Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861

For information about this agenda contact Charmaine Denny
CharmaineDenny@dorchester-tc.gov.uk

11th November 2026

You are summoned to a meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 16th NOVEMBER 2026** commencing at **7.00pm**. to conduct the business set out in the Agenda below.



Charmaine Denny
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 A. Canning, P. Farmer, W. Gibbons, J. Hewitt, S. Jones, F. Kent-Ledger (Vice-Chair), D. Leaper (Chair), R. Major, R. Potter, M. Rennie, D. Taylor 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 14th September 2026 (adopted by Council on 28th September 2026). A copy of the Minutes can be found on the council's website.

4. Purchase of new battery powered vehicle.

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

5. Outdoor Services – Update Report – Autumn

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

6. Request to locate storage cabin in the Sandringham Sports Centre car park

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

7. Events review and proposals for 2027.

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

8. Recommendations of the Grants Review Working Group

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

9. Grant Applications

To consider the following applications for financial assistance:

(a) A request from the AsOne Theatre Company for a grant of £500 towards the cost of venue hire for the Seeds of Hope project.
(b) A request from the Dorchester Disabled Club for a grant of £350 towards of a storage shed.
(c) A request from the Dorchester Christmas Cracker for a grant of £500 to cover the cost of venue hire.
(d) A request from the Dorchester Christmas Cracker for a grant of £500 to cover the cost of public liability insurance and event security;
(e) A request from the Talk About Trust for a grant of £350 to cover the cost of children's activities and the PiP.

10. Cemetery Memorial Safety Policy - update

To receive the enclosed report from the Burials Administrator.

11. Cemetery Matters

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

ITEM 4.

MANAGEMENT COMMITTEE – 16th NOVEMBER 2026
PURCHASE OF BATTERY POWERED VEHICLE

1.0 Background

Dorchester Town Council declared a climate emergency in 2019. As part of the workstream that followed it was decided that vehicles and power tools currently powered by internal combustion engines (ICE) would be gradually replaced with electric/ battery powered equipment as older equipment reached the end of its useful life.

2.0 Current position

2.1 Over the years since the declaration, two ICE powered road vehicles have been replaced the most recent being approx. Eighteen months ago.

2.2 An existing ICE Mazda pick-up has now reached the end of its useful life having been purchased in 2005 equipment is now reaching a stage where it requires replacement.

2.3 There is a need for a lighter slightly smaller vehicle to undertake various duties within open spaces and cemeteries. The slightly narrower dimensions will assist with this and offer a similar dimension to the previous pick up with the advantages of modern design.

2.4 As part of the vehicle specification the following has been included:

- Lithium Battery
- Cab with Doors
- Long 3 way tipper
- High sides and rear high panel
- Undermounted watering tank, pump and hose
- Beacons and full road compliant Kit
- Two tool holders to go inside high sides Rear Tow hitch
- Off road tyres
- Differential lock

2.5 The above features will add value that will help the staff undertake work more efficiently, for example the use of permanent on-board water tank and hose for washing down, watering trees topping up tanks etc. 3-way tipping to enable easier unloading of bulk materials. High sides to allow for transport of high-volume, low-density materials e.g. grass or hedge clippings, litter etc.

2.6 Staff were given the opportunity to operate the new vehicle manufactured by Etesia to test it at The Great Field, giving them the opportunity to evaluate how it compares to ICE and existing battery equivalents and understand how practical it is to use from a driving and ergonomic point of view and also how robust and fit for purpose the machine is. The new equipment was very positively received by the teams who tested it.

2.7 In keeping with Financial Regulations, three quotations were sought for an Etesia ET lander. The prices received are shown below:

Supplier A: £57,733
Supplier B: £58,478
Supplier C: £59,200

All quotations received were from recognised suppliers of the equipment. Supplier A is locally based and will provide more rapid response should any mechanical issues arise and they also meet the Council's Corporate Plan objective to encourage and promote the economic and commercial viability of Dorchester.

3.0 Recommendation

It is recommended that the Committee approves the allocation of £57,733 from the Vehicle & Equipment Reserve. This would leave an ongoing reserve of £54,969.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 5.

MANAGEMENT COMMITTEE – 16th NOVEMBER 2026
OUTDOOR SERVICES UPDATE REPORT – AUTUMN 2026

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 slightly during October, allowing some limited grass growth and grass cutting operations re-commenced but at reduced frequency. Overall conditions remain very dry with hosepipe restrictions still in place.

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 unseasonably warm very dry early autumn allowed for an extended period of flowering for many species and some were only removed during the second 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. This is a credit to the team who have done this in the main without the assistance of the Head Gardener. 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 years bulb displays was again very good.

2.3 Watering in the gardens has been limited to the trees and shrubs and annual bedding areas. Other wider grass areas have recovered somewhat from the drought as a result of the limited rainfall through October. Grass re-seeding of areas of grass that have clearly died will take place later in the autumn.

2.4 The procedure will be to await natural rainfall and then re-instate any areas which require re-seeding etc. This may have the effect of reducing grass areas available for use by the visitors to the Carol concert.

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 minor 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 As has happened in previous years the team have spent time ensuring that tree ties and stakes on all recently planted trees are adjusted, removed or replaced. It is interesting to note the number of previously staked trees (especially at Kings' Road) that no longer require stakes and ties, having established well.

3.4 Trees planted by the council in the last 4 seasons were placed on a routine watering regime to try to ensure their survival. This was a challenging task; the trees have survived and are currently showing good autumn colour. It is a credit to the team that there were very few losses.

3.5 The Outdoor Services 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 The team have removed the new planters located in South Street. These will have the old plants removed and bulbs planted in them. They will then be replaced in the mid spring as the bulbs start to emerge. The planters were very successful this summer providing bright displays in the pedestrianised area.

3.7 Elsewhere, the team have undertaken limited grass cutting operations on all areas owned by the Town Council to maintain them in good order. Due to the mild temperatures experienced in early November this operation will continue until late November.

3.8 The new Christmas lighting units were received in October; these have been wired to suit the existing catenary wires and electrical supplies. Exiting units have been cleaned and checked by the team and they are all due to be put into position on 16th-17th of November with the Christmas tree going up on the 18th with decoration and lighting on the 19th.

3.9 Works were carried out to get ready for the Remembrance service, specifically the war memorial area, vegetation leaves etc. were removed from the area, including the adjacent cycle park. In the remembrance garden both seats were re-decorated, and the site was brushed and weeded.

3.10 Several areas have had shrub and hedge works completed to trim them back for the coming winter. Sites included Sandringham Sports Centre car park, Kings Road and High East Street corner.

3.11 Works were completed at the nature reserve, and it is full open and operational.

4. Cemeteries

4.1 Routine maintenance has continued within the cemeteries including small tree watering, litter collection, grass cutting and grave digging. Full burials have again been fewer in number with only 3 over this reporting period whilst ashes interments have remained roughly consistent.

4.2 Improvement works to the Poundbury cemetery toilet building and mess room building are progressing well. Installation of new door and window is currently in progress.

4.3 Works also in progress currently include the rubbing down and painting of the main entrance gates, this work was suspended due to exceptionally hot conditions affecting paint.

4.4 Wildflower areas at Poundbury cemetery were cut and the arisings collected during this period, which was later than normal due to the dry weather.

5. Biodiversity

5.1 Young tree maintenance in the form of watering, re-staking and re-tying has continued across recently planted areas.

5.2 Final pruning and tying work to the first batch of council nursery tree stock has taken place. It is anticipated that the trees will be planted in various town council sites over the coming autumn and winter period. The next generation of stock will be transplanted in the nursery over the coming winter period.

5.3 The fire risk presented by wildflower areas is now regarded as low, cutting and removal of arisings has been completed.

6. The Great Field

6.1 Town Council staff have carried out routine maintenance to the flat turf areas, play equipment and trees on site. Additionally routine litter collection and bin emptying operations have continued.

6.2 Accumulated piles of grass cuttings adjacent to the swale were removed.

6.3 Hedge trimming was carried out to perimeter and path side hedges after bird nesting season was over.

6.4 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 and remove dieback caused by the drought conditions of the previous two summers.

6.5 Work will be carried out to re-instate the grass surfaces in old goal mouths when temperatures and rainfall allow the seed to germinate.

6.6 A fallen Horse chestnut tree was removed from opposite the pharmacy at St John Way. Sadly, whilst currently to a limited extent, the majority of trees in that row are diseased and it is likely that many will require removal before maturity. The tree will be replaced with a lime tree in the winter period.

7. Arboriculture

7.1 Gales in early November did little damage across the councils' tree stock. The only trees suffering damage were located at Salisbury field, great field and riverside nature. The tree was cordoned off and the hung-up branch removed shortly afterwards. The closure procedure for both Maumbury Rings and Borough Gardens was implemented and worked well.

7.2 An order has been placed with Dorset Council Tree services to undertake visual inspections of all the town councils known tree stock that is large enough to warrant it. This will be completed over the winter. It is anticipated that the current tree reserve should be sufficient to enable any works identified to be carried out, however members should be aware that there is a risk that other works may be required that are not budgeted for.

8. Allotments

8.1 Works to identify and resolve further water leaks have been carried out at Herringston Road allotments.

9. Fire at Riverside Nature Reserve

9.1 Works are now complete to the decking and the Reserve is open again.

10. Staffing matters.

10.1 There has been no staff training over the reporting period reflecting the level of upskilling that has occurred over the last two years. In the main staff training going forward will be of a refresher type rather than up-skilling. This will commence in February with refresher training for our playground inspectors.

10.2 One of the Borough Gardens team, Nathan Hawker has commenced day release training in horticulture which is a 9-month duration course and will contribute to his professional development.

11. Fordington Cemetery wall

11.1 Discussions around design elements are still ongoing, a different method of retaining wall construction is now under evaluation. Core drilling works to understand soil and geological structures under the wall will take place in November.

11.2 The party wall agreement and land purchase from Mill Street Housing Society are nearing completion.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

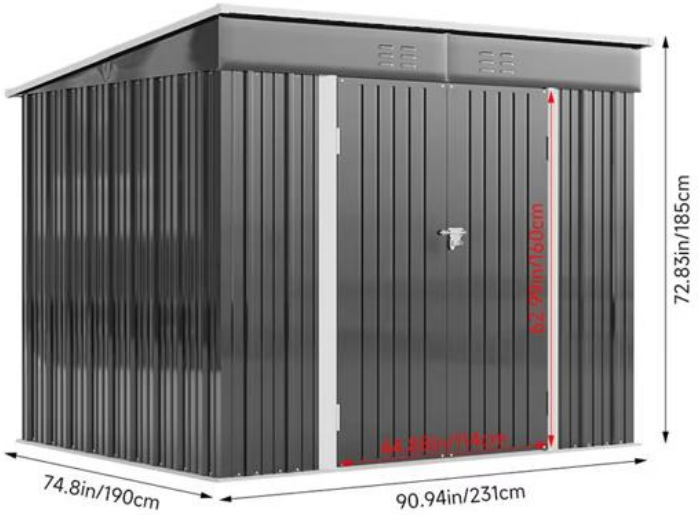
ITEM 6.

MANAGEMENT COMMITTEE – 16TH NOVEMBER 2026
REQUEST TO LOCATE STORAGE CABIN AT SANDRINGHAM SPORT CENTRE

1. The Council has received a request from the Dorchester Disabled Club for permission to install a secure metal shed/cabin at the side of the car park for Sandringham Sports Centre. This matter was considered by the Committee at its meeting on 7th September but it decided to defer a decision on the request until it received confirmation that all key stakeholders (particularly the Bowls Club) had been consulted.

2. The Club operate a minibus for its members and, when it needs to accommodate wheelchairs, then a number of seats need to be removed and stored. The Club had been storing its seats in one of the football changing rooms but this is no longer an option. The Club is requesting, therefore, the council's consent for location the shed on council land and, separately, requesting a grant from the council towards the cost of purchasing a shed (see item 9 (b) below).

3. Here is an image of the type of shed that the Club wish to purchase:



4. The Club have met on site with the Assistant Town Clerk (Outdoor Services) and with the Chair of Management Committee, Cllr David Leaper, and provisionally agreed the location – which will still allow the cutting back of nearby shrubbery when necessary. This location is along the southern edge of the car park and the structure is such that it could be relocated with the council's agreement.

5. In addition, the Dorchester Bowls Club has been consulted on the position of the proposed hut and has not, initially, raised any objections. However, it will be formally considered at the Club's committee meeting in early November and a verbal update on the outcome will be presented by the Assistant Town Clerk (Corporate) to Management Committee.

6. The Dorchester Rifle Club is another key user of the car park and, when consulted, did not raise any objections to the proposed storage hut.

7. It should be noted, however, that the Bowling Club's lease provides them with the right to park in a specific area of the car park but this area does **not** include the parking spaces to be used for the new huts. However, members are keen to ensure that all the main users of the car park are properly consulted as a matter our courtesy.

8. **Recommendation:** Subject to the verbal update from the Assistant Town Clerk as to the views of the Dorchester Bowls Club, it is recommended that the Committee gives its approval to the Dorchester Disabled Club for the location of the metal storage shed in a location agreed with the council in the car park of Sandringham Sports Centre without prejudice to any decision the council may take with regard to a funding application for the shed.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 7.

MANAGEMENT COMMITTEE – 16 NOVEMBER 2026
REVIEW OF 2026 EVENTS PROGRAMME AND PROPOSAL FOR EVENTS IN 2027

1. Background

1.1 Each year the Town Council provides a programme of events and entertainment on its open spaces for the benefit of both residents and visitors. The main types of activities are as follows:

a) weekend music in Borough Gardens, organized and paid for by the town council;

b) council-organised community/civic events – e.g. the Love Parks event in Borough Gardens;

c) bookings on Council-owned sites by third parties for food markets, fundraising events (e.g. Cider Festival) or entertainment (e.g. outdoor theatre and circus).

2. Review of 2026 events

2.1 A list of all the events that took place on council-owned open spaces in 2026 is provided in **Appendix A**. This highlights the wide range of entertainment which the council hosts, with events taking place nearly every weekend from Easter until early September.

2.2 The income generated by hosting these events is quite modest (£4,860 in total) with, in many cases, no fee being charged for charity and community events. However, was higher than in previous years as a result of the fee paid by Circus Cortex for its stay at The Great Field.

2.3 Expenditure by the Council on events was as follows:

- £1,950 paid to performers for music in Borough Gardens every weekend from April to September.
- £5,500 for the Dorchester Kite Festival at The Great Field, but this was offset by £3,750 of sponsorship income.
- £9,543 for the Anonymous youth festival in Borough Gardens but this was offset by payments from traders of £846 and grants of £3,406.
- c. £2,000 for Love Parks, a popular summer family event in Borough Gardens. This figure is offset by a small amount of income from food stalls.

2.4 The weekend free music performances in Borough Gardens from Easter to September would appear to have been successful and the cost to the Council is relatively modest with the bandstand providing a good venue.

2.5 The Council's sites have also hosted several significant community-organised events/festivals which have proved popular with the local community including the Dorchester Cider Festival, which attracts very large crowds, the One World Festival and the Palestinian Cultural Festival which offered a range of foods, crafts, music and dance in

Borough Gardens. Maumbury Rings continues to be a popular venue for outdoor theatre, with Dorchester Arts programming a series of performances across the summer.

2.6 The Great Field is growing in popularity for events with Summerfest, Kite Festival, Circus Cortex, Inflatable Theme Park and Dorset Food & Craft Festival taking place on the site during 2026.

2.7 In addition to the large-scale events described above, the Council's open spaces host a range of regular bookings for exercise classes (e.g. Tai Chi and Yoga) and the popular ParkRun.

3. Events for 2027

3.1 It is proposed that the Council-organised events for 2027 include:

- Weekend summer music on the bandstand in Borough Gardens.
- Roman Festival on 17th & 18th April.
- Dorchester Walking Festival on 1st to 9th May.
- Kite Festival on 5th June.
- Love Parks on 22nd July.
- Anonymous youth festival on 30th August.

Further details of these events and their likely cost are set out in **Appendix B.**

3.2 In terms of events organised by third parties on Council land, the Council should anticipate receiving the following requests for the hire of its land in 2027:

- *Lionsfest* (family fun day) organised by the Lions in Borough Gardens.
- Vegan markets at Maumbury Rings.
- Dorchester Cider Festival in Borough Gardens.
- *Street in the Park* youth music event organised by Activate Performing Arts in Borough Gardens.
- Outdoor theatre organised by Dorchester Arts on Maumbury Rings.
- *One World Festival* organised by the South West Dorset Multi-Cultural Network in Borough Gardens.
- Gypsy, Roma & Traveller History event in Borough Gardens.
- Palestinian Cultural Celebration organised by the Dorset Palestinian Solidarity Campaign in Borough Gardens.
- Dorchester Food & Art Festival on The Great Field.
- St George's Fair on Fordington Green.
- *Carols in the Gardens* organised by the Friends of Borough Gardens.

3.3 In 2026, The Great Field hosted Circus Cortex (a high-quality European circus with big-top) and an inflatable theme park. Both of these attracted large numbers of visitors and efforts were made to deter the public from parking on St John Way. These events also involved some loud music and a few complaints were received from residents. However, they appeared to be popular, providing entertainment for local families and did not cause any damage to site, although this was, in part, due to the very dry weather. If the ground had

been damp/soft, then the heavy vehicles used by the circus would probably have churned up the ground. The site hire agreement did, however, require the hirer to deposit a bond which would cover the cost of site remediation if needed.

3.4 As part of the review of events on The Great Field, the Prince of Wales Surgery (on St John Way) was consulted. The practice requested that event organisers be asked to protect some parking spaces outside the surgery for patients with mobility issues and deter any use of the staff parking area. These issues can be addressed by instructing site hirers to make specific provisions for marshaling traffic/parking. In general, the practice welcomed the greater use of The Great Field for events and found the circus staff to be particularly courteous.

3.5 Although a request has been received from the inflatable theme park operators to use The Great Field in July 2027, there has yet to be any request from a circus operator. However, if a request is received it would be helpful for the Committee to indicate that it approves of officers taking such bookings for The Great Field.

3.6 The scale of fees to be charged by the Council for the hire of its land will be included in the revenue budget report for 2027-28.

4. Recommendations

4.1 It is recommended that the Committee:

a) notes the review of events on council land in 2026 as set out in Appendix A;
b) agrees the proposals for council-run events and festivals in 2027 as set out in Appendix B;
c) agrees to allow the use of its land in 2027 for the events run by third parties as set out in paragraph 3.3 of this report;
d) agrees to the hire of The Great Field in 2027 for an inflatable theme park and a circus subject to appropriate hire agreements.

Assistant Town Clerk (Corporate)
Dorchester Town Council

Appendix A – Events and festivals on Council sites in 2026

Appendix B - Proposals for Council-run events for 2027

ITEM 7 Appendix A: Events and festivals on Council sites in 2026

Date	Borough Gardens	Other council sites **TGF** – The Great Field **MR** – Maumbury Rings
BH 06 April		Egg Rolling. TGF
Sat 25 April		West Dorset & Dorchester District Scouts St George's Day Celebration. TGF. St George's Day Fair – Fordington Green.
Sat 09 May	Street in the Park. Activate.	
Sat 16 May		Vegan Market – MR Colour Fun Run - TGF
Sun 17 May	Sherborne Town Band	Vegan Market -MR
Tues 26 May	Rhyme Time and Sensational Story & Play	
Sat 06 June		Dorchester Kite Festival. TGF
Sun 07 June		Summerfest (Lions). TGF
Sat 13 June	Gypsy & Traveller History event.	
Sun 14 June	Dacadettes (music)	Pinnochio- Dorchester Arts - MR
Wed 17 June		As You Like it - Dorchester Arts - MR
Sun 21 June	Dr Jazz (music)	
Sun 28 June	Weymouth Concert Brass	
Sun 05 July	Swingtime in the Gardens	The Big Bad Wolf – Dorchester Arts – MR.
Sat 11 July	Elyot Warburton (music)	
Sun 12 July	Tony Lowe (music)	DTAG Community Bike Ride TGF
Fri 17 July	Summer Rhyme Time in the Park - Dorchester Library	
Sat 18 July		Pirates of Penzance - Dorchester Arts - MR
Sun 19 July	Holy Trinity Church Parish Picnic. Damaris Fowler (music)	
Thurs 23 July	Love Parks - family fun day	
Sat 25 July	Durnovaria Silver Band	Kite Festival - TGF
Sun 26 July	Fluke (music)	
Mon 27 July		Mad4Animals - TGF
Thurs 30 July		The Great Gatsby - Dorchester Arts - MR
Sat 01 August		Sword in the Stone. Dorchester Arts MR. Dorset Food & Art Festival 2026 - TGF

Sun 02 August	Nothe Fort Artillery. Tony Lowe (music)	
Sat 08 August	One World Festival	Classic Jaguar rally - TGF
Sun 09 August		Vegan Market - MR
Tue 11 August	Daytime Brass Band.	
Thurs 13 Aug		Circus Cortex - TGF
Fri 14 August		Peter Rabbit - Dorchester Arts -MR. Circus Cortex - TGF.
Sat 15 August	Dorchester Cider Festival	Circus Cortex - TGF. Rotary Club Family Fun Day - TGF
Sun 16 August		Pickwick Papers - Dorchester Arts – MR. Circus Cortex TGF
Thurs 20 Aug	Neurodivergent Dorchester picnic -	Inflatable Theme Park -TGF. HAF kids event at PiP. Dorchester RIOT running club picnic TGF.
Fri 21 August		Inflatable Theme Park - TGF
Sat 22 August	Palestinian Cultural Festival	
Sun 23 August	Durnovaria Silver Band	Community Dog Show.
Tues 25 Aug	Summer Rhyme Time in the Park	
BH 31 Aug	Anonymous festival	
Sun 06 Sept	Tony Lowe (Music)	
Sun 13 Sept	Tony Lowe (music)	
Sun 27 Sept	St Swithun's Brass Band Bridport	
8th -18th Oct	Baby Loss Awareness Month	
Sun 13th Dec		Mental Elf Festive Fun Run - TGF
Fri 17th Dec	Carols in the Garden	

ITEM 7 - Appendix B: Proposed council-run events in 2027

Festival	Date	Lead Officer	Partners	Funding
Roman Festival Maumbury Rings	Saturday 17th and Sunday 18th April 2027	Tourism Development Officer	Dorset Museum & Art Gallery, Dorset Council's Portable Antiquities Team, historical re-enactors and demonstrators.	£4,000 budget committed from Heritage Committee events budget.
Dorchester Walking Festival Various locations	Saturday 1st – Sunday 9th May, 2027	Tourism Development Officer	Employment of Tania Deacon to coordinate festival and work with local walk leaders and guides.	£3,000 budget committed from Tourism Partnership budget.
Kite Festival The Great Field	Saturday 5th June 2027	Tourism Development Officer	White Horse Kite Flyers, Art in Poundbury, Poundbury Christmas and Easter Market organisers.	£5,500 budget needed. Aim for 100% sponsorship.
Love Parks Borough Gardens	22nd July 2027	RFO	Local community groups and KeeP106.	c.£2,000 offset by income from traders.
Anonymous Festival Borough Gardens	30th August 2027	Community Development officer	Local community groups and Dorchester Youth Council.	c.£9,500 to be offset up to 50% by grants and payments from traders.

ITEM 8.

MANAGEMENT COMMITTTEE 16TH NOVEMBER 2026
RECOMMENDATIONS OF THE GRANTS REVIEW WORKING GROUP

1. At its meeting in July 2026, the Committee agreed to undertake a review of its grant scheme through the establishment of a member working group to focus on the following

   - criteria – is the current criteria fit for purpose and sufficient clear;
   - application process – is it suitable for small grants;
   - methodology for assessing applications;
   - administration of the scheme;
   - promotion of the scheme and encouraging applications.

2. The Working Group, comprising Cllrs Gibbons, Kent-Ledger (Chair), Leaper, Major and Rennie, met on two occasions and developed a series of recommendations, including a substantial revision of the grant criteria and application form (**Appendix A**).

3. The key recommendations that the Working Group would like Management Committee to consider are as follows:

   a) The restructured application form and applicant guidance should improve the quality of applications and encourage applicants to: focus on what support/funding they really need; exactly what any funding will be used for; and clarify how the project will benefit DT1 residents.

   b) With regard to recurring requests for support for large events (annual events), these should be dealt with differently. The Working Group recommends to Management Committee that there be a separate process for agreeing recurring events, such as One World Festival and Christmas Cracker, through the use of multi-year funding agreements. Each year, a proportion of the overall grants budget (£2,000 of the total budget of £10,000) could be set aside to support such funding agreements for annual events.

   c) There is a need for officers to ensure grant recipients report back on how the money was spent – in addition to acknowledging council support in any publicity.

   d) At each meeting of Management Committee, all members will be provided with a brief 'score card' with the grant criteria clearly laid out so they can organise their thoughts and focus on meeting the criteria – although these score cards are just for personal use and not for sharing with the clerk or the public.

   e) There should be an end of year report (perhaps in May or July) to Management Committee summarising what each project achieved. To be shared on social media and with Echo and West Dorset Magazine.

f) The success or otherwise of the new application form should be evaluated by Management Committee perhaps in May 2027.

4. **Recommendations**: It is recommended that the Committee:

a) agrees the recommendations of the Working Group as set out in section 3 of this report;
b) agrees the revised grant criteria and application form as set out in Appendix A.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 8 APPENDIX A – Proposed Grants Criteria & Application Form

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Town Council welcomes any supporting information that you believe will better explain and assist your application.

2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.

3. When making your application remember:

   a) the Council will usually only consider requests for specific projects, not on-going or revenue costs.
   b) the Council will not grant more than the amount requested and cannot make a determination if an amount is not indicated.
   b) the grant can only be used to support those elements of your project or event that benefit residents in the DT1 (Dorchester town) area;
   d) the maximum award is normally £500.

4. Your grant application must be accompanied by:

   - copy of the full accounts of the organisation (if applicable showing all general and special balances) must be sent with the application form.
   - A clear declaration of any other grants that have been received in connection with the same application.

5. Requests for grant aid will only normally be considered from the following types of organisation:

   a Dorchester-based charity

   or

   an organisation based outside Dorchester (DT1) but where the majority of beneficiaries of the proposed project/event/activity are residents of Dorchester.

   For the purposes of this grant scheme, the town of Dorchester is defined by the DT1 post code.

6. Grants will not normally be awarded:

   a) for events/activities that have already taken place;
   b) for events aimed at raising money for distribution to a wide range of other charities and organisations.
   c) to projects undertaken by private organisations operating as a business;
   d) to organisations providing services normally delivered via NHS/social services or funded through central or local government e.g. education/schools.

7. 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. An award of a grant must give direct benefit to all or some of the inhabitants, and the size of the grant should be commensurate with the benefit delivered.

8. If you are awarded a grant, then you will be required to acknowledge the Council's support in any publicity or promotional material.

9. If you are awarded a grant, then you will be required to submit a brief statement on the project outcomes and achievements within one month of the project's completion. A template reporting form will be provided by the council.

10. Please detach and return the form to:

Assistant Town Clerk (Corporate)
Dorchester Town Council
19 North Square
Dorchester
Dorset
DT1 1JF

Email – admin@dorchester-tc.gov.uk

11. If you have any queries or wish to discuss the application, please contact the Assistant Town Clerk on 01305 249091.

Other sources of grants

Grants may also be available from a number of other organisations including:

Dorset Council: https://www.dorsetcouncil.gov.uk/your-community/support-for-voluntary-and-community-organisations/funding

Dorset Community Foundation: https://www.dorsetcommunityfoundation.org/apply-for-a-grant/

DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM

1.	Name of organisation.	
2.	What type of organisation are you? E.g. charity, CIC or community group.	
3.	Name and address of responsible officer who should be contacted regarding this application.	Name: Address:
4.	How much grant funding do you want from the Town Council?	
5.	What do you want a grant for? Please describe your project/activity.	
6.	What will you spend the Town Council grant on? Please provide a break-down of expenditure?	
7.	How much will the project cost in total?	
8.	Where will your project take place?	
9.	When will your project take place and when will it finish?	
10.	Who will benefit from your project?	
11.	What proportion/number of beneficiaries will be residents of Dorchester?	
12.	Will you charge for access to the project? Please present charges/ subscription/fees.	
13.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	
14.	What other sources of funding have your secured or applying for to support this project?	
15.	Is there anything else that you'd like to tell us about your project?	
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 with to be made publicly available please make this known when submitting the application. Signature of Applicant(s)…… Position Held…… For and on behalf of…… Date……..	

ITEM 9.

MANAGEMENT COMMITTEE – 16TH NOVEMBER 2026
GRANT APPLICATIONS

1. In the current financial year, the Council's small grants budget is £10,500. This budget comprises the agreed annual allocation of £10,000.

2. The grant scheme is used to support discrete projects which directly benefit the Dorchester community. Grants are typically between £50 and £500.

3. The Committee has already allocated the following grants from the **2026-27** budget:

Organisation	Project	Requested	Awarded
South West Dorset Multi-Cultural Network	One World Festival	£500	£500
Dorchester Daytime Band	Music books and A-board	£305	£305
Kushti Bok	Traditional van hire	£500	£500
Dorchester Youth & Community Centre	Summer family fun day	£450	£350
ASCape	Three sensory-informed gymnastics sessions.	£450	£450
Dorset CAN	Transport to Dorset COP event	£500	£500
Total awarded			**£2,605**
2026-27 budget remaining			**£7,395**

4. A list of all the grants awarded by Management Committee in previous years can be viewed here: https://www.dorchester-tc.gov.uk/Supporting-Our-Community/Town-Council-Grants#gsc.tab=0

5. 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.

6. 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 9 (a) – Grant application by AsOne Theatre Company

1.	Name of organisation.	AsOne theatre company Ltd (NFP) - Grains of Hope Project
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Jane McKell (Artistic Director/Producer) Address: Email: info@as-onetheatre.co.uk
3.	Address where activities are based.	Borough Gardens House, Cornwall Road, Dorchester
4.	What area (community) is served?	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	The project continues the legacy and allows resident Ukrainian families to gather and practice/enjoy their traditional culture: stories, art, food, national costume, and language with their children (exploring & learning for the first time). The sessions are facilitated by a Ukrainian Art Therapist, Oksana Papeta, and Jane McKell (AsOne theatre company AD). Grains of Hope are invited to share their Culture in turn with the Dorchester community they are so grateful to live, and work amongst. To that end they enjoy concerts and festival appearances at locations and churches throughout the town. Grains of Hope is based in Dorchester, and so are very much themselves part of the community.
	Present charges/ subscription/fees.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	Not presently - but we may need to consider this to make the group self-sustaining in the future.
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.)	The Grains of Hope offers a friendly, safe and welcoming meeting place and a hub for Dorchester's Ukrainian community. It enables single mothers and grandmothers to bring their young children and join in regular sessions including storytelling, singing, dancing, food sharing as well as relaxation therapy. (This is important as continuing trauma and suffering resulting from the effects of the Russian invasion - losses of loved ones, friends and homes.) Whist the children are well integrated through their respective schools the parents can often still feel isolated, and this group is a way of bringing them together to share

		in their own and British cultures and work through solutions to their own difficulties in adapting to the British way of life. These group sessions also enable rehearsals leading towards invited performances at for example the 'One World Festival' the 'Helios exhibition ' and other seasonal shows reaching and engaging thousands of Dorchester residents. These group performances offer the opportunity to share the culture art and traditions with the local Dorchester community. There are over 30 Ukrainian families in the Dorchester area and up to 12 children (aged 4-13) active in the performance group with a further 20 parents in the community choir. The 'Dorset County Welcome Fund' after 3 years of enthusiastically supporting the group has now closed and so to keep this important and much loved group alive, we are requesting the grant simply to cover the cost of the hire of the space in which to host the workshops. The Borough Gardens House because of its central location and facilities is ideal for this purpose and also a Dorchester Town Council run space. We will use our own fundraising activities and donations to cover the cost of additional art materials and expenses. We have attached an annex showing examples of the group's performances in Dorchester.
	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	We continually research, apply for with some success any suitable grants and at each opportunity collect donations at Ukrainian Art Workshop Stall.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	4th December 2026 April 2027 or when the funded sessions are completed.
12.	Please give details of the cost of the project.	£700
13.	Please give details of other grants awarded or applied for.	Ongoing fundraising, book sales and donations. These activities have this year so far raised £120 towards the project.

14.	Amount of grant requested from Dorchester Town Council.	Venue hires for 13 sessions (Typically 1 or 2 sessions per month) at the Borough Gardens House at £38.13. (based on most recent DTC invoice). **Total requested £495.69**
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	This grant award will be purely to pay for the Town Council Community space hosting of the workshops to enable the group to continue and thrive. **Total requested £495.69**
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 with to be made publicly available please make this known when submitting the application. Signature of Applicant(s)…… Position Held……Artistic Director/Producer…… For and on behalf of……AsOne theatre company ltd…… Date……24/10/2026……	

ITEM 9 (b) – Grant application by Dorchester Disabled Club

1.	Name of organisation. *(If your application is successful the grant cheque will be made payable to the name used here.)*	DORCHESTER DISABLED CLUB
2.	Name and address of responsible	(redacted)
3.	Address where activities are based.	ACLAND RD DAY CENTRE EVENINGS + HUBBEKE WAY COMMUAL ROOM } AFTERNOONS
4.	What area (community) is served?	WHOLE OF DORCHESTER PLUS 1 CHARMINSTER PLUS 1 CROSSWAYS.
5.	Are there any other similar facilities or services provided in the area/district?	NOT TO OUR KNOWLEDGE
6.	How does your organisation / activity benefit the residents of Dorchester	BY PROVIDING TRANSPORT FOR US TO BE ABLE TO COLLECT AND RETURN MEMBERS TO THEIR OWN HOMES. THIS ENABLES THEM TO SOCIALISE AND MEET UP WITH FRIENDS, GO ON OUTINGS AROUND THE COUNTY TO PLACES OF INTEREST THAT THEY WISH TO VISIT.
7.	Present charges/ subscription/fees. Please attach schedule if available.	SUBSCRIPTION CHARGE £15-00 per year. £1-00 PER PERSON PER TRIP.
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.)*	TO PROVIDE A SHED TO KEEP THE BUS SEATS IN THAT ARE REMOVED TO PROVIDE SPACE FOR WHEEL CHAIRS.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	A ONE OF GRANT IS ALL THATS NEEDED TO PURCHASE A SUITABLE SHED.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	A.S.A.P.
12.	Please give details of the cost of the project.	£350
13.	Please give details of other grants awarded or applied for.	N/A
14.	Amount of grant requested from Dorchester Town Council.	£350
15.	Any other relevant information. *(Continue on a separate sheet if necessary.)*	SEE ATTACHED SHEET
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 with to be made publicly available please make this known when submitting the application.** Signature of Applicant(s)..... C. FRY Position Held..... CHAIRPERSON For and on behalf of DORCHESTER DISABLED CLUB Date 5-9-26	

Additional Information: Dorchester Disabled Club

Registered Charity No 1138215

Background information and supporting data to the Grant Application for a shed to store seats from the club's minibuses, when removed, to provide space for members wheelchairs.

The Disabled Club have for many years have kindly received permission to park their 2 minibuses in a corner of the Sandringham car park and over the last few years have also used part of one of the redundant changing rooms as a store for a few seats removed from the buses when space is needed for wheelchair users. Earlier this year the Council handed over ownership of that changing room to the Bowls Club , hence now this is not available for use as a store by the club. Temporarily they have been moved to a smaller room leased to the Youth Sports Association for toilets etc for football matches. As the season is now about to start the seats are causing a logistics problem and the club will need to find an alternative home. Previous discussions with the Councils officers and the Bowls Club have identified the use of a shed similar to one, and positioned alongside, the one to be used for storage of sand bags.

The Club have identified a suitable shed which would cost including flooring and a suitable secure padlock , an amount of £350. The Club is therefore asking the Town Council to consider the application of a grant towards this project which would resolve the position the they are quickly approaching in relation to the seat storage.

As requested the latest audited accounts of the Disabled Club's accounts are attached. It is worth clarifying that the amounts held in the deposit and building society accounts (£50892) are restricted to a fund ring fenced towards the replacement of the club's minibus/ambulance, essential for carrying out the clubs activities. Many of the generous donors have specified that theses funds would need to be returned if a subsequent purchase did not proceed. The balance of cash resources are required for budgeted expenditure such as repairs and maintenance of the buses in addition to the activities/events and meetings for the members.

ITEM 9 (c) – Grant application by Dorchester Christmas Cracker (venue hire)

1.	Name of organisation.	Dorchester Christmas Cracker
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Steve Bulley Address: Email: Cracker@dorchesterchamber.co.uk
3.	Address where activities are based.	Corn Exchange, High West/East Street, Trinity Street (final section) and Cornhill
4.	What area (community) is served?	Every part of the Dorchester community
5.	Are there any other similar facilities or services provided in the area/district?	Brewery Square have an event in November.
6.	How does your organisation / activity benefit the residents of Dorchester	As a voluntary run event we keep fitch/table prices low, from £29 for the day, split with the markets organiser 50/50. This allows hobbyist to sell. We keep the stalls to a max 20mile radius of Dorchester. No entry fees and a free Santa for Children and free Santa Hats for the parade. Charities are given a full refund and a share of any overage. The town sees an increase in footfall which assists retailers.
7.	Present charges/ subscription/fees.	Our main costs are Road Closures and Signage, insurance, security (martins law), Corn Exchange hire, Santa hats.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Traders pay a low fee for a pitch/table from £29.00 this is used to cover the road closure costs.
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.)	Cracker has been a community event since 1998 originally to switch in the Christmas Lights and since Covid a full day Festive Celebration for the diverse community of Dorchester. It is run by volunteers.

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 event will always need support from the Bid/Chamber/Town Council. Without it could only run as a full commercial event thus excluding many local traders. It would also be smaller.
11.	a) Proposed starting date of project or acquisition date of equipment.	One day event Sunday 13 Dec 11am-4pm
12.	Please give details of the cost of the project.	Cost of Corn Exchange Hire (Previously free when owned by DTC) £500.00
13.	Please give details of other grants awarded or applied for.	I will be applying for assistance toward the insurance/security which has doubled in the past 2 years.
14.	Amount of grant requested from Dorchester Town Council.	£500 to cover the hire of the Corn Exchange
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	I appreciate this has been an ongoing agreement with previous Town Clerks including Steve Newman. I hope Charmaine and the councillors will see the joy the event brings to the town and what a hole it would leave should it be unable to be funded.
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 with to be made publicly available please make this known when submitting the application. Signature of Applicant(s) Position Held: Chair Dorchester Cracker / President Dorchester Chamber For and on behalf of Dorchester Christmas Cracker Committee Date 19.10.26	

ITEM 9 (d) – Grant application by Dorchester Christmas Cracker (insurance)

1.	Name of organisation.	Dorchester Christmas Cracker
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Steve Bulley Address: Email: Cracker@dorchesterchamber.co.uk
3.	Address where activities are based.	Corn Exchange, High West/East Street, Trinity Street (final section) and Cornhill
4.	What area (community) is served?	Every part of the Dorchester community
5.	Are there any other similar facilities or services provided in the area/district?	Brewery Square have an event in November.
6.	How does your organisation / activity benefit the residents of Dorchester	As a voluntary run event we keep fitch/table prices low, from £29 for the day shared with the market organiser 50/50. This allows hobbyist to sell. We keep the stalls to a max 20mile radius of Dorchester. No entry fees and a free Santa for Children and free Santa Hats for the parade. Charities are given a full refund and a share of any overage. The town sees an increase in footfall which assists retailers.
7.	Present charges/ subscription/fees.	Our main costs are Road Closures and Signage, insurance, security (martins law), Corn Exchange hire, Santa hats.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Traders pay a low fee for a pitch/table from £29.00 this is used to cover the road closure costs.
9.	Details of the project facilities or service to be provided and how they will benefit the community.	Cracker has been a community event since 1998 originally to switch in the Christmas Lights and since Covid a full day Festive Celebration for the diverse community of Dorchester. It is run by volunteers.
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 event will always need support from the Bid/Chamber/Town Council. Without it could only run as a full commercial event thus excluding many local traders. It would also be smaller.

11.	a) Proposed starting date of project or acquisition date of equipment.	One day event Sunday 13 Dec 11am-4pm
12.	Please give details of the cost of the project.	Cost insurance for the event which has increased significantly in the last 3 years and the requirement for registered security. £500.00 contribution to the total of: • £539.35 (insurance) • £288 (security)
13.	Please give details of other grants awarded or applied for.	I will be applying for assistance toward the insurance/security which has doubled in the past 2 years.
14.	Amount of grant requested from Dorchester Town Council.	**£500** as a contribution towards the cost of insurance and security.
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	I appreciate you receive lots of worthy requests but this is an event for the whole community with limited resources and volunteers.
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 with to be made publicly available, please make this known when submitting the application.** Signature of Applicant(s) Position Held: Chair Dorchester Cracker / President Dorchester Chamber For and on behalf of Dorchester Christmas Cracker Committee Date 08.11.26	

ITEM 9 (e) Grant application by the Talk About Trust

1.	Name of organisation.	The Talk About Trust at Pavilion in the Park (PiPs)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Kerry Smith Address: Pavilion in the Park, St John Way, Poundbury, Dorchester, DT1 2FG Email: kerry@pipspoundbury.com
3.	Address where activities are based.	Pavilion in the Park and The Great Field St John Way, Poundbury, Dorchester, DT1 2FG
4.	What area (community) is served?	We serve residents of Dorchester and Poundbury, with activities taking place at Pavilion in the Park (PiP) and on The Great Field, Poundbury. The events are open to all families across Dorchester, including those from neighbouring communities, providing accessible and inclusive seasonal activities during school holidays.
5.	Are there any other similar facilities or services provided in the area/district?	Not in the immediate area of Poundbury.
6.	How does your organisation / activity benefit the residents of Dorchester	Pavilion in the Park has become a well-used community hub that brings together families, young people, older residents and visitors through a range of social, cultural and wellbeing activities. Our seasonal events provide opportunities for children and families to participate in creative, community-focused experiences close to home. By offering free activities, we remove financial barriers that may prevent some families from participating in cultural and social events during school holidays. At a time when many households continue to experience cost-of-living pressures, free community activities play an important role in reducing isolation, encouraging social interaction and providing positive experiences for children and their families. The events also increase the use of the public space at The Great Field, support community cohesion, encourage creative expression, and help strengthen connections between residents from different parts of Dorchester and Poundbury.

7.	Present charges/ subscription/fees.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No, the aim of the Community Hub is to keep our events free to the community.
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.)	**Free community seasonal events programme for children and families.** We are seeking funding to support our free seasonal community events programmes during the coming year: **Christmas 2026:** We would like to run another competition, encouraging children to be creative. We also need a new Christmas tree for the Community Room which we hope the local children (and HAF Club attendees) will enjoy when they visit us after school and during the holidays. **Easter 2027 Programme:** We are planning to deliver: • Easter Egg Decorating to support The Easter Egg Roll Event • Easter trail and activity sheets. • Small prizes and participation rewards. • Seasonal refreshments and treats. • Decorations and event resources. The Easter programme provides an additional opportunity for families to come together, engage in creative activities and celebrate a seasonal tradition within the local community. **Halloween Programme (October 2027):** Building on the success of our previous Halloween events, we will deliver: • A Halloween Craft and Activity Morning at Pavilion in the Park. • Free spooky-themed arts and crafts. • Seasonal treats. • A Halloween colouring competition with prizes for different age categories • Themed decorations and event resources. The event encourages creativity, social interaction and community participation while providing a safe and welcoming environment for local families during the school holiday period.

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 continue to seek funding each year so that the community events remain free for the local community in Dorchester and Poundbury but also visitors to the area. Families often comment that they are surprised but thankful that there are still free activities available in our community and this is something we feel strongly about.
11.	a) Proposed starting date of project or acquisition date of equipment.	December 2026 Easter Holidays 2027 and Half Term Week October 2027.
12.	Please give details of the cost of the project.	Halloween Craft Morning resources: £30 Decorations: £50 Colouring Comp prizes x 5 age categories £50 Halloween treats to give out £30 Christmas Competition prizes x 5 age categories £50 Christmas Tree & lights £40 Christmas Decorations £30 Easter eggs to decorate £15 Easter egg resources £25 Easter Trail participation treats £30 approx total £350
13.	Please give details of other grants awarded or applied for.	Waitrose Community Grant for Damers School Party Dorset Council HAF Funding PCT Grant for Youth Café Dorset Youth for Youth Club
14.	Amount of grant requested from Dorchester Town Council.	**£350**
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	The Talk About Trust continues to ensure that young people across Dorset are equipped with the knowledge, skills and resilience to make safer choices around alcohol, vaping and cannabis. Our ability to deliver diversionary activities for local children in Dorchester and Poundbury helps give them a sense of belonging and of being valued and hence helps to reduce anti-social behaviour and substance abuse from an early age. Pavilion in the Park is committed to providing inclusive community activities that are accessible to all residents regardless of income or circumstance. Funding from Dorchester Town Council would enable us to continue delivering seasonal events free of charge, ensuring that children and families throughout Dorchester and Poundbury can enjoy shared cultural experiences, build community connections and create positive memories together.

		The project directly supports community wellbeing, social inclusion, family engagement and local cultural participation, providing clear and measurable benefits to residents across the town.
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 with to be made publicly available please make this known when submitting the application.** Signature of Applicant(s)……Kerry Smith…… Position Held: Community Outreach Co-Ordinator For and on behalf of……The Talk About Trust…… Date…14/09/26……..	

ITEM 10.

MANAGEMENT COMMITTEE - 16th NOVEMBER 2026
CEMETERY MEMORIAL SAFETY TESTING – UPDATE

1. Background

1.1 Dorchester Town Council has a duty of care to ensure that memorials within its cemeteries remain safe for visitors, staff and contractors while respecting the rights of memorial owners.

1.2 In 2024, the Town Council adopted its own memorial safety testing policy, reflecting national guidance and best practice. The policy is available online at: https://www.dorchester-tc.gov.uk/docs//Burials/DTC-Memorial-Safety-Policy-adopted-March-2024.pdf

1.3 The Ministry of Justice (MoJ) and the Institute of Cemetery and Crematorium Management (ICCM) recommend that memorial stability inspections are undertaken at least every five years. Owing to the age and condition of some memorials within the Town Council's cemeteries, more frequent inspections are carried out where considered necessary to ensure public safety.

1.4 The Ministry of Justice publication *Managing the Safety of Burial Ground Memorials – Practical Advice for Dealing with Unstable Memorials* confirms that ownership and responsibility for memorials remains with the family or legal owner of the memorial.

1.5 Since the introduction of the council Memorial Safety Policy, officers have undertaken regular site surveys and, where necessary, taken action to make safe any memorials at risk of toppling. The inspection programme, as set out in the policy, is as follows:

Cemetery	Inspection Frequency
Weymouth Avenue Cemetery	Every 3 years
Fordington Cemetery	Every 4 years
Poundbury Cemetery	Every 5 years

2. Inspection Methodology

2.1 All memorials between **0.625 metres and 2.5 metres and above** in height are included within the inspection programme. Each memorial is subjected to:

- a visual inspection to identify any obvious defects or signs of instability;
- a hand-applied stability test to assess whether the memorial remains securely fixed.

2.2 Where significant movement is detected, the memorial is classified as unsafe. If a memorial presents an immediate risk to public safety, appropriate temporary safety measures are implemented without delay. These may include:

- supporting or staking the memorial;

- securing the area with hazard tape or barriers;
- making the memorial safe where appropriate.

2.3 Photographs are taken before and after any safety measures are undertaken to provide an inspection record.

3. Risk Assessment and follow-up actions

3.1 Memorials are categorised according to the level of risk identified during inspection.

High Risk:

- Memorials considered to present an immediate danger are made safe by supporting or banding them to prevent collapse.
- Every reasonable effort is made to contact the registered owner or next of kin.
- Permanent repairs are carried out by a registered Memorial Mason where required.

Moderate Risk:

- Memorials showing movement at the anchor point are recorded and placed on an annual inspection programme.

Low Risk:

- Memorials with minor movement at the base or joints are monitored through annual re-inspections.

4. Inspection Results

4.1 **Fordington Cemetery.** Inspected March 2026.

New Ground. Total memorials tested - no faults observed: 704

- Memorials repaired or made safe by a Memorial Mason: 2
- DTC fixed: 1
- Memorials requiring annual inspection: 4
- Memorials temporarily staked for safety: 4
- Re-inspect in 4 years – 2030 (715)

Old Ground. Total memorials tested - no faults observed: 289

- Memorials repaired or made safe by a Memorial Mason: 1
- DTC fixed: 0
- Memorials requiring annual inspection: 3
- Memorials temporarily staked for safety: 1
- Re-inspect in 4 years – 2030 (294)

4.2 **Weymouth Avenue Cemetery.** Inspection ongoing.

Total memorials tested - no faults observed: 3834

- Memorials repaired or made safe by a Memorial Mason: 67
- DTC fixed: 20
- Memorials requiring annual inspection: 7
- Memorials temporarily staked for safety: 10
- Re-inspect in 3 years / ongoing – 4007

4.3 **Poundbury Cemetery.** Inspected March 2026.

Area	**Memorials Tested**
Muslim Section	2
Lawn Section	48
Traditional Section	190
Cremated Remains & Children's Section	146
Total Memorials Tested – no defects observed	**386**

- Memorials repaired or made safe by a Memorial Mason: 0
- Memorials temporarily staked for safety: 0
- Memorials requiring annual inspection: 0
- Re-inspect in 5 years - 2031

5. Recording and Follow-up

5.1 All memorials that fail the stability inspection are recorded and, where a memorial has been identified as presenting a high risk, it is made safe immediately by Outdoor Services. Permanent repairs are undertaken only by a registered Memorial Mason in accordance with current industry standards and Ministry of Justice guidance.

5.2 For many older memorials, particularly those erected more than 100 years ago, it is not always possible to identify or trace the current owner or next of kin. In such cases, the Town Council will continue to monitor the memorial and take any action necessary to protect public safety.

6. Recommendation. It is recommended that the Committee notes progress with the safety inspection of cemetery memorials and requests an annual update in 2027.

Julie Hollings

Burials Administrator

ITEM 11.

MANAGEMENT COMMITTEE – 16TH NOVEMBER 2026
CEMETERY MATTERS

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 2026:

Cemetery	Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Poundbury Cemetery	Burial	2399	T.B.A.
Fordington Cemetery			

2. **Interments:** During September and October 2026, the following interments and scattering/burial of ashes have taken place in Dorchester's cemeteries:

1/09/26 – 31/10/26	Dorchester	Fordington	Poundbury
Interments	1	-	3
Ashes	2	-	4
Garden of Remembrance	1	1	-
Poundbury Chamber			-
Children's Plot			-

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