

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**16th MAY, 2011**

At a Meeting of the Management Committee held on 16th May, 2011:

**PRESENT** Councillors K.E. Armitage, C.S. Biggs, A.J. Canning (Chairman), S.C. Hosford, E.S. Jones, T.F. Loakes, R.B. Potter and D.Taylor.

In attendance:

Councillor T.James

One representative from the Promote Dorchester Community Interest Company.

**APOLOGIES** for absence were received from The Mayor (L.M. Phillips) and Councillor M.E. Rennie.

69. **MINUTES**

The Minutes of the Meeting of the Committee held on 15th March, 2011, adopted by Council on 29th March, 2011, were taken as read and were confirmed and signed by the Chairman as a correct record.

70. **MINUTES OF MANAGEMENT PANELS**

(a) **Community Activities Panel – 11th April, 2011**

The Committee considered the Minutes of the Meeting of the Community Activities Panel held on 11th April, 2011 (for Minutes see Appendix I). The Chairman of the Panel had requested that her thanks be given to all staff and Councillors who had helped organise and attended the Royal Wedding celebrations held in Maumbury Rings which had been a very successful event. The Committee agreed that the event had been excellent and that the Town Clerk be thanked for all his hard work in organising the day.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Town Clerk and all of those involved in organising the celebration be thanked for all their hard work in organising a wonderful event.

(b) **Recreational Activities Panel – 12th April, 2011**

The Committee considered the Minutes of the Recreational Activities Panel held on 12th April, 2011 (for Minutes see Appendix II) and it was

**RESOLVED**

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

(c) Grants Panel – 26th April, 2011

The Committee considered the Minutes of the Grants Panel held on 26th April, 2011 (for Minutes see Appendix III) and it was

**RESOLVED**

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

(d) Arts Panel – 26th April, 2011

The Committee considered the Minutes of the Arts Panel held on 26th April, 2011 (for Minutes see Appendix IV) and it was

**RESOLVED**

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

71. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. Members noted the schedule of work and reported the following matters:

- There were some branches from the trees in Fordington Cemetery which were overhanging the pavement at King's Road and needed to be cut back.
- Investigate whether it would be possible to have a step up to the Monkey Bars in the Borough Gardens play area.
- The kiosk in the Borough Gardens stated that it is supported by 'Dorchester Council' on the blackboard rather than 'Dorchester Town Council'.

Members were appreciative of all the work undertaken around the town by the Outside Services Team and felt that the work should be publicised when the opportunity arose.

It was

**RESOLVED**

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

72. **SUMMER SATURDAY LIVE PROGRAMME – 2011**

Further to Committee Minute No. 61 Members welcomed the representative from the Promote Dorchester Community Interest Company who addressed the Committee in support of the grant application for the Summer Saturday Live 2011 programme of events to be held in the town centre.

It was noted that the stage would again be located at the South Walks end of South Street and that it would be decorated front and back. Some concern was expressed regarding the lack of seating in that area which meant that people could not stop and watch the entertainment. The representative noted that this was an issue and that some work was being undertaken to try and resolve that for the summer programme. Some evaluation work was also being undertaken this summer which would be acted upon for 2012. The Saturday events would also be used to link up and promote other events that were happening around the town.

It was

**RESOLVED**

That the application for a cultural activities grant in respect of the Summer Saturday Live 2011 programme of events received from the Promote Dorchester Community Interest Company be approved in the sum of £3,000.

(Councillor S.C. Hosford declared an interest in the above matter as she was a representative on the Promote Dorchester Community Interest Company.)

73. **DORCHESTER BOWLS CLUB**

The Committee had before it correspondence from the Dorchester Bowls Club informing Members that following the devastating fire at the club it had been agreed to ask the Council if it would consider installing or contributing towards CCTV at the club to act as a deterrent to those wishing to cause harm to the building. The club had been offered guidance from Dorset Police on a CCTV scheme. The club also felt that the two entry gates to the outside green were too low and there had been some minor vandalism to the green following the fire and also some additional damage from persons climbing over the gates wearing football boots and walking on the green to retrieve footballs.

Members felt that it might be possible for the Council to contribute to the new security measures but that before any final decision was made a fully costed scheme in respect of CCTV and the gates should be drawn up and submitted for consideration. It was also felt that it might be worth the bowls club reviewing the existing security lighting to see if that could be improved.

It was felt that it would be useful if the Chairman could attend the liaison meeting with the bowls club.

It was

**RESOLVED**

That Dorchester Bowls Club be requested to submit fully costed proposals in respect of CCTV and the access gates for further consideration by the Committee to include a review of the existing security lighting.

74. **BOROUGH GARDENS BOWLS PAVILION**

Members were reminded that the Council had previously declared its intention to convert the bowls pavilion at the Borough Gardens to public toilets when resources permitted. The Council had since been approached with a request to sell cream teas, sandwiches, cakes etc from the pavilion. The Committee noted that Rethink already operated a café in the Gardens and that the community tennis coach used the pavilion during wet weather.

The Committee felt that such a proposal would adversely affect the operation of the existing café and that a commercial outlet would not fit in with the ethos of the Borough Gardens.

It was

**RESOLVED**

That the request be declined.

75. **ANNUAL REPORT 2010-11**

The Committee considered a draft of the Annual Report for 2010-11 which was required to be published by 30th June, 2011. Members requested that the word 'disabled' be removed from the second paragraph on the second page.

In considering the report it was suggested that some recycling facilities at the skatepark might help reduce the amount of rubbish that was required to be cleared up.

It was

**RECOMMENDED**

That, subject to the removal of the word 'disabled' in the second paragraph of the second page, the draft Annual Report for 2010-11 as now submitted be approved so far as this Committee is concerned.

76. **MONITORING REPORTS**

The Committee received the monitoring report 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. Members felt that the Municipal Buildings was a wonderful venue for civil weddings and civil partnerships and felt that it might be worth discussing some form of joint promotion with other local businesses, possibly through Dorchester BID.

It was

**RESOLVED**

- (1) That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Report be received.
- (2) That the joint promotion of the Municipal Buildings for civil weddings and civil partnerships be discussed with the Dorchester BID and a report presented to a future meeting of the Committee.

77. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information. With regard to the statistics relating to the use of the Council's website Members agreed that these reports should no longer be presented to the Committee unless there was significant change to levels of usage.

Members' attention was drawn to two additional reports circulated with the information reports; one which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Dorchester Joint Burial Committee and one which listed the dates and times of interments and burials of ashes together with South Chapel usage for the period 11th June, 2010 to 16th May, 2011.

It was

**RESOLVED**

- (1) That the various information reports be noted.
- (2) 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 Dorchester Joint Burial Committee be noted.
- (3) That the report listing the dates and times of interments and burials of ashes together with South Chapel usage for the period 11th June, 2010 to 16th May, 2011 be noted.

78. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st March, 2011 and 30th April, 2011 totalling £200,868.55 (net) together with direct debits for the same period totalling £106,245.86 (net).

It was

**RESOLVED**

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

79. **HEADSTONES AND INSCRIPTIONS**

As a matter of urgency the Committee received and noted applications for the design of headstones and inscriptions. Members felt that it would be useful for any guidelines associated with this matter be circulated to the Committee the next time it considered this matter.

It was

**RESOLVED**

That the action of the Town Clerk in approving designs numbered 3784 to 3833 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

Chairman

**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**11th APRIL, 2011**

At a Meeting of the Community Activities Panel held at Maumbury Rings on Monday, 11th April, 2011:

**PRESENT** The Mayor (Councillor L.M. Phillips) and Councillor M.E. Rennie (Chairman).

In attendance:

Councillor R.B. Potter

Representatives from Dorchester Rotary Club and Dorchester Youth Extra.

**APOLOGIES** for absence were received from Councillors A. Harries and P.G. Mann.

4. **ROYAL WEDDING CELEBRATION – FRIDAY, 29th APRIL, 2011**

Further to Minute 3 the Panel met on site to finalise the arrangements for the Royal Wedding celebrations in Maumbury Rings on Friday, 29th April, 2011.

The Town Clerk confirmed that the giant screen would be erected. At 2.00pm the Dorset County Orchestra would perform a “Last Night of the Proms” on the stage. Flags, programmes and refreshments had been arranged together with the Action Van.

Dorchester Rotary Club would organise a competition to name British monarchs and would sell homemade lemonade. Dorchester Youth Extra had agreed to attend and would man activities for older children.

The Town Clerk confirmed that in accordance with Minute 3(5) Churches Together would be holding a Songs of Praise on Sunday, 1st May, 2011 at 3.00pm.

**DORCHESTER TOWN COUNCIL**

**RECREATIONAL ACTIVITIES PANEL**

**12th APRIL, 2011**

At a Meeting of the Recreational Activities Panel held on 12th April, 2011:

**PRESENT** Councillors, A.J. Canning (Chairman), T. James and R.B. Potter.

In attendance:

C. Gossage – Tennis Coach

**APOLOGIES** for absence were received from The Mayor (Councillor L.M. Phillips) and Councillors D.J. Barrett and S.C. Hosford.

8. **THE GREAT FIELD**

The Panel had before it a plan, provided by the Duchy of Cornwall, which gave suggested locations for play equipment at the Great Field. Members noted that the Master Planner for the Duchy of Cornwall was highly unlikely to allow the play equipment to be located in a more visible location in the area. The Deputy Town Clerk reported that the grant offered by Dorset Youth Opportunity Fund might be withdrawn as it had not been spent within the 2010-11 financial year as stipulated.

The Panel considered whether the project should proceed and whether there was a need for a play area in that location given the proximity of other play areas and the lack of residential accommodation in the immediate vicinity. Members felt that new play equipment would complement the existing football, cricket and cycle bump track facilities, increase the use of the youth shelter and, since more housing was planned in the immediate vicinity, the project should proceed if possible.

Members agreed that a site meeting be held in the summer to include Members of the Panel together with representatives from the Duchy of Cornwall, Dorchester Youth Extra, Dorset Police and Poundbury Residents Association with the aim of confirming a suitable location for the equipment.

The Panel also requested that the equipment proposed to be purchased from the Dorset Youth Opportunity Fund grant be acquired and stored until a suitable location was finalised if that enabled the grant to be received.

It was

**RECOMMENDED**

- (1) That the aspiration for older children's play equipment, outside gym and sports arena equipment to be located on the Great Field be confirmed.



- (2) That a site meeting be held in the summer to include Members of the Panel and representatives from the Duchy of Cornwall, Dorchester Youth Extra, Dorset Police and Poundbury Residents Association with the aim of confirming a suitable location for the equipment.
- (3) That the equipment proposed to be purchased from the Dorset Youth Opportunity Fund grant be acquired and stored until the location is finalised if the grant can be paid on that basis.

9. **OUTSIDE TRAMPOLINE**

The Panel gave consideration to the location of the new outside trampoline which had agreed to be purchased as a result of the Council's Local Democracy Day event. Members agreed to confirm their previous decision that the trampoline should be located in the King's Road Play Area.

It was

**RESOLVED**

That the new outside trampoline be installed at King's Road Play Area.

10. **COMMUNITY TENNIS PROGRAMME**

Members were reminded that last year the Panel had agreed to a community tennis programme to take place in the Borough Gardens Tennis Courts. The initiative had proved a success and the organiser now wished to run an extended programme in 2011.

The Panel had before it a draft of the proposed tennis programme which set out how it would help to encourage children who would not normally have the opportunity to play tennis to access the game and how it was hoped that this would make a positive impact on their lives.

Members' attention was also drawn to the fact that the draft programme made mention of the 'Tennis Foundation Beacon Programme' which was a national Lawn Tennis Association (LTA) accreditation that recognised the development of tennis programmes on local authority sites to the benefit of the wider community.

The Deputy Town Clerk informed Members that, if the Panel was minded to approve the continuation of the community tennis programme, the Council would be eligible to apply to the LTA for Beacon status. However, there appeared to be little advantage to the Council in doing so as the benefits attached to the status such as paid for public liability insurance were largely irrelevant since the Council already had and would need to maintain such things. The cost of being accredited in the first year would be up to £300. Members felt however that having Beacon status would increase the profile of the Gardens and attract more people to them as well as identifying the Gardens tennis facilities as being worthy of recognition.

It was

**RESOLVED**

- (1) That the community tennis programme as proposed be agreed.
- (2) That the Council apply to the Lawn Tennis Association for Beacon status of the tennis courts so long as the cost does not exceed £300.

**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**26th APRIL, 2011**

At a Meeting of the Grants Panel held on 26th April, 2011:

**PRESENT** The Mayor (Councillor L.M. Phillips) and Councillors C.S. Biggs (Chairman), T.C.N. Harries, F.E. Kent-Ledger and M.E. Rennie.

In attendance:  
Councillor A.J. Lyall.

**APOLOGY** for absence was received from Councillor A. Harries.

4. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

**RECOMMENDED**

- (1) That the application from the Dorchester Horticultural Society be approved in the sum of £75.
- (2) That the application from Speak Easy Dorchester be approved in the sum of £500.
- (3) That the application from the Dorchester Skatepark Committee be approved in the sum of £500.
- (4) That the application from the West Dorset Womens Refuge be approved in the sum of £160.50.
- (5) That the application from Dorchester Love Parade be not approved as the Council was already subsidising the event by allowing the Parade to use Maumbury Rings and the available infrastructure at a much-reduced charge.
- (6) That the application from the Dorchester Armed Forces Day Committee be approved in the sum of £200.
- (7) That the application from Dorchester Round Table be approved in the sum of £250

subject to the Deputy Town Clerk being satisfied with the design of the proposed signs following consultation with the Chairman.

(Councillor F.E. Kent-Ledger declared a personal interest in the application from Speak Easy Dorchester as she was a member of its Steering Group.)

(Councillor M.E. Rennie declared a personal interest in the application from West Dorset Women's Refuge as she was a member of its Management Committee.)

**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**26th APRIL, 2011**

At a Meeting of the Arts Panel held on 26th April, 2011:

**PRESENT** The Mayor (Councillor L.M. Phillips) and Councillors C.M. Hebditch, T. James, E.S. Jones, A.J. Lyall (Chairman) and P.G. Mann.

8. **DORCHESTER ARTS CENTRE**

(a) **Service Level Agreement**

Members had before them a draft Service Level Agreement for 2011-12 which had been amended to reflect the Panel's previous decisions regarding joint promotions, length of the agreement etc. The Panel felt strongly that the joint promotions should be more commercially successful than they were at present. It was noted that many events in the Arts Centre sold out and would be better placed in the Corn Exchange. It was also noted that if events were held in the Arts Centre then the Arts Centre retained any profits from bar sales which was not the case if using the Corn Exchange. Members discussed various options as to how best to support the Arts Centre if joint promotions continued to be poorly attended but felt that the best way forward at present was for the Arts Centre to discuss individual ideas for promotions with the Panel, in good time, which Members could then either agree to put funding towards or not with three promotions of up to £1,000 each being the maximum award in 2011-12.

It was

**RECOMMENDED**

That the draft Service Level Agreement for 2011-12 be agreed for discussion with the Arts Centre subject to the comments set out above being taken into consideration.

(b) **Town Council / Arts Centre Liaison**

The Chairman informed the Panel of his concerns regarding the way the Council and the Arts Centre liaised. It was noted that it appeared that the outcome of the discussions at the last joint meeting with the Arts Centre had not been reported back to the Arts Centre's Board meeting which had been held the following month.

Members felt that it was important for the Arts Centre and the Council to work as a team with open lines of communication and a part of that process was for the outcome of joint discussions to be reported back to the Arts Centre's Management Board.

It was

**RECOMMENDED**

That the Deputy Town Clerk discuss the arrangements for Town Council / Arts Centre liaison with representatives of the Arts Centre and report back to a future meeting of the Panel.