED

- (1) That the principle of lighting an area of Weymouth Avenue Recreation Ground for training purposes be agreed.
- (2) That the representatives from the football club be invited to draw up detailed plans of the proposed lighting and area of pitch to be used for final consideration by the Panel.

(Councillors E.S. Jones and R.B. Potter left the meeting during the consideration of this matter.)

(Councillor D.J. Barrett declared a personal interest in respect of this matter as he was the Vice-Chairman of the Thomas Hardy Leisure Centre which the club had previously used for training.)

2. **PLAY AREA INSPECTIONS**

The Panel had before it the independent play area inspection report. Members noted that the report stated that the general standard throughout the play areas was high with clear indications of good maintenance being undertaken. Members were informed that all the works identified as needing remedial action immediately had been undertaken and that the old skate ramp and wooden multi plays at Castle Park had been removed and new replacement equipment installed.

Members requested that the recommendations made in the inspection report which related to Holmead Walk should be passed to the Duchy of Cornwall as that area of land had yet to be formally handed over to the Council. The Panel also felt that the five-a-side goals at Mellstock Avenue and Syward Close play areas should be replaced.

The Panel confirmed that it did wish to keep the steam roller within the King's Road Play Area and it was

RECOMMENDED

- (1) That the play area inspection report be received.
- (2) That the steam roller at King's Road Play Area be retained.

3. **PLAY AREA BUDGET AND PRIORITIES**

Members considered a report from the Deputy Town Clerk which reminded them of the projects undertaken during the past year. Members were also informed that the Health and Wellbeing Partnership had funding available for projects to improve health and wellbeing in the local community. It was noted that the Borough Gardens Panel had expressed a desire for an outside gym to be located in the Gardens. The Panel noted that funds were available in the Play Equipment Reserve to part fund this project as the Council had been successful in obtaining Section 106 contributions towards this year's equipment purchases. Members agreed that an application for a grant towards an outside gym to be located in the Borough Gardens should be submitted to the Health and Wellbeing Partnership with the balance of funding coming from the Play Equipment Reserve.

The Chairman of the Borough Gardens Panel also informed Members of a request from a young local resident that a set of 'monkey bars' be installed in the play area in the Borough Gardens .

It was noted that there were no significant repairs or renewals anticipated for the next financial year.

The Chairman reiterated Members' desire to increase provision for older children in the town and to this end proposed that a 30 metre cable rider piece of equipment be

located at King's Road Playing Fields to complement the sports arena and pyramid climbing frame located there.

It was

RECOMMENDED

- (1) That an application for a grant towards an outside gym to be located in the Borough Gardens should be submitted to the Health and Wellbeing Partnership with the balance of funding coming from the Play Equipment Reserve.
- (2) That a set of 'monkey bars' be installed in the Borough Gardens Play Area.
- (3) That a special item of £12,000 be included in the budget for 2010-11 to enable a cable rider to be installed at King's Road Playing Field.

4. FUTURE PROJECTS

The Panel gave consideration to future projects across the town which could be funded should Section 106 monies become available.

Members expressed a desire for the Great Field to have additional youth facilities to ensure that young people started to take ownership of the shelter that was already located there. The Panel felt that sports arena type equipment should be located there and it would also be an ideal location for an outdoor gym and other equipment suitable for older children similar to that being located at King's Road Playing Field. Members also felt that it was vital that the new school planned for the area had multi-use changing rooms that would be suitable for football and cricket teams to use when using the Great Field pitches.

The Panel supported the recent decision of the Planning and Environment Committee which recommended that an equipped children's play area should not be included within the Red Cow Farm development but that the money instead be used to help fund a bridge so as to allow easy access from that development to King's Road Playing Field.

The Mayor suggested that consideration should be given to defining a walk around the perimeter of the town. Members noted that such a walk was planned for some parts of the perimeter, particularly at Poundbury. It was felt that if the walk could be achieved it would be an ideal location to install outside gym equipment with the pieces of equipment being spread around the walk.

It was

RECOMMENDED

- (1) That the Duchy of Cornwall be informed that the Panel wishes to see sports arena type equipment located at the Great Field as soon as possible.
- (2) That an aspiration be noted for further youth equipment and an outside gym to be located at the Great Field.
- (3) That consideration should be given to defining a walk around the perimeter of the town together with fitness equipment being located along the walk.

5. **SANDRINGHAM SPORTS CENTRE**

Following the receipt of a number of requests from members of the public the Panel gave further consideration as to whether the play area at Sandringham Sports Centre should be fenced. It was noted that there was no legal requirement to fence the area and that it had not been raised as an issue by the independent play area inspector when it had last been inspected. Members felt that fencing was unnecessary and would spoil the open aspect of the site.

It was

RECOMMENDED

That fencing be not erected around Sandringham Sports Centre play area.

6. **ALLOTMENTS**

Members were reminded that there was presently a significant waiting list for allotments in the town and that there were a number of existing plot holders that had more than one plot. The Panel felt that these plot holders should be encouraged to relinquish their second and subsequent plots.

It was

RECOMMENDED

- (1) That plot holders with two plots be asked to relinquish one of their plots in return for one rent free year on their remaining plot.
- (2) That the allotment holder with three plots be given notice to quit one of his plots.

7. **OBJECTIVES**

Members considered Panel Objectives for 2010-11 and beyond and agreed the following objectives:

- To work with the Duchy of Cornwall and others to progress the provision of facilities, particularly changing rooms, at the Great Field;
- To endeavour to provide additional allotment plots to meet the need identified by the waiting list;
- To provide additional facilities for older children at King's Road Playing Field and the Great Field.
- To endeavour to facilitate the creation of a perimeter walk around the town.

It was

RECOMMENDED

That the above objectives for 2010-11 be approved.

DORCHESTER TOWN COUNCIL

PROPERTY MANAGEMENT AND MAINTENANCE PANEL

3rd NOVEMBER, 2009

At a meeting of the Property Management and Maintenance Panel held on 3rd November, 2009:

PRESENT The Mayor (Councillor S.C. Hosford) and Councillors C.S. Biggs, L.E. Heath, A.J. Lyall (Chairman) and L.M. Phillips.

In attendance: Councillor M.E. Rennie.

APOLOGY for absence was received from Councillor F.E. Kent-Ledger.

9. **MUNICIPAL BUILDINGS**

(a) **Municipal Buildings – Various Matters**

The Panel had before it a report prepared by the Deputy Town Clerk on various matters related to the Municipal Buildings which had required investigation following a false fire alarm which occurred whilst the buildings were in use together with some separate matters which had also been raised.

The report detailed the lessons learnt from the false alarm and the work that had been undertaken in respect of a revised fire log book, fire evacuation procedure, proposed change of conditions related to the use of smoke machines, training, receipt of booking forms, the Control of Substances Hazardous to Health (COSHH) Regulation and the appointment of Ellis Whittam to provide health and safety support and advice to the Council.

Members felt that the issue of fire training was very important and that this should be arranged for all staff as a matter of urgency. It was noted that arrangements were already being made for this training. Members also felt that it would be helpful if that training was cascaded to them following the course and that the bar franchisee's staff should be trained and informed of what to do in the event of a fire. It was noted that any new members of staff would be trained as part of the induction process and that refresher training would be given to all staff annually. The Council's Compliance Manager would be providing training to the Town Hall Keepers regarding the requirements of the COSHH Regulations.

The Panel also gave consideration to the cleanliness of the kitchen. It was noted that the kitchen was professionally cleaned annually to comply with the statutory hygiene requirements of the Food Safety (General Food Hygiene) Regulations 1995 but that the terrazzo wall covering, suspended ceiling tiles and lights were suffering from cracking and required cleaning and repair. Members felt that deep cleaning of the kitchen was a professional task and that consideration should be given to having a number of professional cleans each year.

In considering the report Members discussed the present staffing structure and arrangements and felt that a further report should be prepared detailing the existing

arrangements and possible options for change taking into account the increased level of bookings, fire, health and safety requirements, etc.

It was

RECOMMENDED

- (1) That fire safety training be arranged for the Town Hall Keepers and open to all staff with the information cascaded to Members for information.
- (2) That the bar franchisee's staff be trained and informed of what to do in the event of a fire.
- (3) That a fire safety advisor be invited to inspect the buildings to advise on any additional fire safety requirements that might be required.
- (4) That a further report be prepared on the cleaning and maintenance of the kitchen and on staffing arrangements.

(b) Public Payphone

The Committee gave consideration as to whether to maintain the public payphone in the Municipal Buildings. It was noted that the income received from the payphone was minimal and did not cover the cost of providing the payphone.

It was

RECOMMENDED

That the public payphone be removed from use.

(c) Refurbishment of the Ground Floor Toilets

The Deputy Town Clerk updated the Panel on the progress being made with the refurbishment of the ground floor toilets. It was noted that the work was due to be completed on 11th November, 2009.

10. **BUILDING MAINTENANCE SCHEDULES**

The Panel considered a report by the Deputy Town Clerk on the building maintenance schedules which had been prepared for all Council-owned buildings. It was noted that the inspection of the Municipal Buildings had highlighted cracking to the joints of the oriel bay window mullions in the Town Hall. This could be as a result of rusting to the metal reinforcing bars to the joints of the stone sections. It was recommended that a specialist survey be carried out to determine the condition of the embedded metal. If it was found to be in poor condition the Council would need to address the funding implications which could be significant.

It was

RECOMMENDED

That a specialist survey be carried out to determine the condition of the metal reinforcing bars to the joints of the stone sections.

11. **OBJECTIVES 2010-11**

Members considered Panel Objectives for 2010-11 and beyond and agreed the following objectives:

- To review the Municipal Buildings staffing structure;
- To provide appropriate fire and health and safety training to Municipal Buildings staff;
- To ensure that all necessary fire and health and safety procedures are in place.

It was

RECOMMENDED

That the above objectives for 2010-11 be approved.

DORCHESTER TOWN COUNCIL

RISK MANAGEMENT PANEL

4th NOVEMBER, 2009

At a Meeting of the Risk Management Panel held on Monday, 4th November, 2009:

PRESENT Councillors R.M. Biggs (Chairman) and L.E. Heath.

APOLOGY for absence was received from Councillor M.A. Allwood.

1. **STRATEGIC AND OPERATIONAL RISK REGISTERS**

The Panel reviewed the strategic and operational risk registers which identified the risks faced by the Council and updated the actions required. In reviewing the actions it was noted that Fire Marshall training had been given to local residents in respect of the bonfire night event at Elizabeth Place. The Panel also wished to pursue the obtaining of a valuation with regard to the cost of replacement of the Council's civic regalia should it be lost, stolen or destroyed.

With regard to new risks Members felt that the strategic register should identify new risks regarding the accidental loss or inappropriate transfer of personal data and the risk of allegations of inappropriate behaviour/abuse of children. With regard to the Allotments operational register it was felt that a new risk should be added regarding the potential of staff contracting Weil's Disease from rats. Further information on this matter would be required before the risk could be scored.

It was

RECOMMENDED

- (1) That the strategic and operational risk registers, as amended, be approved.
- (2) That a valuation of the cost of replacement of the Council's civic regalia be obtained.
- (3) That a report be submitted to a future meeting of the Panel to enable the risks associated with Weil's Disease to be scored.

2. **RISK MANAGEMENT PLAN**

The Panel reviewed the Council's Risk Management Plan and it was

RECOMMENDED

That no changes be made to the Risk Management Plan.

3. **RISK MANAGEMENT TRAINING FOR MEMBERS**

The Panel was informed that the 2008-09 external audit report submitted to Policy Committee on 22nd September, 2009 highlighted the fact that the Council did not have a management training programme in place for Members of the Risk Management Panel. The report recommended that the Council review the training arrangements for Panel Members so as to ensure that they had access to up-to-date information on risk management methods.

Members noted that the Corporate Risk Officer for Dorset County Council had previously delivered Member training on Risk Management and would be willing to run a similar session with the Risk Panel.

Members felt that this would be a good way forward and that all Members of Council should be invited to attend.

It was

RECOMMENDED

That the Corporate Risk Officer from Dorset County Council be requested to make a presentation on Risk Management to the Panel and that all other Members of Council be invited to attend.

4. **BUSINESS CONTINUITY PLANNING**

Members noted that the primary reason for business continuity planning was to avoid the cost and disruption to the Council's business should one or more of the previously identified potential threats occur. However, not all of the Council's business activities were critical and did not all have the same priority.

The Panel felt that a Business Impact Assessment should be completed as it was a structured and methodical way of reviewing the Council's activities and identifying the top ten critical activities/priorities.

It was

RECOMMENDED

That the Town Clerk and the Deputy Town Clerk be requested to identify a list of the Council's top ten critical activities/priorities for discussion at the next meeting of the Panel.

5. **OBJECTIVES 2010-11**

Members considered Panel Objectives for 2010-11 and beyond. Members agreed the following objectives:

- To complete the Council's Business Continuity Plan;
- To provide training for Members;
- To undertake a business continuity exercise once the plan is agreed.

It was

RECOMMENDED

That the above objectives for 2010-11 be approved.

DORCHESTER TOWN COUNCIL

GRANTS PANEL

10th NOVEMBER, 2009

At a Meeting of the Grants Panel held on Tuesday, 10th November, 2009:

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

5. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered applications for financial assistance received since the last meeting of the Panel and it was

RECOMMENDED

- (1) That the application from Women's Action Network be approved in the sum of £133.40.
- (2) That the application from the Volunteer Centre Dorset be not approved.
- (3) That the application from Durnovaria Silver Band be approved in the sum of £150.
- (4) That the application from St Osmund's Community Sports Centre be not approved but that the applicant be advised to apply for a grant from the Dorset Strategic Partnership.
- (5) That the application from Poundbury Residents Association be approved in the sum of £430 subject to a plaque being fixed to the bench saying 'Funded by Dorchester Town Council and Poundbury Residents Association' and the Mayor be included in any opening/publicity.
- (6) That the application from Speak Easy Dorchester be approved in the sum of £500.
- (7) That the application from Transition Town Dorchester be approved in the sum of £500.
- (8) That the application from Dorset Blind Association – Dorchester Club be not approved.

- (9) That the application from the Dorchester Choral Society be approved in the sum of £500.

(Councillor F.E. Kent-Ledger declared a personal interest in the applications from the Women's Action Network and Transition Town Dorchester as she was involved with these organisations through her employment.)

(Councillor P.G. Mann declared a personal interest in the application received from the Dorchester Choral Society as he was a member of the Society.)

In considering the applications Members felt that the Grants Policy should be amended to state that grant applications for events that had already taken place would not be considered. Members felt that it would also be useful to give details of the grant finder officers based at West Dorset District Council and Dorset Community Action on the grant application form and the Council's website.

The Panel also felt that for future years the Panel should meet a set number of times on dates established at the start of the financial year and publicised on the website and in correspondence.

It was also

RECOMMENDED

- (10) That the Grants Policy be amended to state that retrospective grant applications will not be considered.
- (11) That details of the grant finder officers based at West Dorset District Council and Dorset Community Action be put on the grant application form and on the Council's website.
- (12) That with effect from 2010-11 dates of meetings of the Grants Panel be established at the start of the financial year and publicised on the website and in correspondence.