

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

9th MARCH, 2010

At a Meeting of the Management Committee held on 9th March, 2010:

PRESENT The Mayor (Councillor S.C. Hosford) and Councillors D.J. Barrett, A.J. Canning (Chairman), A. Harries, L.E. Heath, T. James, E.S. Jones, A.J. Lyall, P.G. Mann, R.B. Potter and M.E. Rennie.

APOLOGIES for absence were received from Councillors C.S. Biggs and F.E. Kent-Ledger.

60. **MINUTES**

The Minutes of the Meeting of the Committee held on 12th January, 2010, adopted by Council on 26th January, 2010, were taken as read and were confirmed and signed by the Chairman as a correct record.

61. **MINUTES OF MANAGEMENT PANELS**

(a) **Grants Panel – 3rd February, 2010**

The Committee considered the Minutes of the Meeting of the Grants Panel held on 3rd February, 2010 (for Minutes see Appendix I) and it was

RESOLVED

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

(b) **Community Activities Panel – 4th March, 2010**

The Committee considered the Minutes of the Meeting of the Community Activities Panel held on 4th March, 2010 (for Minutes see Appendix II).

The Chairman of the Panel reported that since the meeting had been held a further communication had been received indicating that, regrettably, Lübbecke would not be sending a team to the May football tournament. They might however visit in October to be involved with 'All Sports' week.

It was also reported that the Lübbecker Schützen Musik Corps would be visiting in July and that a number of young people would be coming with them. The young people would require hosts and Members would be requested to help if at all possible.

It was noted that it had still not been possible to finalise the arrangements for the 4th Battalion The Rifles to exercise its Freedom of the Town at present.

It was

RESOLVED

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

(c) Recreational Activities Panel – 8th March, 2010

The Committee considered the Minutes of the Recreational Activities Panel held on 8th March, 2010 (for Minutes see Appendix III) and it was

RESOLVED

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

62. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. Members expressed their appreciation of the crocuses along The Walks. Members noted the significant usage of the outside gym equipment at Sandringham Sports Pitches and requested the Compliance Manager to monitor the effectiveness of the matting that had been placed around the equipment with a view to changing to rubber tiles or some other alternative if the matting was not effective.

It was

RESOLVED

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

63. **GRASS CUTTING – MAUMBURY RINGS**

The Committee considered a report by the Compliance Manager on the options available for cutting the grass banks at Maumbury Rings. The options available included manual strimming or two alternative pieces of specialist equipment; the Robo Flail or the Rapido-Universo machine.

Members discussed the matter in detail and felt that the Rapido-Universo machine was the most suitable option. It was noted that this machine would also be suitable for use at the Great Field when the Council became responsible for that area in the future. Members also felt that as the machine would not be in constant use it could be hired to other councils that had land that required specialist grass cutting equipment.

It was

RECOMMENDED

That the Rapido-Universo machine be purchased at a cost of £13,595 to be funded from the Parks Equipment Reserve.

64. **THE GREAT FIELD**

The Deputy Town Clerk updated the Committee on the progress made with grant applications in connection with the provision of play and sports arena type equipment at the Great Field. It was noted that the Poundbury Residents Association had been made aware of the proposals and were very supportive.

Members expressed their concern regarding the stones on the pitches at the Great Field and felt that they were not playable in their present condition. The Committee was, however, prepared to consider the introduction of arrangements for the Council to manage the pitches once the concerns about the presence of stones had been addressed.

In considering the matter Members stressed the importance of involving all young people in the Council's business. It was noted that there was to be a Local Democracy Week during October 2010, the aim of which was to encourage young people to think about politics, how it affected their lives and what they could do to influence the decisions made; the Committee considered that the Town Council should engage with this process.

It was

RESOLVED

- (1) That the progress made in providing equipment for young people at the Great field be welcomed.
- (2) That the Deputy Town Clerk be requested to prepare a report for consideration by the Policy Committee on engaging with young people during Local Democracy Week.

65. **HEROES WELCOME IN DORCHESTER SCHEME**

The Committee was informed that, following a suggestion from the Dorchester Branch of the Royal Naval Association that Dorchester should introduce the 'Heroes Welcome' scheme, Dorchester BID had been approached to see if it would be willing to promote such a scheme in conjunction with the Council. Dorchester BID was keen to facilitate the initiative and had contacted businesses in the town, a great many of which had responded positively.

Members felt that this was a very important scheme which should be supported by the Council. Members also felt that it would be appropriate to fund half the cost of the 'Heroes Welcome in Dorchester' stickers, approximately £100, which would be displayed in participating business premises.

In discussing the Dorchester BID it was noted that the BID website had a 360 degree 'street view' section and Members felt that it would be very beneficial if the Borough Gardens and possibly the Municipal Buildings could be included in this part of the website.

It was

RESOLVED

- (1) That the Council fully supports the 'Heroes Welcome in Dorchester' scheme.
- (2) That a grant of approximately £100 be contributed to pay half the cost of the 'Heroes Welcome in Dorchester' stickers.
- (3) That the Deputy Town Clerk investigate the possibility of the Borough Gardens and Municipal Buildings being included in the 360 degree 'street view' section of the BID website.

66. **CULTURAL ACTIVITIES**

(a) **Dorchester Music and Performance Group**

The Committee considered correspondence from the Dorchester Music and Performance Group requesting the Council to consider contributing a £3,000 cultural activities grant towards the 2010 Summer Saturday Live season of performances in the town.

Members supported the proposal but requested that the group consider not putting on a performance during the weekend of the Dorchester Show as there were generally very few people in the town that weekend.

It was

RESOLVED

That a cultural activities grant of £3,000 be made to the Dorchester Music and Performance Group as a contribution towards the 2010 Summer Saturday Live performances.

(b) **The Nineteenth International Thomas Hardy Conference and Festival**

Members considered a request from the Thomas Hardy Society for the Council to consider sponsoring part of the Nineteenth International Thomas Hardy Conference and Festival to be held between the 24th July to 1st August, 2010. The Committee felt that the Festival should be supported and also felt that consideration should be given to producing a banner to go across High West Street welcoming the conference.

The Committee felt that further information should be sought from the Society regarding what exactly it wished the Council to consider sponsoring with a final decision on the level of grant being approved by the Chairman and Vice-Chairman of the Committee.

It was

RESOLVED

- (1) That the Deputy Town Clerk investigate the costs of producing a banner welcoming the conference.
- (2) That the Chairman and Vice-Chairman be authorised to determine the level of grant to be made following the receipt of further information from the Thomas Hardy Society.

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

Further to Minute 55 the Committee had before it a quotation for the installation of a six metre high steel mesh ball catch system at Weymouth Avenue Recreation Ground.

The Committee felt that as the cost of the works was significant, £32,375, the matter should be referred to the Risk Management Panel in the first instance so that it could make a judgement on the cost against the risk posed.

It was

RESOLVED

That the Risk Management Panel be requested to consider this matter and that their conclusions be considered at a future meeting of this Committee.

68. **MUNICIPAL BUILDINGS – FIRE ALARM UPGRADE**

The Committee was reminded that it had previously instructed that a complete review of the Municipal Buildings Fire Alarm system be undertaken. This review had now been undertaken and Members had been circulated with the proposed schedule of work to be completed. A quotation had been received to install and commission the system at a cost of £15,600.

It was

RESOLVED

That the quotation in respect of works to upgrade the Municipal Buildings Fire Alarm system in the sum of £15,600 be accepted.

69. **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.

In considering the Municipal Buildings monitoring report the Chairman of the Property Management and Maintenance Panel commented that hirers of the Buildings were still generally not reading out the health and safety instructions at the start of their bookings and he proposed that a CD be created with the safety instructions on it which could be copied and given to all hirers so as to enable them to play it at the start of their bookings.

It was

RESOLVED

- (1) That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.
- (2) That a health and safety instruction CD be created for hirers of the Municipal Buildings.

70. **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.

71. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st January, 2010 and 28th February, 2010 totalling £176,847.17 (net) together with direct debits for the same period totalling £61,021.18 (net).

It was

RESOLVED

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

72. **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 matter the public and representatives of the press be excluded from this meeting during its discussion.

73. **MUNICIPAL BUILDINGS BAR FRANCHISE**

The Deputy Town Clerk informed the Committee of the urgent action taken following consultation with the Chairman and Vice-Chairman of the Committee and the Chairman of the Property Management and Maintenance Panel to ensure continuity of provision in view of the present bar franchisee wishing to withdraw from the agreement at the earliest opportunity. Members noted that the franchise opportunity had been advertised.

The Committee felt that a task and finish group should be established to consider the franchise agreement arrangement generally and that this group should also be authorised to interview tenderers and let the franchise for a further period of three years.

It was

RESOLVED

- (1) That the action taken following consultation with the Chairman and Vice-Chairman of the Committee and the Chairman of the property Management and Maintenance Panel be noted.
- (2) That the Chairman and Vice-Chairman of the Committee and the Chairman of the Property Management and Maintenance Panel be authorised to review the bar franchise agreement generally, to interview tenderers and let the Municipal Buildings Bar Franchise for a further period of three years.

Chairman

DORCHESTER TOWN COUNCIL

GRANTS PANEL

3rd FEBRUARY, 2010

At a Meeting of the Grants Panel held on Wednesday, 3rd February, 2010:

PRESENT Councillors C.S. Biggs (Chairman), F.E. Kent-Ledger and M.E. Rennie.

APOLOGIES for absence were received from The Mayor (Councillor S.C. Hosford) and Councillors T.C.N. Harries and P.G. Mann.

6. **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 Mrs D Thompson for a charity fundraiser be not approved.
- (2) That the application from the Dorchester Cricket Club Youth Section be approved in the sum of £170.
- (3) That the application from the South West Dorset Multicultural Network be approved in the sum of £86.95.
- (4) That the application from Dorchester Skatepark Committee be approved in the sum of £500.
- (5) That the application from Dorchester Municipal Charities be approved in the sum of £396.
- (6) That the application from Superact be approved in the sum of £200.
- (7) That the application from the New Hardy Players be not approved at this time.

(Councillor F.E. Kent-Ledger declared a personal interest in the applications from the South West Dorset Multicultural Network as she was involved with this organisation through her employment.)

In considering the applications Members agreed that from 2010/11 onwards the Panel should meet twice a year and that these meeting dates should be publicised on the website and in correspondence.

It was also

RECOMMENDED

- (8) That for 2010/11 financial year the Grants Panel meet at 6.00pm on Tuesday 11th May, 2010 and Tuesday 9th November, 2010 and that these dates be publicised on the Council's website and in correspondence.

DORCHESTER TOWN COUNCIL

COMMUNITY ACTIVITIES PANEL

4th MARCH, 2010

At a Meeting of the Community Activities Panel held on 4th March, 2010:

PRESENT Councillors A. Harries, P.G. Mann and M.E. Rennie (Chairman).

In attendance:

Mrs. P. Louden and Mr. B. Bates – Dorchester-Bayeux Society;

Mr. J.H. Antell – Dorchester-Lübbecke Society;

Mr. D.G. Maggs – Dorchester-Holbæk Society.

APOLOGIES for absence were received from Councillor V. Black and F.E. Kent-Ledger.

13. **DORCHESTER-BAYEUX SOCIETY**

The Chairman reported on the activities of the Society since the last meeting of the Panel which included fund raising for the visit in September, 2010 of 45 members of the Bayeux-Dorchester Comité. The Society was hoping to take their guests on a coach trip and engage caterers for a dinner.

14. **DORCHESTER-LÜBBECKE SOCIETY**

The Chairman reported on the activities of the Society since the last meeting of the Panel which included the Society's Annual General Meeting and Dinner to which they invited Councillor T.C.N. Harries as the guest speaker.

The Chairman informed the Panel that the Society was hopeful that a trip to Seaton and Honiton would be arranged for the summer of 2010 together with the annual skittles match at the Conservative Club.

The President of the Society informed the Panel that the United Church enjoyed a very successful visit to Lübbecke in the Autumn of 2009 and that the Dorchester Choral Society would visit Lübbecke from 17th to 23rd April, 2011.

The Clerk informed the panel that the Durnovaria Silver Band was to host the Lübbecker Schützen Musik Corps for a four day visit from 16th July, 2010. The Durnovaria Silver Band was seeking help from the Societies in identifying host families.

15. **DORCHESTER-HOLBÆK SOCIETY**

The Chairman reported on the activities of the Society since the last meeting of the Panel which included the very successful New Year Dinner to which the Mayor had been invited. The Panel noted that the Annual General Meeting would be held in April.

The Chairman also reported that the Society's programme for the visit by 21 people from 1st to 8th August was nearly finalised. The Chairman indicated that he would be requesting a civic reception for their guests on 3rd August at noon.

16. **FOOTBALL TEAM FROM LÜBBECKE – 30th APRIL TO 3rd MAY, 2010**

Further to Minute 8, the Panel noted that no further communication had been received regarding this visit.

It was

RECOMMENDED

That the Clerk be requested to make every effort to finalise the arrangements for this visit.

17. **4th BATTALION THE RIFLES – EXERCISING FREEDOM – JUNE, 2010**

Further to Minute 11, the Panel noted that the Secretary to the Regiment was at present on annual leave but that every effort would be made to finalise arrangements on his return.

18. **GRANTS**

The Panel received and considered grant applications from the Dorchester-Bayeux Society and the Dorchester-Holbæk Society and the Clerk reported that the Durnovaria Silver Band would also wish to be considered for a grant in support of the visit of the Lübbecke Schützen Musik Corps.

It was

RECOMMENDED

- (1) That the Dorchester-Bayeux Society be awarded a grant of £200.00 in support of the visit by the Bayeux-Dorchester Comité.
- (2) That the Dorchester-Holbæk Society be awarded a grant of £250.00 in support of the visit of the Holbæk families in August, 2010.
- (3) That the Durnovaria Silver Band be requested to write to the Town Clerk in support of their request for a grant to host the Schützen Musik Corps in July, 2010.

DORCHESTER TOWN COUNCIL

RECREATIONAL ACTIVITIES PANEL

8th MARCH, 2010

At a Meeting of the Recreational Activities Panel held on 8th March, 2010:

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

In attendance:

Messrs. A. Foot, P. Tucker and S. Walbridge - Dorchester Cricket Club.

8. **CRICKET MATTERS**

The Panel welcomed the representatives of Dorchester Cricket Club to the meeting and the following matters were discussed:

(a) Cricket Week

The Panel was informed that the annual Cricket Week was to be held in the third week of August 2010. Members agreed that the Cricket Club could erect marquees as it had done in previous years.

(b) Youth Participation

Members were pleased that youth participation in cricket was increasing and noted the additional youth coaching that was being planned. There was also an open meeting being held on 28th March, 2010 to encourage more participation. The Cricket Club had been re-accredited as a 'Focus Club'.

(c) Mr. Chris Peach

The Panel was informed that Mr. Chris Peach had died recently. Mr Peach had a significant involvement with Dorchester Cricket Club and had been scorer for the Club for many years. The representatives proposed to purchase a bench with a plaque in memory of Mr Peach to be located where the old score box used to be sited on the railway track side of the ground.

(d) Scorebox

Members noted that the scorebox was now virtually complete with just one or two snagging jobs left to be undertaken.

(e) ECB Discounts

The Panel was informed that if the Council purchased cricket wicket maintenance equipment through the Cricket Club significant discounts of up to eighty percent could be obtained.

(f) County Cricket

Members were reminded that minor counties cricket was returning to Weymouth Avenue Recreation Ground for a match to be held on Sunday 2nd May, 2010 commencing at 11.00am. The teams would be arriving at the ground from 9.00am. The quality of the wicket and its preparation was stressed and it was agreed that the Compliance Manager and other appropriate staff should meet regularly with the Cricket Club to discuss the wicket preparation. Members felt that it was also important for the Groundsman to be present at Weymouth Avenue Recreation Ground for the whole weekend. It was noted that the wicket would need to be re-marked and rolled between innings.

The Cricket Club requested that the Council arrange for the bowlers run up areas to be covered prior to the game as well as the wicket. The Club also wished to borrow the Council's PA system if it was available.

The Panel felt that it was important that the Council did all that it could to help make the day successful with the aim of turning this event into a regular fixture.

9. **PLAY EQUIPMENT – BOROUGH GARDENS**

The Panel was informed that the 'monkey bars' equipment that had been requested by a young person was to be installed in the play area in April. The young person that had originally requested the equipment had asked whether she could cut the ribbon to open the equipment for use. Members felt that a small ribbon cutting ceremony should be arranged with the Mayor, the Chairmen of the Recreational Activities and Borough Gardens Panels and the Member who had been contacted by the young person.

Members also noted that the new outdoor gym equipment had been ordered and would be installed prior to the summer holidays.

It was

RECOMMENDED

That a small ribbon cutting ceremony be arranged to open the 'monkey bars' equipment in the Borough Gardens Play Area.

10. **MELLSTOCK AVENUE PLAY AREA**

Members considered correspondence from Dorset Community Action requesting the Council's support for a community project to have a more permanent football facility located in the fenced grassed area opposite Mellstock Avenue Play Area. Consultation with local residents had identified this as a high priority. The equipment most desired was a goal end and basketball hoop and associated hard standing similar to that located at King's Road Playing Field.

The Panel felt that this project should be supported and agreed that such a piece of equipment could be located at Mellstock Avenue.

It was

RECOMMENDED

That the community project to install a more permanent football facility in the grassed area opposite Mellstock Avenue Play Area be supported.

11. **USE OF SANDRINGHAM SPORTS CENTRE**

The Panel gave consideration to a request from South West Military Fitness for the use of the sports pitches and outdoor gym equipment at Sandringham Sports Centre as a venue for fitness training. Members felt that before a decision could be made further detailed information concerning the proposal was required from South West Military Fitness.

It was

RECOMMENDED

That further information be obtained from South West Military Fitness and, once received, the Deputy Town Clerk be authorised to decide on the matter following consultation with the Chairman and Vice-Chairman of the Panel.

12. **THE PLACE SURVEY**

Members considered a report by the Deputy Town Clerk on the responses received to the Place Survey carried out by West Dorset District Council towards the end of 2008 the results of which were published at the end of last summer.

It was

RECOMMENDED

That the report be noted and that a similar report be prepared for the Panel following the next survey which was to be carried out in 2010.

13. **TENT SHOW**

As a matter of urgency the Panel considered correspondence from Millets Camping Shop asking whether the Council had any suitable land that could be used for a small number of tent shows this year. Members felt that Kings Road Playing Fields or the Great Field could be suitable locations. If the company wished to use Kings Road Playing Field a charge of £70 plus VAT should be levied. If the company wished to use the Great Field it would need to discuss the matter with the Duchy of Cornwall.

It was

RECOMMENDED

That Millets Camping Shop be authorised to use Kings Road Playing Fields for its tent shows at a

daily charge of £70 plus VAT and comply with the Councils normal outside hire conditions; litter removal, public liability insurance etc.