



Dorchester Town Council

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5th November 2025

Agenda for the meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 10th NOVEMBER 2025** commencing at **7.00pm**.

Steve Newman
Town Clerk

Public Speaking and Attendance at the Meeting

The Chair has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors P. Farmer, L. Fry, W. Gibbons, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger (Vice-Chair), D. Leaper (Chair), R. Major, R. Potter, M. Rennie and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 15th September 2025 (adopted by Council on 29th September 2025). A copy of the Minutes can be found on the [council's website](#).

- 4. Outdoor Services – Update Report – Autumn**

To receive the enclosed report from the Assistant Town Clerk (Outdoor Services).

5. Draft Cemeteries & Burials Policy

To receive the enclosed report from the Assistant Town Clerk (Corporate).

6. Amendment to operating agreement for Borough Gardens refreshments kiosk

To receive the enclosed report from the Assistant Town Clerk (Corporate).

7. Grant Applications

To consider the following applications for financial assistance:

- (a) A request from Dorset Neuro Rehab for a grant of £559 towards the cost of a ReMarkable Pro device.
- (b) A request from the Dorchester Chamber for Business for a grant of up to £500 towards the cost of public liability insurance for the Christmas Cracker event.
- (c) A request from the Dorchester Chamber for Business for a grant of £500 towards the cost of hiring the Municipal Buildings for the Christmas Cracker event.
- (d) A request from the Dorchester Family Support for a grant of £500 towards the cost of the food hamper service.
- (e) A request from the Homestart Wessex for a grant of £500 towards the cost of volunteer expenses and training.
- (f) A request from Transition Town Dorchester for a grant of £335 for scythes and equipment.

8. Notes of Twinning & Cultural Activities Panel

To receive the enclosed notes from the meeting on 15th September 2025.

9. Cemetery Matters

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

To note the grants of Exclusive Rights of Burial issued and the number of interments and burials of ashes since the last meeting of the Committee (enclosed).

(b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

ITEM 4.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 OUTDOOR SERVICES UPDATE REPORT – AUTUMN

1. The late summer period saw ongoing maintenance work still being heavily influenced by the very dry weather which resulted in drought conditions and the continued use of irrigation in several areas. This eased during October, allowing some limited grass growth and grass cutting operations re-commenced but at reduced frequency. This is a markedly different position to the same period last year when conditions were very wet.
2. **Borough Gardens**
 - 2.1 Main work has revolved around the removal of summer annual flowering plants, the planting of autumn species, weeding and shrub maintenance. The warm dry early autumn allowed for an extended period of flowering for many species and some were only removed during the first full week of November. Overall public reaction to the gardens flower displays this year has been very good.
 - 2.2 Work to grow on all the bedding plants to be planted in the autumn was completed and the quality was good. Members are reminded that bedding schemes this winter will again feature more bulbs as previous winters have proved very wet and mild causing losses of bedding plants due to rotting off. Reaction to last year's bulb displays was very good.
 - 2.3 As part of the ongoing soil improvement works to the beds, large amounts of manure have again been added to the soil profile to improve soil structure and texture and also increase the biomass contained within it. This then increases the overall biodiversity in the gardens and additionally, increases the soil's ability to retain CO₂, so contributing, in a small way, to preventing increased CO₂ emissions.
 - 2.4 The gates at the Princes Street entrance which were removed for repair were relocated in late October and were painted with primer and new colour coating. The adjacent Portland Stone pillars were cleaned along with the small bronze seals on each pillar. In addition, the decorative plaques featuring the marabout on each leaf have been removed and are currently being re-painted.
3. **Outdoor Services team**
 - 3.1 The outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine maintenance and repairs in several play areas.
 - 3.2 The team have been undertaking further street and park seat maintenance, and this will continue until later in the autumn.
 - 3.3 More work has been carried out to repair damaged surface areas at the skate park and small damaged areas of safety surfacing in play areas.

- 3.4 Elsewhere the team have undertaken limited grass cutting operations on all areas owned by the Town Council to maintain them in good order.
- 3.5 The team have taken down the hanging baskets situated in the town centre area. This year was very challenging for hanging basket planting due to very strong sun and latterly unseasonably high winds.
- 3.6 Works were carried out to get ready for Remembrance, specifically the war memorial area, with the surrounding post and chain dwarf fence repainted to compliment the cleaning of the monument itself. Vegetation leaves etc. were removed from the area, including the adjacent cycle park and remembrance garden and the site area was brushed and weeded.
- 3.7 Christmas lighting units have been cleaned and checked by the team and they are due to be put into position on 17th-18th of November with the Christmas tree going up on the 19th with decoration and lighting on the 20th.
- 3.8 A significant amount of work has been put into pressure washing the paved surface and walling around Borough Gardens House to improve the general appearance and hopefully help to attract more hirers.
- 3.9 Works have commenced to repair damaged and failed sections of wall, rendering and renew paint work on the greenhouses and old boiler room building at the southern entrance to the Gardens. When this is completed along with the replanting of the new pleached tree line adjacent to the tennis court, the improvements to the southern end of the Gardens will almost be completed.
- 3.10 Several areas have had shrub and hedge works completed to trim them back for the coming winter. Works at Poundbury Crescent play area revealed a failure to the concrete fence posts on the eastern boundary of the site. Replacement works will be developed over the coming weeks.

4. Cemeteries

- 4.1 Routine maintenance has continued within the cemeteries including small tree maintenance and increased watering, litter collection and grave digging. Full burials have again been fewer in number over this period whilst ashes interments have increased slightly.
- 4.2 Grass cutting has continued throughout this period.
- 4.3 Improvement works to the Poundbury toilet / mess room building will be planned this coming winter.

5. Biodiversity

- 5.1 Works to cut back brambles and developing scrub on the bank and footpath verge adjacent to Poundbury Cemetery has been carried out. The scrub area was cut into compartments to allow for renewal of the vegetation which will be more beneficial to wildlife. Different

compartments will be cut on a three yearly rotational cycle to allow wildlife to move to each adjacent untouched areas, but ensure the scrub is managed.

- 5.2 After consultation with Dorset Wildlife Trust, additional swift boxes will be positioned on Borough Gardens House to increase desirability to swifts.
- 5.3 Two owl boxes will be placed in mature trees at both ends of the Gardens. It is unlikely they will ever both be occupied at the same time due to owls having territories, however having two boxes will increase the opportunities for nesting to take place.

6. The Great Field

- 6.1 Town Council staff have carried out routine maintenance to the flat turf area, play equipment inspections and repairs and checking of trees on site. Additionally routine litter collection and bin emptying operations have continued. Tree irrigation was carried out this summer to prevent the severe drought killing some specimens, any failures will be replaced using stock from the council's own nursery. It is also anticipated that many tree crowns will reduce in volume overall this year due to drought stress.
- 6.2 Further tree pruning will take place in the coming months to continue the work to properly establish crown heights and branch structures on standard trees especially in the routinely maintained grass areas.
- 6.3 Wildflower development on the field continues to improve with the grass becoming a little weaker in growth due to the management regime of removing grass cuttings. The summer was very dry which helped with this too. The final areas of wildflower were cut and baled in late September and some welcome re-growth of wildflower plants has occurred as the soil has become slightly wetter.
- 6.4 As reported to the committee in September, the team intensively inspected and lubricated all play equipment moving parts that were accessible and replaced all bearing bushes that were able to be renewed. This has resulted in a lower level of noise associated with use, despite the dry weather conditions with no noise complaints received over the reporting period.
- 6.5 The team have completed the renovation and treating of all the public seats located on The Great Field. This has been well received with staff receiving some nice comments from both donators and users.

7. Staffing

- 7.1 Structured horticultural training for gardens staff commenced in mid-August. This takes the form of 2–3-hour sessions covering aspects of a selected area of operation within the garden's environment. The initiative aims to make sure that all members of the gardens team have the same enhanced minimum level of training and knowledge, both theoretical and practical, to ensure increased standards are achieved and maintained. The short courses will take place over the next 12 months.

- 7.2 So far units on Propagation, nursery work and Pruning have been delivered with very positive feedback coming from the team. It is anticipated that this will enable staff to work confidently at higher level tasks so ensuring higher standards within the gardens and also affording business continuity within the team.
- 7.3 Refresher training in the safe application of pesticides has been undertaken by a member of the team. No pesticides have been applied during the reporting period.

8. Arboriculture

- 8.1 Significant irrigation continued to take place to all recently planted trees in Dorchester Town Council sites. This has undoubtedly resulted in less damage to and potential death of the trees.
- 8.2 The application submitted to Dorset Council for a wide range of tree works in Borough Gardens has been agreed. The works to approx. 38 trees include, removing dead wood and branches, raising lower branches, pruning back branches to allow light to reach newly planted next generation trees and the felling of the row of old pleached lime trees adjacent to bowling alley walks, which, members will recall, were due to be removed due to poor condition and decay. All work is ordered and programmed for mid-to-late November depending on weather in the intervening period. These will then be replaced by a new row of nursery pruned pleached limes this coming winter.
- 8.3 Tree planting will take place at the riverside nature reserve this winter to offset some of the tree removal work carried out. Trees will come from the council's own locally sourced tree nursery stock.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 5.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 DRAFT CEMETERIES & BURIALS POLICY

1. The council is responsible for the operation of three cemeteries across Dorchester and provides the community with an invaluable service with regard to interments (full burials and cremations) and memorialisation.
2. Any interment or memorial within a council cemetery must be permitted by the council and be in accordance with its requirements with regard to design, dimension and location. These requirements, which have been approved by members over the course of many years, are set out in a range of leaflets and guidance notes of the council website and in notes sent directly to local funeral directors.
3. In order to ensure consistency and accessibility, it is now proposed that all this information and guidance is brought together into one policy document. The proposed new Cemeteries and Burials Policy is set out in **Appendix A**.
4. The majority of the contents of this Policy has been approved by previous councils and been in operation for many years. However, the compilation of a single policy document does enable some issues to be resolved or clarified. For example, the council's existing guidance indicates that the preference is for there to be only one named owner of an Exclusive Right of Burial (and certainly no more than four owners). However, having taken advice from the Institute of Cemetery and Crematorium Management (ICCM), it is now clear that it would be beneficial to have, where possible, two or more owners of the Exclusive Right in case one of the owners is unavailable to make a decision about the plot.
5. This attached draft document has also been the subject of consultation with local Funeral Directors to ensure that it is usable to those who support bereaved families in arranging interments and memorials.
6. **Recommendation:** That the draft Cemeteries & Burials Policy (Appendix A) is agreed by the Committee.

Assistant Town Clerk (Corporate)
Dorchester Town Council

APPENDIX A

DORCHESTER TOWN COUNCIL CEMETERIES & BURIALS POLICY Draft – October 2025

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- 7. Fees**
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Appendix A – Charter for the Bereaved

1. DORCHESTER'S CEMETERIES

1.1 Introduction:

This policy ensures that the town council executes its responsibilities regarding cemetery management as set out in the Local Authorities' Cemeteries Order 1977.

1.2 A brief history of Dorchester's cemeteries:

In 1852 Dorchester's Board of Health published a report declaring the graveyards attached to the churches full, which paved the way for new cemeteries to be created and on 3rd July 1854 an Order of the Privy Council decreed "[Burials] to be discontinued from and after the first January, one thousand eight hundred and fifty-five, in the churches and churchyards of All Saints, the Holy Trinity, and St Peter" and, in respect of Fordington, "To be discontinued forthwith in the church of St George, and in such part of the churchyard thereof as is within five yards of the church, or of any dwelling-house, and one body only to be buried in each grave".

The first proper cemetery to be created was at Weymouth Avenue, on 4 acres 3 roods 30¾ perches of land acquired from the Duchy of Cornwall by the Burial Board of the Parishes of The Holy Trinity, St Peter, and All Saints in 1856 at a cost of £515 0s 2d. The cemetery was subsequently extended by the purchase for £400 of an additional 2 acres 2 roods of land at the northern and southern extremities of the cemetery to give the shape of the cemetery with which we are familiar today.

Pressure for burials in Fordington (which was not at the time part of Dorchester) was increased following a number of deaths arising from an outbreak of cholera in 1854. This resulted from an enforced intake in August of 700 convicts from the Millbank Prison in London, where cholera was rife, to the Barracks in Dorchester, which were unusually empty because most of the military had been mobilised to take part in the Crimean War. Two women in Holloway Row were contracted to do the laundry for the prisoners and it is believed that this is how the disease was first introduced into Fordington. The Mill Street area was severely overcrowded (ironically because it was the only area of land in Fordington not owned by the Duchy of Cornwall, which refused to release any of its land for development) and the cholera spread rapidly in the appallingly insanitary conditions which existed in the area.

At least 30 people died of the disease in September 1854 alone, and all of them are likely to have been buried in St George's churchyard, adding further to the pressure on burial space there which had already been recognised. In 1866 the Duchy of Cornwall gave 2 roods 38 perches of land (formerly part of the Farthinghold Tenement) to the Fordington Burial Board for use as an extension of the churchyard and this is the area which we now know as 'Old Ground'. The 'New Ground', 1 acre 8 perches of land, was purchased by the Burial Board in 1885 for £587 to complete the Cemetery as we know it today. Part of the cemetery occupies a site which had been used for burials in Roman times.

In the early 1990s the Dorchester Joint Burial Committee (which succeeded the independent Boards for Dorchester and Fordington in 1927) had formally closed Fordington Cemetery and realised that Dorchester Cemetery was approaching capacity. It therefore entered into negotiations with the Duchy of Cornwall which resulted in the provision of land at Poundbury and approval of the design which we see today. The site is

4.7 acres in extent and the Council has a 999- year lease of it, for which we have paid £25,000. Dorchester is grateful to the Duchy of Cornwall for its assistance in meeting the Town's burial needs.

The Dorchester Joint Burial Committee voluntarily wound up on 30 June 2011, having transferred all its responsibilities and assets to Dorchester Town Council.

2. CURRENT BURIAL OPTIONS IN DORCHESTER

The section below sets out the options for interments in the town's three cemeteries. In all cases, it is your decision as to whether you arrange a religious or secular service at a separate venue, to have a graveside service or to have no service at all.

Please note that although Exclusive Rights of Burial for a grave or ashes plot can be purchased at any time in Poundbury Cemetery, the plot will be allocated 'next in line' at the time of burial – see section 6. Fordington Cemetery and Dorchester Cemetery are closed cemeteries and only have ashes plots available.

If a grave is not purchased, then it is considered a 'common grave' and it is the council that decides who is interred in the plot.

The addresses of the three cemeteries are as follows:

- Poundbury Cemetery, Poundbury Road, Dorchester DT1 2PW
- Dorchester Cemetery, Weymouth Avenue, Dorchester DT1 2EN
- Fordington Cemetery, King's Road, Dorchester DT1 1LB

2.1 POUNDBURY CEMETERY

2.1.1 Interments. Poundbury Cemetery offers a range of choices for full burial (coffins).

- **Traditional Area.** Part of the cemetery will be reserved for traditional interments where families will be able, with consent, to have erected the full range of memorials, including headstones, kerb sets and free-standing vases. As a matter of course, all new graves are dug to 'double depth' so that they can eventually accommodate two coffins (one on top of the other) and then ashes caskets on top. All grave plots in the traditional area will be available for exclusive rights of burial for 50 years to be purchased.
- **Lawn Area.** Another part of the cemetery will be maintained as a lawn area where only headstones (which can have an integral flower vase) will be permitted, again with consent. At present there are no new lawn plots available.
- **Muslim Burials.** A small area of the cemetery has been reserved for burials to be carried out in accordance with the rites of the Muslim faith.
- **Children's Area.** Part of the cemetery close to the entrance is reserved for the burial of children with both consecrated and unconsecrated plots. The graves in the children's area are smaller and any memorials erected (for which consent is required) will also be smaller than in the rest of the cemetery. You will only be able to have a memorial erected if you have purchased exclusive rights of burial for 50 years. However, both

the cost of this exclusive right of burial and the cost of interment can be reclaimed by the council from the government's Children's Funeral Fund – although this does not currently cover the cost of a memorial.

- **Green Burials.** The south-western corner of the cemetery will be reserved for environmentally friendly burials where no memorials will be permitted and the area will be maintained as a wildflower meadow. See **section 9** of this policy for the council's requirements for green burials.

2.1.2 Cremated Remains. Poundbury Cemetery also includes options for disposing of cremated remains.

- **Ashes Plots.** An area of the cemetery, which is unconsecrated, has been divided into small plots for burying caskets of ashes. You will not have to purchase exclusive rights of burial in respect of an ashes plot, but you will only be able to have a memorial erected if you have purchased the plot and obtain prior consent.
- **Ashes Chamber.** Beneath the central building is a chamber into which cremated remains can be placed. This chamber is unconsecrated.
- **Green Burials.** There is also the option for ashes to be buried in the green burial area. However, no memorials will be permitted in the area as it is maintained as a wildflower meadow.

2.2 FORDINGTON CEMETERY

Fordington Cemetery is a 'closed cemetery' and no new full (coffin) interments can take place here, apart from in a previously used/purchased plot. The only new plots available are ashes plots in the Garden of Remembrance.

2.3 DORCHESTER (WEYMOUTH AVENUE) CEMETERY

Dorchester Cemetery (commonly known as Weymouth Avenue Cemetery) is a 'closed cemetery' and no new full (coffin) interments can take place here, apart from in a previously used/purchased plot.

The only new plots available are ashes plots. In addition, ashes can be scattered in the Garden of Remembrance.

- 2.4 Capacity of Graves and Ashes Plots.** Unless otherwise specified, a private grave will normally accommodate two adult interments (coffins) and an ashes plot can accommodate two ashes caskets. However, this capacity cannot be guaranteed as ground conditions vary from time to time and from place to place in a cemetery.

Please note that when a grave is re-opened for another interment to take place, the soil from this grave may be placed on the adjacent graves. The inconvenience caused to people visiting these graves is unavoidable but temporary. Staff will place a soil box on the nearby graves to protect them and to protect memorials.

3. FUNERAL ARRANGEMENTS.

It is for those arranging the interment to decide whether to arrange a religious or secular (non-religious) service at a separate venue, to have a graveside service or to have no service at all.

4. **BURIAL TIMES:**

Service should only take place at the graveside at the following times:

- **Summer burials** (1st March – 31st October): Services should only take place Monday-Thursday no later than 2.30pm (3.00pm for ashes) and no later than 1.30pm on Fridays (ashes no later than 2.00pm).
- **Winter burials** (from 1st November – 28th February): Services should take place at Graveside no later than 2.00pm Monday – Thursday (Ashes 2.30pm) and 1.30pm on Fridays (Ashes 2.00pm).

Ashes interments can be backfilled by the funeral director, if requested, after these hours or on a weekend. In such cases, the council will prepare an ashes plot prior to the weekend and the funeral director or family can then backfill.

The council does not excavate any graves for interments or ashes on weekends or Bank Holidays.

Each Christmas, the council will inform funeral directors of the date of the last available burial before the holiday season and the first available burial date in January.

5. **MEMORIALS – PERMISSIONS, MATERIALS & DIMENSIONS**

Memorials are only permitted on graves where the Exclusive Right of Burial has been purchased (see section 6). There are some exceptions with common (unpurchased) graves. Those applying for permission to install a memorial on a grave must have permission from the Exclusive Right of Burial owner.

All memorials erected have to be provided by properly qualified people who are fully insured for carrying out the work.

The Council's consent is required for the erection of all memorials and fees are payable – the application form can be found on the council's website. All unauthorised memorials in whatever form will be removed.

All memorials **must** be made of a solid stone (such as granite, marble, slate or limestone) or a reconstituted stone. The only exception are the brass kerbstone plaques allowed at Poundbury cemetery. All applications for consent to install a memorial must state the materials used.

The use of fencing, glass and plastic ornaments is not permitted in the council's cemeteries due to the possible damage to them and for the safety of visitors and maintenance personnel. Unauthorised benches are also not permitted and will be removed.

The Town Council does not take any responsibility for loss, damage or theft to memorials. It is advisable to insure a memorial against accidental damage and vandalism.

5.1 Poundbury Cemetery - memorials:

- **Traditional Area.** Headstones, kerb sets, flat stones and free-standing flower vases will be permitted in this area but only if the grave has been purchased. Memorials in the Traditional area must not exceed 122cms high and 90cms wide. Kerb sets are only permitted in the Traditional Area at Poundbury and must not exceed 207cms long x 90cms wide.
- **Lawn Area.** Memorials will only be permitted in the lawn area on graves which have been purchased. Only headstones (which can incorporate integral flower receptacles) will be permitted in this area. Memorials in the Lawn areas must not exceed 122cms high and 90cms wide. No kerb sets are permitted in the Lawn Area.
- **Muslim Area:** Memorials in the Muslim area must not exceed 122cms high and 90cms wide. For religious reasons, we will permit above-ground interments within appropriate Kerb sets are permitted in the Muslim Area at Poundbury Cemetery and must not exceed 207cms long x 90cms wide.
- **Children's Section:** Subject to the Council's consent and payment of the appropriate fees, headstones, kerb sets, flat stones and free-standing flower vases will be permitted in this area. However, no memorial will be permitted which exceeds 60 centimetres by 60 centimetres (122 centimetres kerb length). Memorials will only be permitted in the children's area on graves which have been purchased.
- **Ashes Area:** Memorials must not exceed 60 centimetres by 60 centimetres.
- **Bronze plaques at Poundbury Cemetery.** Most of the kerbs around the roads and paths in the cemetery have recesses in them for bronze plaques of a uniform size and similar design. The Council will need to approve the wording to be used and a fee will be payable. These can be used as memorials to people who have been buried in the green burial area (where no memorials are permitted) or to people whose remains have been placed in the Chamber. They can also be used as memorials to people whose remains are not even interred in the cemetery. All unauthorised memorials in whatever form will be removed. The facility which is offered at Poundbury Cemetery for the installation of metal memorial plaques in the kerbstones is unique in Dorchester. The plaques are typically supplied by Brass Founders (Sheffield) Limited. The plaques are a uniform size of 15cms by 10cms and are sand-cast in non-ferrous metal with raised Roman uppercase lettering (available in three sizes) with a raised border and patinated back drop.

5.2 Dorchester (Weymouth Avenue) and Fordington cemeteries - memorials:

- **Memorials** must not exceed 122cms high by 90cms wide. Kerb sets must not exceed 180cms long by 90cms wide.
- **Wall-mounted tablets:** A tablet measuring 25cms by 20cms can be mounted in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery.

- **Ashes Areas** (not including Fordington Garden of Remembrance): Memorials must not exceed 60cms by 60cms.
- **Garden of Remembrance at Fordington Cemetery:** Only a flat stone not exceeding 30cms by 30cms which must not project above ground level is permitted.

6. EXCLUSIVE RIGHTS OF BURIALS

6.1 Grave Ownership and Transferring Ownership of Exclusive Rights of Burial.

When purchasing a grave at one of the council's cemeteries, you will also purchase the Exclusive Rights of Burial. This will be on a leasehold basis, for an initial period of 50 years. At the end of this time, you may extend the right in twenty-five year intervals, for which further fees are payable, up to a legal maximum of 100 years in total.

Purchasing the Exclusive Rights of Burial means that the permission of the owner of the Rights is required before the grave can be reopened for additional burials or a memorial installed.

The owner must provide permission for any memorial to be placed onto that grave and they are responsible for the upkeep of the plot.

After the rights have lapsed the grave ownership reverts to Dorchester Town Council and it may reuse or resell any unused grave.

6.2 Can two people own these Rights?

Yes, more than one person can have ownership of an Exclusive Right of Burial and having more than one person named on the deed can help if one of them is unavailable or dies. However, if there is more than one person named on the deed then all of them will need to agree to any further interments, memorials or additional inscriptions.

6.3 What if the Deed to the Rights goes missing?

If you are the registered owner of the Rights, the council will send you an official letter to confirm this. If you are entitled to be the owner through inheritance, the council will guide you through the correct transfer procedure and then issue a letter stating your position.

6.4 What happens if the owner of these rights dies?

If the owner of the Exclusive Rights dies, it is assumed that they give permission to have themselves interred in their grave. After this time the Rights become part of their estate and may be left in a will to someone else. If the Rights are not specifically mentioned in the will, they will form part of the 'residue' of the will, usually willed as 'and all my other worldly goods' at the end of the will. Whoever inherits the Rights will need to contact the council and arrange a transfer of ownership before the grave can be opened again. As paperwork can go missing it is best to do this as soon as possible after inheriting the Rights, a small fee will apply.

6.5 Transfer of grave ownership.

Without a living grave owner, the council is unable to conduct further burials in the grave space or make any changes to memorials. If the grave owner is deceased, we can organise for a transfer of ownership to take place.

Depending on circumstances, the route of transfer differs. Once the council has received the necessary information, you will be sent the appropriate form to complete. This form will be required to be completed by you in front of a Magistrate – this can be arranged with Weymouth & Dorchester Magistrates' Court (also known as the Weymouth Combined Court) which is at The Law Courts, Westway Road, Weymouth DT4 8BS.

Alternatively, a local solicitor may be able to witness the declaration for a fee.

Owner(s) can transfer ownership jointly or solely to another person(s) whilst they are alive. The current owner(s) need to sign a Deed of Assignment form that would allow these rights to be transferred. If the grave is no longer required and is unused, it can be surrendered to Dorchester Town Council. You can do this by completing a deed of surrender. Any refund will be based on how much was paid at the time of purchase.

6.6 **Transfer of grave ownership when the owner is deceased.**

Without a living grave owner, the council is unable to conduct further burials in the grave space or make any changes to memorials. If the grave owner is deceased, the council can organise for a transfer to take place. Depending on circumstances the route of transfer differs, as follows:

- **Grant of probate with will.** If the deceased grave owner made a valid will that requires a Grant of Probate, ownership will be transferred to the executor(s). The hologram original of Grant of Probate will need to be seen to proceed. If the deceased grave owner made a valid will that was not of sufficient value for a Grant of Probate, ownership will be transferred to the executor(s) of the will. However, this will only occur after signing a Statutory Declaration that the council will provide. The executor(s) are then responsible for identifying who should be the rightful owner of the grave and can complete a Deed of Assent. This will transfer ownership to another person(s).
- **Letters of administration with no will.** If there is no valid will, ownership of the grave can be transferred to a personal representative of the deceased detailed on the letters of administration. The representative of the deceased will need to identify the rightful owner and can then complete a Deed of Assent. This will transfer ownership to another person(s).
- **No will.** If there is no will and no letters of administration, the transfer of ownership then falls to the next of kin of the deceased. The council will need to establish who the direct next of kin is/are so that a Statutory Declaration can be drawn up indicating who has the legal rights to ownership. This document would need to be signed in the presence of a Magistrate or Commissioner of Oaths. Some next of kin (for example, when there are many siblings) may not wish to become owners of the grave and can

renounce their rights at this stage. Should you have any questions relating to the ownership of a grave or the transfer of ownership, please contact the council.

With regard to a transfer, please note:

- the council will need to see original probate, letters of administration and will documents to make a transfer;
- the council cannot transfer any graves where ownership is not clear.

6.7 What are Monumental Rights?

All memorials are the sole responsibility of the Grant of Exclusive Right purchaser. The Town Council will periodically inspect the cemetery to determine the condition of memorials. Any memorial classified as unsafe will be reported to the purchaser in order for them to arrange repair, with permission to be sought from us for the works to be carried out. In the interim, the memorial will either be supported or laid down to avoid any possible accident or injury. This will be made safe without prior notification. Permission must be sought for the erection of a memorial, or to add an inscription. Only the Exclusive Right purchaser may apply for this.

6.8 What if I inherit the Rights to a grave that I do not wish to maintain?

You may surrender the Rights to the Council at any time. Simply put this in writing and return the deed(s) to us if you have them. If the grave is in Poundbury Cemetery and is empty we will be able to refund the original purchase price less an administration cost.

6.9 Change of address.

As owner of the Rights to a grave you are responsible for informing the Council of any change of address. If a problem occurs with the grave or the monument and we cannot contact you, the council reserves the right to take whatever action is necessary to rectify the problem.

7. FEES

The council will set fees each year for the following (all fees will be published on the Council's website) although additional fees will be charged for non-standard size graves:

Interments:

- a) An infant under 2 years or stillborn - **no fee.**
- b) A person aged 2 years or older
- c) A casket of ashes

Scattering Of Ashes:

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

Exclusive Rights of Burial in Earthen Graves:

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

- a) Full-sized plot
- b) End of term renewal for 25 years
- c) Ashes plots and infant under 2 years

- d) End of term renewal for 25 years

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

- **Non-residents:** Double fees will be charged to non-residents. Residence is defined as living in Dorchester or Winterborne Herringston within previous ten years or previously resident for at least twenty-five years.
- **Non-standard grave sizes:** additional fee to be agreed with the Funeral Director.

Monuments, gravestones, tablets and monumental inscriptions – fees will be set for the following:

- Right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site not subject to Exclusive Right of Burial.
- Additional inscription on a gravestone or other memorial (for each deceased).

Please note that where the deceased is aged under 18, the cost of both Exclusive Right of Burial and the cost of interment can be reclaimed by the council from the government's Children's Funeral Fund – although this does not currently cover the cost of any memorial.

8. MEMORIAL SAFETY POLICY (adopted March 2024)

- 8.1 The Town Council has a responsibility under the Local Authorities Cemeteries Order 1977 and health and safety legislation to take all reasonably practicable measures to maintain safety within the cemeteries for which it is responsible.
- 8.2 A significant source of potential danger within burial grounds arises from unstable memorials.
- 8.3 The council's powers to incur expenditure on the maintenance of memorials (which are privately owned structures) are constrained by the Local Authorities Cemeteries Order 1977 which contains conflicting provisions. Article 3 says that a burial authority cannot take "any action in relation to any ... memorial, other than action which is necessary to remove a danger which arises by reason of the condition of ... the memorial itself". However, Article 16(1) says "A burial authority may put and keep in order any ... memorial in a cemetery".
- 8.4 This Policy sets out the Council's approach to ensuring, so far as is reasonably possible, the safety of the memorials within its cemeteries. In particular, it seeks to balance the risk presented by unstable memorials with the distress caused to the bereaved by the levelling of memorials.
- 8.5 In this Policy 'memorial' includes vaults, tombstones, headstones and all other forms of memorial placed on graves.
- 8.6 In addition to the requirements of this policy, the Council will take into account the guidance contained in Institute of Cemetery & Crematorium Management's document on *Management of Memorials*.

- 8.7 **Information:** Prior to embarking on a general testing programme the Council will give notice of its intention by way of notices within the cemeteries or by posts on social media.
- 8.9 **Survey:** The Council staff will, after receiving appropriate training, undertake a comprehensive inspection of the memorials in all the cemeteries no less frequently than once every five years. However, these periodic inspections may identify memorials that need to be monitored more frequently by Council staff.
- 8.10 All those engaged in testing are aware of the provisions of British Standard 8415 which requires a memorial to remain upright when a force of 25kg is applied (by hand) to its apex.
- 8.11 The results of the memorial surveys will be stored by the council and updates on the survey programme reported to the relevant council committee on an annual basis.
- 8.12 **Taking action:** On the basis of the survey the Council will consider the most appropriate means of reducing the risk presented by unstable memorials.
- 8.13 In some instances it will be necessary to lay the memorial flat to remove an immediate danger and this will be undertaken by an accredited monument mason or, in the case of smaller memorials, by council staff. However, this will not always be the most appropriate treatment. Where possible the Council will take other action to stabilise the memorial consistent with the powers contained in the Local Authorities Cemeteries Order 1977, either by repacking the area around its base or by providing appropriate external support, possibly with a warning notice affixed. This will afford the opportunity for the owners of the memorial to become aware of the matter if it has not been possible to notify them direct and to arrange their own remedial works.
- 8.14 Where it is possible to identify the owner of a right of burial the Council will notify that person if a memorial fails the test and will display lists of memorials which have failed the test in the cemetery and will also place individual notices on or near memorials which fail the test giving the Council's contact details and the period for making contact.
- 8.15 In some instances a memorial which moves may not be sufficiently unstable to pose a danger to visitors or staff. If this is the case the condition of the memorial will be monitored annually and appropriate action taken in the future if the level of risk posed requires it.

9. GREEN BURIALS

- 9.1 The area of Poundbury Cemetery in which only green burials (interments and ashes) will be carried out has been sown with wildflowers. When interments take place in this area, the turf over a grave may be carefully lifted when the grave is dug and replaced after the interment has taken place or the plot seeded with a wildflower mix. In addition, each spring more wildflower seeds will be sown on the graves where interments have taken place. Trees and shrubs are not allowed on individual graves.
- 9.2 **Memorials.** Individual graves will not be identifiable and no memorials or unauthorised planting of trees and shrubs will be allowed within the green burial area. However, there are options for memorial plaques to commemorate the deceased in the main part of the cemetery by arrangement with the council. As with all interments the location of the grave

is recorded on the site plan and in accordance with statutory requirements. Even though the ground will not be marked in any way, the council shall still be able to locate graves.

- 9.3 It is important that families do not attempt to mark or tend individual graves once an interment has taken place, and any funeral flowers or plants will be removed. The grave will be left unmarked apart from an initial slight mounding and the turf which was removed before the grave was dug will be carefully put back where possible. The site of each grave will be allocated by the council in accordance with its 'next in line' policy.
- 9.4 **Rules regarding Coffins.** Burial, including ashes, may only take place in the green burial area of Poundbury Cemetery in a biodegradable coffin, casket or shroud - any other type of container must be agreed by the Council. Standard coffins used by funeral directors are acceptable provided that the supplier is able to confirm in writing that they are made from timber originating from managed tree forests. Metal lined or metal coffins or caskets will **not** be accepted on this section. To protect the environment embalmed bodies will not be accepted unless there is accompanying certification to confirm that the embalming was carried out on medical health grounds.
- 9.5 **Funeral Arrangements.** Graves in the green burial area of Poundbury Cemetery are not reserved for any specific religions and the dead of varying faiths will be buried in the same area. It is your decision as to whether you arrange a religious or secular service at a separate venue, to have a graveside service or to have no service at all.

CHARTER FOR THE BEREAVED

The Council has adopted a Charter for the Bereaved which identifies the following rights:

1. It is your right to have a burial organised and conducted in a dignified and orderly manner, supported by competent, professional, and caring cemetery staff.
2. It is your right to inspect statutory cemetery records.
3. It is your right to purchase a private grave for a period not exceeding 50 years. (This "Right of Burial" is a grave for one or more burials, and upon which you can place a memorial. To this purchase cost, a burial fee is also payable.)
4. It is your right to choose to be buried in an unpurchased grave. (You cannot reserve space for further burials in this type of grave, nor do you have any right to place a memorial. Further unrelated burials will occur in the future, the grave being "re-cycled". For each burial, a fee is payable.)
5. It is your right to place a memorial within the constraints of regulations in force or to leave the grave unmarked.
6. It is your right and responsibility to maintain a memorial upon a grave during the period of grave rights granted to you. The memorial cannot be disturbed or moved during this period without your express permission unless it poses a safety hazard. The safe erection and maintenance of the memorial is your responsibility.
7. It is your right to use any memorial mason of your choice, provided they are not prohibited by the Council.
8. It is your right to be offered an individual grave for a baby or infant.
9. It is your right to be able to purchase an adult grave for the burial of a baby or infant, with sufficient depth remaining to allow adult burials.

10. It is your right to choose the form and location of the burial service.
11. It is your right to choose the type and design of coffin, within the constraints of availability, regulations, and safe materials.
12. It is your right to receive a prompt response to any form of communication with the Council.
13. It is your right to be given a table of cemetery fees upon request.
14. It is your right to receive a service that recognises your needs, without unfairness or discrimination e.g., religious belief, ethnic needs, disability, etc.
15. It is your right to organise a funeral without the use of a funeral director.
16. It is your right to expect a reasonable standard of grounds maintenance. Where standards fail to satisfy this commitment, you have the right to complain.
17. It is your right to be given a list of regulations used by the Council.
18. It is your right to be given a written explanation of the reason why a regulation has been used to restrict or otherwise influence your rights.
19. It is your right to receive a quality service provided by trained and experienced staff. Where service standards fail, you have a right to question the level of expertise shown and to receive assurances regarding the ability of those involved.
20. It is your right to be given an inspection of the cemetery at any reasonable time.

END

ITEM 6.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 AMENDMENT TO OPERATING AGREEMENT FOR BOROUGH GARDENS REFRESHMENTS KIOSK

1. Early in 2025, the council agreed a one-year operating agreement with the company Temple of Refreshment to operate the Borough Gardens' refreshment kiosk. The service provided by the company over the summer was very well regarded, however they have concluded it is not financially viable to continue the operation for 2026 and so there is now a need to appoint a new operator for the coming year.
2. The operating agreement does not require a fixed rent or fee, but does require the operator to pay the council a percentage of takings on a monthly basis. The required percentage of takings is from 5% (inclusive of VAT) for July and August, and 7.5% (inclusive of VAT) for January to June and September to December.
3. However, to make the operation more viable (particularly given the impact of weather on trade) it is proposed that the operating agreement is amended to require a payment to the council of just 5% of takings (inclusive of VAT) each month of the year.
4. Given that the procurement for an operator took place only in early 2025, it is proposed to re-approach the short-listed applicants in order to swiftly select a new operator. The acceptability of this approach has been confirmed with the council's Responsible Financial Officer.
5. **Recommendation:** That the committee agrees an amendment to the 2026 operating agreement for the Borough Gardens refreshment kiosk to require the operator to make a payment to the council of 5% of takings (inclusive of VAT) each month of the year

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 7.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 GRANT APPLICATIONS

1. In the current financial year, the Council's small grants budget is £10,000. The grant scheme is used to support discrete projects which directly benefit the Dorchester community. Grants are typically between £50 and £500.
2. The Committee has already allocated the following grants from the **2025-26** budget:

Organisation	Project	Requested	Awarded
Visible Women UK	Sylvia Townsend-Warner statue	£1,000	£500
Dorchester Cricket Club	Cricket nets	£1,000	£500
Kushti Bok	Gypsy, Roma & Traveller history event	£500	£500
Katy Jones	Hardy Har! comedy festival	£500	£300
South West Dorset Multi-cultural Network	One World Festival	£500	£410
Bean on the Green Cafe	Noticeboard	£500	£0
Vinyl Van	Pride Picnic event	£500	£360
Dorchester Transport Action Group	Room hire	£69	£69
Dorchester Transport Action Group	First aid and PA for family cycle ride	£500	£400
Talk About Trust	Holiday Hangouts	£500	£500
Dorchester Disabled Club	New mini-bus	£500	£500
Jawbone Collective	Dorchester Bard Competition Event	£286	£286
STARS	Volunteer training	£300	£300
Durnovaria Silver Band Trust	Music stand banners.	£443	£443
Total awarded			£5,068
2025-26 budget remaining			£4,932

3. A full list of all the grants awarded by Management Committee from April 2024 until March 2025 can be viewed here: <https://www.dorchester-tc.gov.uk/docs//Grants/Grants-awarded-2024-25.pdf>

4. The grant application form sets out all the essential criteria that applicants must meet (<https://www.dorchester-tc.gov.uk/docs//Grants/Grant-application-form-2025.doc>), however it is worth noting the following key requirements:
- The Council will usually only consider requests for specific projects, not on-going or revenue costs.
 - Grant applications for events/activities that have already taken place will not normally be considered.
 - Grant applications for events aimed at raising money for distribution to a wide range of other charities and organisations will not normally be considered.
 - The Town Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the town. By law the Town Council cannot offer financial assistance to any political party.
 - The size of the grant should be commensurate with the benefit delivered.
5. The Committee is requested, therefore, to consider the applications below which have been received since its last meeting.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 7 (a) – Application from Dorset Neuro Rehab

1.	Name of organisation.	Dorset Neuro Rehab
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Ian Denslow Address: 4 Hessary Street Poundbury Dorchester DT1 3SF
3.	Address where activities are based.	4 Hessary Street Poundbury Dorchester
4.	What area (community) is served?	Dorset
5.	Are there any other similar facilities or services provided in the area/district?	There are physiotherapists but few with the neurological specialism I provide.
6.	How does your organisation / activity benefit the residents of Dorchester	Dorset Neuro Rehab is a provider of specialist neurological physiotherapy for individuals who have either acquired or progressive neurological conditions/injuries. We support individuals and their families through every stage of their rehabilitation or management of their condition. We aim to improve an individuals quality of life through rehabilitative exercises, education and therapy adjuncts. We aim to improve, restore and maintain independence in a vulnerable client group helping to remain active participants within their local community.
7.	Present charges/ subscription/fees. Please attach schedule if available.	An initial assessment is £95 and follow up appointments are £75. We also offer home visits which to include a travel fee.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Not currently.
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	We are seeking funding for a ReMarkable Pro tablet to support the delivery and development of neurological physiotherapy services for residents in the DT1 area and surrounding communities. DT1 residents currently make up a significant percentage of all clients seen by Dorset Neuro Rehab, and as we expand clinic availability in Dorchester, this number is likely to increase. At present, clinical note-taking, planning, and documentation are completed on a laptop or on paper .

	While functional, these methods present practical challenges in DT1: laptops are bulky, can create a physical barrier during client interaction, and often run out of battery during a busy day. Paper notes rely on memory and are difficult to share efficiently. Internet and mobile data connections in the area are sometimes insufficient, preventing use of web-based assessments and limiting real-time updates. The ReMarkable Pro offers a practical, sustainable, and client-centred solution, supporting both clinical and non-clinical aspects of the service in ways that will directly benefit DT1 residents: • Improved client engagement and education: The tablet can be used interactively during home visits, clinic sessions, and residential/nursing home appointments. Rehabilitation pathways, exercises, and progress can be visualised and explained directly to residents, supporting understanding, motivation, and ownership of their therapy. • Enhanced therapeutic relationships: Without the physical barrier of a laptop, interaction remains natural and personal. Being able to make short, real-time notes and ideas on the tablet reduces reliance on memory, lessens mental load for the therapist, and allows more presence and focus during sessions, improving the quality of care. • Reliable and flexible documentation: Notes can be captured securely offline and uploaded when a Wi-Fi connection is available. This ensures continuity of care across DT1, even in areas with limited connectivity, without disrupting sessions. • Facilitating MDT collaboration: The tablet supports more efficient sharing of notes, diagrams, and care plans in meetings with carers and multidisciplinary teams, helping ensure coordinated, high-quality care for local residents. • Support for service development and innovation: The device enables immediate capture of ideas, planning, and service improvements, both during client sessions and in non-clinical work, contributing to the ongoing development of physiotherapy services in Dorchester. • Student education and professional development: Students completing placements or observing clinics can use the device to learn, take notes, and integrate theory into practice. The tablet also supports reflective practice and
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		continuing professional development for staff, improving service quality for DT1 residents. • Sustainability: By reducing reliance on paper and laptops, the ReMarkable Pro supports environmentally responsible service delivery, aligning with Dorset Neuro Rehab's commitment to sustainable practice. • Efficiency and mental well-being: Quick access to notes, to-do lists, and ideas ensures nothing is missed during a busy clinical day, reducing stress and cognitive load for the therapist, allowing them to provide a calmer, more focused, and present service for local clients. • Impact: The device will directly support DT1 residents across multiple settings — homes, clinics, and care facilities — improving engagement, communication, and therapy outcomes. It will also enhance coordination with MDTs and students, enabling high-quality, responsive, and sustainable rehabilitation for a growing client base within Dorchester and surrounding villages. Funding the ReMarkable Pro will therefore provide immediate, practical, and measurable benefits for local residents while strengthening Dorset Neuro Rehab's capacity to innovate, educate, and deliver sustainable neurological physiotherapy services in DT1.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	The project is designed to be financially sustainable beyond the initial funding request. Dorset Neuro Rehab operates as an independent business and generates income through client fees for physiotherapy and rehabilitation services. The purchase of the ReMarkable Pro device is a one-off investment, not an ongoing cost, and it will directly improve efficiency, reduce printing and equipment costs, and increase capacity to see more clients.
11.	a) Proposed starting date of project or acquisition date of equipment.	Q4 2025
12.	Please give details of the cost of the project.	£559
13.	Please give details of other grants awarded or applied for.	Nil.
14.	Amount of grant requested from Dorchester Town Council.	£559 or £500 if capped.
15.	Any other relevant information.	Dorset Neuro Rehab has been recognised for its excellence through business awards, reflecting our commitment to high-quality, client-centred rehabilitation

	(Continue on a separate sheet if necessary.)	services. We strive to be at the forefront of innovation within the neurological physiotherapy sector, continually adopting the latest approaches and tools to optimise outcomes for local residents. The sector, however, requires significant investment to acquire the best technology, services, equipment, and suitable premises. The purchase of a ReMarkable Pro device represents a relatively small but impactful investment that will directly support efficient service delivery, professional development, student training, and sustainable business growth, while enhancing the care and engagement of clients.
16.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s) Position Held: Business Owner and Neurological Physiotherapist For and on behalf of Dorset Neuro Rehab Date 25/09/2025	

ITEM 7 (b) – Application from Dorchester Chamber of Business

1.	Name of organisation.	Dorchester Christmas Cracker (run by volunteers to benefit Dorchester)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Steve Bulley (Chair) Address Email: cracker@dorchesterchamber.co.uk
3.	Address where activities are based.	Corn Exchange and along High East/West Street and South Street
4.	What area (community) is served?	The whole of the Dorchester community
5.	Are there any other similar facilities or services provided in the area/district?	Cracker is the biggest festive event in Dorchester And has been since 1996. The event moved from a Thurs evening to an all-day Sunday event two years ago after Covid. Attendance at the 2024 event is estimated to have been c.15,000 people. The DTC footfall counter in South Street recorded a footfall of over 19,000 on that day.
6.	How does your organisation / activity benefit the residents of Dorchester	There should be around 120 local (majority DT postcodes) festive sellers including charities and not for profits organisations. (E.G Dorch men's shed, Weldmar) The event is organised so that attendance is free and we always commit to having a free visit Santa area.
7.	Present charges/ subscription/fees. Please attach schedule if available.	The stallholders pay from £23-49 for the day to cover the road closure costs, signage and market costs. The road closures and erecting and removing the signs costs c£1,050.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	This is a community event to encourage 1000's into the town to enjoy a festive atmosphere with stalls, music, the children's Santa hat parade and more.

10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Our insurance costs have significantly increased in recent years. The organisers are waiting for confirmation of the final cost of insurance for the 2025 event and will submit this to council as soon as possible. However, in the meantime, the organisers are requesting that the Council allocates a grant of upto £500 but it is hoped that the cost of the insurance will be less.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	The Cracker will take place on Sunday 14 th December 2025.
12.	Please give details of the cost of the project.	N/A
13.	Please give details of other grants awarded or applied for.	To cover cost of the insurance required for the day.
14.	Amount of grant requested from Dorchester Town Council.	£500 or the total cost of the insurance – whichever is less.
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	All our costs, road closures, signage, first aid have increased and we are asking for DTC assistance with the insurance premium.
16.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s): <i>Steve Bulley</i> Position Held Chair – Dorchester Christmas Cracker / President Dorchester Chamber For and on behalf of Dorchester Christmas Cracker Date 29/10/25	

ITEM 7 (c) – Application from Dorchester Chamber of Business

1.	Name of organisation.	Dorchester Christmas Cracker (run by volunteers to benefit Dorchester)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Steve Bulley (Chair) Address provided. Email: cracker@dorchesterchamber.co.uk
3.	Address where activities are based.	Corn Exchange and High East/West Street and South Street.
4.	What area (community) is served?	The whole of the Dorchester community
5.	Are there any other similar facilities or services provided in the area/district?	Cracker is the biggest festive event in Dorchester And has been since 1996. The event moved from a Thurs evening to an all-day Sunday event two years ago after Covid. Attendance at the 2024 event is estimated to have been c. 15,000 people. The DTC footfall counter in South Street recorded a footfall of over 19,000 on that day.
6.	How does your organisation / activity benefit the residents of Dorchester	There should be around 120 local (majority DT postcodes) festive sellers including charities and not for profits organisations. (e.g. Dorchester Men's Shed, Weldmar, RNLI, Dorset Wildlife Trust). The event is organised so that attendance is free and we always commit to having a free visit Santa area.
7.	Present charges/ subscription/fees. Please attach schedule if available.	The stall holders pay from £23-49 for the day to cover the road closure costs, signage and market costs. The road closures and erecting and removing the signs costs c£1,050
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community.	This is a community event to encourage 1000's into the town to enjoy a festive atmosphere with stalls, music, the children's Santa hat parade and more.

10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	We have always been gifted use of the Municipal Buildings for the indoor Christmas Fair. Now the venue is managed by Dorchester Arts there is a fee of £500 to pay for the hire of the Corn Exchange, Town Hall and Gallery area from 8.00am-6.00pm.
11.	a) Proposed starting date of project or acquisition date of equipment.	The Cracker will take place on Sunday 14 th December 2025.
12.	Please give details of the cost of the project.	N/A
13.	Please give details of other grants awarded or applied for.	To cover cost of using the Municipal Buildings for the event.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information.	
16.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s): <i>Steve Bulley</i> Position Held Chair – Dorchester Christmas Cracker / President Dorchester Chamber For and on behalf of Dorchester Christmas Cracker Date 29/11/25	

ITEM 7 (d) – Application from Dorchester Family Support

1.	Name of organisation.	Dorchester Family Support
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Karen Weir Address: c/o The Dorford Centre, Bridport Road, Dorchester, DT1 1RR Email: dorchesterfs@gmail.com
3.	Address where activities are based.	Thomas Hardy School (summer) and The Dorford Centre (Christmas)
4.	What area (community) is served?	DT1/DT2
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	1. We help disadvantaged children and their families by ensuring they do not go hungry during the holidays 2. Families can use the money they would have spent on food to provide other holiday activities which will enrich their lives 3. Families meet others in similar circumstances which enables them to not feel isolated 4. We have built good relationships with families over the years and they feel comfortable to chat to our volunteers about their circumstances. When appropriate we signpost them to other organisations that can help (CAP, Citizens Advice, Dorchester Food Share, Dorchester Food Bank etc) 5. Children will be in a better place to learn when they return to school as they will have been well fed and will hopefully have had experiences that have improved their quality of life
7.	Present charges/ subscription/fees.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees?	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	We provide food hampers of nutritious food to local families whose children are receiving free school meals during term time. Hampers are provided for 5 weeks during the school summer holidays and one week at Christmas. In the summer we distribute one day per week from The Thomas Hardy School in Dorchester who allow us to use their premises whilst the school is closed. At Christmas we use the Dorford Centre. This summer we provided food for 250 families.

		Please also see 6. above
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Grants from charitable funds, donations from churches and other local bodies, donations from individuals
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	Ongoing for last 12 years and expected to continue n/a
12.	Please give details of the cost of the project.	At the current time the price of each hamper will be in the region of £29. Presuming similar numbers of families from the summer of 2025, we are catering for 250 families, some of whom are large (approx. 50) and will receive 2 hampers: 300 hampers x £29 = £8,700 £8,700 x 5 weeks = £43,500 (summer holidays) £8,700 x 1 week = £8,700 (Christmas holidays) Total expenditure = £52,200 Our current balance is £34,000 . We expect a further £5000 from small local donations. If our target is not reached we will reduce our expenditure accordingly.
13.	Please give details of other grants awarded or applied for.	We have recently been awarded £5,000 from the Alice Ellen Cooper Dean Trust and £10,000 from The Valentine Trust – these are included in our balance above.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information.	Please find attached our accounts for the last financial year
16.	Declaration I declare that the information given on this application is true and complete in every respect. I understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s)..... Position Held.....Chair of Trustees For and on behalf of.....Dorchester Family Support..... Date.....14.10.25	

ITEM 7 (e) – Application from Homestart Wessex

1.	Name of organisation.	Home Start Wessex
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Lesley Owen Address: Kinson, Bournemouth, BH10 7AS
3.	Address where activities are based.	Head Office: Home-Start Wessex 1462 Wimborne Road, Kinson, Bournemouth, BH10 7AS
4.	What area (community) is served?	Home-visiting and group support from Lyme Regis to New Milton. This application is for specific families in the Dorchester area In the last financial year, we supported 526 families across the Wessex region, including 6 families in Dorchester (DT1). So far, this financial year (01/04/25-30/09/25) we have supported 13 families in Dorchester. Increased numbers this year are due to the new Family Support Group run weekly in the Dorchester Family Hub.
5.	Are there any other similar facilities or services provided in the area/district?	Home-Start Wessex strengthens the local community by supporting families to thrive, reducing isolation, and helping children get the best possible start in life. We are the only charity in the area providing this vital service to families with children under five. We empower parents-to-be and families facing challenges such as poor mental health, isolation, domestic abuse, homelessness, and financial hardship. Our support is delivered by specially trained volunteers and professional staff through one-to-one home visits, community-based family groups, and specialist early intervention for families with high-level, complex needs. Families can access one of 13 community groups – one in the Dorchester Family Hub, including drop-in sessions, referral-only programs, and school readiness. We work alongside families to build confidence, strengthen parenting skills, and improve relationships, ensuring parents feel supported while taking an active role in shaping their own family's future. By focusing on early intervention, we help prevent problems from escalating, reduce the need for statutory services, and foster healthier, more connected communities. Our work not only improves outcomes for

		children but also enhances the quality of life for parents and carers by reducing isolation, boosting confidence, and widening community connections. Home-Start Wessex plays a vital, unique role in Dorchester giving every child the best possible start in life while supporting families to thrive with no similar service in the area.
6.	How does your organisation / activity benefit the residents of Dorchester	Home-Start Wessex provides vital one-to-one support within the family home, offering a confidential, personalised, and targeted service tailored to meet the unique needs of parents and children. By working alongside families for 2–4 hours each week, we offer practical and emotional assistance in areas such as: • Enhancing the physical and mental health and wellbeing of both parents and children • Establishing and maintaining effective household routines • Strengthening the parent-child relationship • Building parenting skills and confidence • Supporting financial management and budgeting • Reducing isolation by connecting families with local services and support groups • Alleviating stress arising from family conflict • Encouraging community involvement and the development of support networks While our focused support typically spans six months, the outcomes have a long-lasting, positive impact on both individual families and the wider community. A core aim of our service is to reconnect isolated families with their communities, helping to: • Reduce loneliness and increase meaningful social connections • Build parental confidence and self-esteem to access community services and activities • Inspire aspirations in education, employment, and volunteering • Improve access to health, education, and local services for the whole family Many parents who have received our support go on to contribute actively to their communities - either through volunteering with Home-Start or similar organisations, pursuing further education, or entering employment. This not only improves their own quality of life but also

		strengthens the social and economic fabric of the local area. We maintain contact with families after the formal support period ends, encouraging ongoing engagement and opportunities for volunteering. This creates a cycle of community-based support, where those who once needed help become empowered to offer help to others. With the support of a Dorchester Town Council Community Grant, we hope to extend our reach and ensure more local families can benefit from this life-changing service.
7.	Present charges/ subscription/fees.	0.00
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	For the past 30 years, our charity has been dedicated to supporting vulnerable families with young children—completely free of charge. We offer practical assistance, emotional support, and a trusted place to turn during challenging times. What began as a small initiative led by a group of passionate volunteers has grown into a well-established organisation. Despite our growth, our core values remain unchanged: community, compassion, and the belief that early support can transform lives. We have no plans to introduce any charges for our services.
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	We are seeking funding towards six-months volunteer expenses and training that will provide tailored emotional support, friendship, and practical assistance to disadvantaged families with young children living in the Dorchester area. These families are facing a range of complex challenges including poor mental health, post-natal depression, disability, domestic abuse, bereavement, social isolation, financial hardship, or substandard housing conditions. Through regular home visits, telephone support, and facilitated access to community groups and resources, our trained volunteers and coordinators will offer consistent and compassionate support aimed at improving family wellbeing, reducing isolation, and building resilience. The activity will run for six months during which we aim to make a meaningful and lasting difference in the lives of these vulnerable families.

10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	We receive some statutory funding from Dorset Council and additional support from grants, donations, charity partners, and businesses. Our new community hub and charity shop opening in the new year in Christchurch will support vulnerable families, providing essential goods, services, and wellbeing opportunities while addressing poverty, mental health, and social isolation. Central to the project's design is financial sustainability: the charity shop will generate regular unrestricted income to fund core services and allow flexible responses to evolving community needs. With accessible facilities and a confirmed ten-year lease, the hub is secured as a long-term, resilient resource for the community.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	April 2026 September 2026
12.	Please give details of the cost of the project.	On average, it costs us around £940 to support a single family for six months. This amount covers salaries, volunteer expenses, training, volunteer recruitment, monitoring and evaluation, and activity costs. A breakdown of these costs is as follows: • £350 for volunteer travel expenses. • £100 for recruitment and training, which includes an initial 10-week training program as well as ongoing specialist training and updates. • £40 for equipment and activity resources, such as children's books, puzzles, and other materials that support the intended outcomes. • £450 for staff salaries, which cover assessment, supervision, support, monitoring, evaluation, administration, and volunteer peer support.
13.	Please give details of other grants awarded or applied for.	National Lottery £111500 Dorset Council – Dorset Children's Services - £25023 Fundraising and local business support £21772 Weymouth & Portland Lions £900 Asda £600 Selco Community Heroes £1000 Hedley Foundation £4220 Bournemouth Water Better Futures £4000 Dorset Police and Crime Commissioner £5000 Arnold Clark £750 Bridport Town Council £950 Verwood Town Council £3000

		West Moors Town Council £1800
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	There is a continued and urgent need for early years support, particularly during the first 1,001 days from pregnancy onwards. At Home-Start, we believe early childhood support cannot wait. Our aim is to ensure every child has the best start in life by helping families receive timely, compassionate support. We provide tailored, confidential support in the family home, addressing the specific needs of parents and children. Our trained local volunteers assist families during challenging times, helping parents build confidence, strengthen relationships with their children, and connect with their community. Funding will be used to support families in Dorchester, enabling Home-Start volunteers to deliver targeted home visits. These visits focus on improving mental wellbeing, developing parenting skills, boosting confidence, and linking families to local services and community networks. Practical support is also offered, including guidance on accessing food and baby banks, housing, debt, and budgeting. By building on families' existing strengths, we provide support that can be transformative for those experiencing vulnerability, isolation, or stress. Home-Start's volunteer-led approach combines home visits, group activities, and targeted projects, ensuring flexible responses to diverse family needs. Through trusted relationships, parents can seek help without fear of judgment, supported by volunteers and staff trained to provide both practical and emotional guidance. Thank you for reading our application
16.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.	

	Signature of Applicant: Lesley Owen Position Held Office manager For and on behalf of: Home-Start Wessex Date: 16 October 2025
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ITEM 7 (f) – Application from Transition Town Dorchester

1.	Name of organisation.	Transition Town Dorchester (TTD)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Kate Forrester Address:
3.	Address where activities are based.	Transition Town Dorchester Community Farm and Orchard, Middle Farm Way, Poundbury, Dorchester DT1 3AR
4.	What area (community) is served?	Poundbury and Dorchester
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	TTD aims to provide the people of Dorchester with the opportunity to understand how to live in a more sustainable and resilient way, and to provide an area where growing food can happen in a harmonious space which also benefits wildlife and the environment as a whole. We aim to create community and to host individuals and groups who will benefit from working with nature in a green space.
7.	Present charges/ subscription/fees.	We do not charge subscription fees
8.	Are there any proposals to change or introduce charges, subscriptions or fees?	NA
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	We would like to buy two scythes. According to the ethos of Transition Towns, where possible, we do not use fossil fuels, therefore we scythe our two acre orchard, and parts of our farm site, with 100 trees in total, keeping alive an ancient tradition. We already have two scythes, and several people have their own, but there is increasing interest from the community in taking part in our weekly scything evenings in the summer months – it is an opportunity to get outside and be active in the fresh air in a beautiful setting. It is important to scythe the orchard – an orchard ecosystem demands shorter grass for wildlife to flourish, but also for ease of tending the apple trees. Apples are a key resource for our community, and contribute to local food security: we share them with the food bank, we give them away outside the PiP café, and we leave crates of apples at the gates of the

		orchard. We have also been asked by the Sustainability Team at Dorset County Hospital to come with our scythes to help to cut their wildlife meadow at the hospital next year.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	We will use the scythes every year, in the orchard and on the farm site, and at DCH if they continue to require our help with scything. Some of us have our own scythes, and have been using them for over ten years – they are durable and can be used year after year. We have become skilled in maintaining them, having the necessary tools for sharpening and peening. They require no further financial input.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	As soon as possible if we receive the grant. We will need to start scything in spring.
12.	Please give details of the cost of the project.	Basic Beginners Scythe Kit = £147 (for scythe blade/snath/sharpening stones) x 2 = £294.00 Stone sheath (galvanised steel) = £8 x 2 = £16 Delivery £25 Total £335
13.	Please give details of other grants awarded or applied for.	NA
14.	Amount of grant requested from Dorchester Town Council.	£335
15.	Any other relevant information.	
16.	Declaration I/We declare that the information given on this application is true and complete in every respect. I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application. Signature of Applicant(s)..... Position Held...Director and Secretary..... For and on behalf of ..Transition Town Dorchester Date.....24 October 2025.....	

ITEM 8.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 MINUTES OF THE TWINNING & CULTURAL ACTIVITIES PANEL MEETING ON 15TH SEPTEMBER 2025

Present: Cllrs M. Rennie (chair), F. Hogwood and R. Major.

In attendance: Cllr D. Leaper

Officers: Tony Hurley (Assistant Town Clerk).

1. **Apologies.** Cllrs J. Hewitt, S. Jones and R. Potter.
2. **Declarations of interest.** None were declared.
3. **Minutes of the last meeting:** Agreed.
4. **Twinning update.** Cllr Leaper reported back on his recent twinning visit to Lubbecke's 1250th anniversary celebrations and was extremely pleased to have received such a warm reception. Cllr Rennie also reported on the weekend's twinning visit by a party from Bayeux and the civic reception in the Town Hall. It was agreed that, in future, any invitations from the council's twin towns should be circulated to all members, to ensure some attendance, if the Mayor and Deputy Mayor were unavailable.

Action: It was agreed that all local societies and clubs should be approached and asked if they have any existing links with Dorchester twin towns or if they would like assistance in developing links with similar groups in either Lubbecke or Bayeux.

With regard to the Dorchester Lubbecke Society, it was clear that they were in need of support and Honorary Citizen Trevor Jones had volunteered to assist. Cllr Rennie suggested that the town council should do more to support the Society.

5. **Proposal for Holocaust Memorial Day event in 2026.**

The proposal for a more informal event on 27th January was supported.

6. **Update on arrangements for Remembrance 2025.**

The Assistant Town Clerk suggested that the service at the German prisoner of war memorial could take place within the cemetery as usual. However, Panel members stated that they would be keen to see arrangements changed so that the service was mainly held on Holloway Road, within sight of the memorial, but with some wreath layers standing in the usual location. This would assist those participants not wishing to walk across the cemetery and down the grassy slope to the memorial, and also emphasise the non-religious nature of the ceremony.

7. **Date of next meeting.** To be agreed.

ITEM 9.

MANAGEMENT COMMITTEE – 10TH NOVEMBER 2025 EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. Exclusive Right of Burial:

Recommendation: To note that grants of Exclusive Right of Burial have been issued for the following grave spaces in September and October 2025:

1/9/25 – 31/10/25	Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery	-	-	-
Poundbury Cemetery	ASHES	2373	490A
	ASHES	2374	C45
	BURIAL	2375	530D
Fordington Cemetery	-	-	-

2. Interments: During September and October 2025, the following interments and scattering/burial of ashes have taken place in Dorchester's cemeteries:

1/9/25 – 31/10/25	Dorchester	Fordington	Poundbury
Interments	-	-	2
Ashes	7	1	5
Garden of Remembrance	1	-	-
Poundbury Chamber			-
Children's Plot			1

3. Headstones and Inscriptions:

Recommendation: To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

Assistant Town Clerk (Corporate)
Dorchester Town Council