

# DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF  
Telephone: (01305) 266861 Fax: (01305) 266085

Adrian Stuart, Town Clerk

6th November, 2013

Dear Sir or Madam,

A MEETING of the MANAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER on TUESDAY, 12th NOVEMBER, 2013 commencing at 7.00pm.

I hope that it will be convenient for you to attend.

Yours faithfully,

Town Clerk

### Public Rights to Speak

If any member of the public wishes to speak at this meeting they may be allowed to do so at the discretion of the Chair. It would be helpful if anyone who wishes to address the Committee made their desire known to the Chair before the meeting starts: anyone allowed to speak will be expected to confine their comments to the matter in hand and to be as brief as is reasonably possible.

### Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

### AGENDA

1. APOLOGIES FOR ABSENCE
2. MINUTES

To read, confirm and sign the Minutes of the Meeting of the Committee held on 10th September, 2013 (adopted by Council on 24th September, 2013).

3. **MINUTES OF MANAGEMENT PANELS**

(a) **Arts Panel**

To receive and consider the Minutes of the Arts Panel held on 5th November, 2013 (copy enclosed).

(b) **Community Activities Panel**

To receive and consider the Minutes of the Community Activities Panel be held on 7th November, 2013 (to be circulated).

(c) **Grants Panel**

To receive an oral report of the meeting of the Grants Panel to be held on 12th November, 2013.

4. **MANAGEMENT ARRANGEMENTS**

To receive the updated works programme for parks, gardens and open spaces (copy enclosed).

5. **DOG FOULING – THE GREAT FIELD**

As Members will be aware there has been an issue of dog fouling at the Great Field. West Dorset District Council's Dog Warden has previously undertaken some targeted work at the Great Field and is still monitoring the area as time permits.

West Dorset District Council has indicated that it might be possible for the part time Dog Warden to work on behalf of the Town Council to target particular problem areas with the aim of catching and prosecuting offenders subject to the Town Council covering the additional costs incurred.

The Committee will be asked whether it wishes to pursue this proposal.

6. **FREE RUNNING EQUIPMENT – SANDRINGHAM SPORTS CENTRE**

To consider whether to locate Free Running equipment at Sandringham Sports Centre in the location where the fitness trail was some years ago. The proposed design is attached. This proposal has been put together following meetings with experts in the discipline and if agreed would be the first purpose built facility in the county. The cost of the proposal is approximately £20,000 and initial enquiries have indicated that this can be funded from Section 106 monies.

7. **SANDRINGHAM SPORTS CENTRE - TREES**

To consider a report by the Town Clerk (attached).

8. **DORCHESTER COMMUNITY PLAY**

To consider a request for a grant for the next Community Play for Dorchester – Drummer Hodge (correspondence enclosed). The Council awarded a Cultural Activities Grant of £2,000 towards the 5th Community Play.

9. **ALLOTMENT CHARGES 2014**

To consider the allotments charges for 2014 (report enclosed).

10. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

To note the grants of Exclusive Rights of Burial issued since the last meeting of the Committee (copy enclosed).

(b) **Interments and Burial of Ashes**

To receive a report (copy enclosed) listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

(c) **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.

(d) **Weymouth Avenue Cemetery – Chapels - Insurance**

A recent reinstatement valuation of the Chapels has indicated that they should be insured for a sum of £1.5m instead of the present £370,000. The additional cost to the insurance premium will be approximately £1,500 per year. Members will be asked to consider how they wish to proceed.

11. **MONITORING REPORT**

To consider the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House monitoring report (enclosed).

12. **INFORMATION REPORTS**

To deal with any questions arising from the Information Reports (copies enclosed).

13. **PAID INVOICES**

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (direct debit and copy expenditure transactions lists enclosed).

14. **URGENT ITEMS**

To consider any other items that the Chairman or Town Clerk decides are urgent.

15. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

16. **THE GREAT FIELD – CHANGING FACILITIES**

The Deputy Town Clerk to report.

# **DORCHESTER TOWN COUNCIL**

## **ARTS PANEL**

**5th NOVEMBER, 2013**

At a Meeting of the Arts Panel held on 5th November, 2013:

**PRESENT** The Mayor (Councillor E.S. Jones) and Councillors V.J. Allan, C.S. Biggs and A.J. Lyall (Chairman).

In Attendance:

Councillors S.C. Hosford and M.E. Rennie.

**APOLOGIES** for absence were received from Councillors F.E. Kent-Ledger and T. James.

#### **4. MAUMBURY RINGS EVENTS – AUGUST BANK HOLIDAY - 2013 REVIEW**

Members had before them a report by the Deputy Town Clerk reviewing the events held in Maumbury Rings over the August bank holiday. The Panel noted that the events held on the Saturday and Sunday – Anonymous Youth Festival and Love Parade, both received an indirect grant to the value of £1,100 which was a third of the infrastructure costs paid for by the Council. Additionally Anonymous received a £1,300 cash grant from the Council.

The Panel felt that Anonymous was a well organised festival which was growing in size and Dorchester Youth Extra had indicated that it wished to continue with its organisation.

The Panel noted that there had been some issues with regard to the Love Parade event this year. Initial discussions had taken place with the organiser who accepted that some of the acts were inappropriate for a family audience but that he did wish to continue with the event in the future. He had been informed that the Council was reviewing the weekend events and a further meeting had been scheduled to discuss the matter further. Members expressed concern about the organisation of the event and felt that if it was to continue an officer from the Council should be in attendance during the day, the cost of which should be passed on to the Love Parade Committee and that the Council's approval be given to any acts that were to be performing. Members also felt that it would be beneficial to maximise the use of the Rings for that day.

With regard to the Council's music day the Chairman reported that he had felt isolated during the day and that improvements were necessary for the event to continue. It was noted that the event was again very well attended and Members felt that it should continue in its present format subject to the improvements proposed in the report. Members also volunteered their help for future events and it was reported that Waitrose volunteers had also indicated that it was something that they would like to help at. The Panel felt that it was a good idea to purchase a Town Council branded gazebo that could be erected by one person and used as a focal point at any Council event. It was noted that the Round Table had recently purchased a large gazebo and it was considered that a facility like this might be useful for the Council's community events.

It was also reported that there was a possibility that Dorchester Arts might wish to hold an event on the Friday evening.

Members noted the total cost of providing the events in 2013 and that there would be no significant increase in that cost for running/facilitating them in 2014.

It was

### **RECOMMENDED**

- (1) That the maximum grant to be allocated to Anonymous Youth Festival in 2014 be £1,000.
- (2) That if Love Parade is to continue an officer from the Council should be in attendance during the day (the cost of which should be passed on to the Love Parade Committee) and that the Council's approval be given to the content of any acts that are to be performing.
- (3) That consideration be given to maximising the use of Maumbury Rings particularly with regard to the Friday night and the Sunday.
- (4) That the improvements proposed in the report be implemented in readiness for the 2014 Music Day.
- (5) That the Community Activities Panel look at the possibility of purchasing a larger gazebo/marquee that could be used for the Council's other community events.

### **5. BOROUGH GARDENS EVENTS - 2013 REVIEW**

The Panel considered a report by the Deputy Town Clerk reviewing the events held in the Borough Gardens over the summer. Members noted that the revised arrangements with having a responsible officer present during events and only setting up basic PA had generally worked well, there were however some issues with performers leaving their vehicles by the bandstand etc but these would be addressed for 2014. Members felt that a varied musical events programme should continue in the future but that consideration should be given to the amount paid for acts, which was felt to be too high, and also the number of acts that were staged over the summer with a view to reducing the number for example there was no need to have Council sponsored events on Saturdays and Sundays. The Panel also suggested that DASP Music be contacted with regard to performing in the Gardens. Members also agreed that the more community focussed events such as Teddy Bears Picnic, Love Parks etc should be reviewed by the Community Activities Panel alongside its general review of community events that the Council has some involvement with. In considering the events staged by other

organisations it was felt that a booking form should be introduced giving details of the event, responsible person details, a checklist of requirements etc.

In respect of the budget for 2014 it was not anticipated that there would be any significant difference from 2013 expenditure but how that resource was spent would be reviewed and the budget would be split so as to show the money available for the Borough Gardens music events and the community events separately.

It was

### **RECOMMENDED**

- (1) That a varied musical programme continue in the Borough Gardens but that acts should not be booked for both Saturday and Sunday.
- (2) That the Community Activities Panel be asked to review and manage the events other than the Council's music programme such as Teddy Bears Picnic and Love Parks alongside its general review of community events.
- (3) That a booking form be introduced for use by organisations wishing to stage events in the Borough Gardens.
- (4) That the budget be separated so as to identify the money available for the Borough Gardens music events and the community events separately.

### 6. **DORCHESTER ARTS – JOINT PROMOTIONS**

The Panel considered correspondence from Dorchester Arts which gave a choice of two possible shows to be considered for the last 2013-14 joint promotion. Members felt that 'Pirate Gran' would be a great family show that would be very popular. It was noted that this performance would be staged on Good Friday. It was suggested that raked or partially raked seating be used for this show so that everyone could have a good view. Members felt that joint promotions now being offered by Dorchester Arts were excellent.

It was

### **RECOMMENDED**

That the Council contribute £1,000 towards the production of 'Pirate Gran' as a joint promotion between Dorchester Arts and the Town Council subject to the show not going out to 'Artsreach'.

## 7. DISPOSAL OF OLD PA EQUIPMENT

Members were reminded that the Council owned an amount of PA equipment that it no longer used. The equipment was originally used when 'high level' PA was required at a very limited number (one maybe two) of events over previous summers. The Panel had previously agreed that the Council would no longer provide this 'high level' PA but that the equipment should be retained in case community organisations wished to make use of it at their events. There had however been no requests to borrow the equipment.

The Chairman of the Arts Panel and Deputy Town Clerk had reviewed the equipment and earmarked a number of items for disposal, which included the old white trailer that was used to transport the equipment. The Council would be retaining sufficient equipment so as to have two simple PA systems that could be borrowed or used by the Council plus the new equipment which was agreed to be purchased at the last Management Committee meeting.

The Panel agreed that the unwanted PA equipment should be offered free of charge to youth/community organisations who might be able to make good use of it. The Dorchester Youth and Community Centre had already expressed an interest in the equipment. With regard to the old trailer it was believed that this had a small resale value and an offer had been received to purchase it. Members reported that the Dorchester Crime Prevention Panel was looking for some form of trailer.

It was

### **RECOMMENDED**

- (1) That the PA equipment that was no longer used be offered free of charge to the Dorchester Youth and Community Centre and any other youth / community organisations that might be able to make good use of it.
- (2) That old trailer be disposed of to either the Dorchester Crime Prevention Panel or to the establishment that had already made an offer to purchase.



## DORCHESTER TOWN COUNCIL

### GROUNDS WORK SPRING/SUMMER 2013

#### Borough Gardens

- Cut putting green x 2 per week - *completed*
- Fertilise putting green x 1 during period – *completed*
- Cut grass edges to putting green fortnightly - *completed*
- Strim grass surrounds to putting green monthly - *completed*
- Set out putting green for play daily 7 days per week – *closed*
- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove Spring bedding plants –*completed*
- Dig and prepare beds compost added –*completed*
- Plant out summer bedding plants – *completed*
- Long handle shear beds weekly - *completed*
- Water bedding displays as required – *completed*
- Strim lawn edges fortnightly - *completed*
- Mow all lawns weekly/fortnightly - *completed*
- Prune spring flowering shrubs – *completed*
- Cut hedges x 2 during period –*one cut complete*
- Weed kill hard surface areas as required – *two completed*
- Weed bedding displays and shrub beds x 2 – *completed*
- Seeding winter bedding plants in greenhouse –
- Potting up winter bedding – *completed*
- Watering greenhouse – *completed*
- Rub down and oil seats & bins – *completed*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *completed*
- Prepare gardens for events as required –*completed*
- Clean fountain as required – *weekly contract*
- Plant out shield beds – *completed*
- Tree inspections –
- Install concrete base for table tennis table – *completed*
- Reinstate repaired benches to putting green surrounds – *ongoing*
- Repair Bayeux seat and re-treat –*completed*
- Clean as required new toilet block –*ongoing*

#### Weymouth Ave Recreation Ground

- Mow field area weekly – *completed*
- Hand mow field edges – *completed*
- Strim field perimeter – *completed*
- Mow cricket square – *completed cricket now finished*
- Fertilise cricket square x 2 – *2 x application completed*
- Mow out wickets as required – *completed*

- Mark out wickets and boundary lines – *completed*
- Roll wickets – *completed*
- Scarify and repair wickets after play – *completed*
- Clean changing rooms after use – *completed*
- Litter pick and empty bins x 3 per week – *completed*
- Paint goal posts – *completed*
- Mark out from scratch winter pitches – *completed*
- Take down football posts and store – *completed*
- Repair winter pitches – *completed*
- Erect goal posts – *completed*
- Paint boundary wall section – *completed*
- Weed Sawmills shrub areas by railway bridge - *completed*

### **Sandringham Sports Ground**

- Take down football posts and store – *completed*
- Paint goal posts – *completed*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Mow field area on a weekly basis – *completed*
- Mow perimeters hand mower, fortnightly – *completed*
- Strim perimeter fortnightly – *completed*
- Weed kill boules court – *three sprays completed*
- Weed kill car park edges – *three sprays completed*
- Litter pick and empty bins x 3 per week – *completed*
- Pitch renovation seeding pitches etc – *completed*
- Prepare grounds for football tournament May Bank holiday – *completed*
- Replace basketball hoop with new - *completed*

### **Kings Road and Salisbury Field**

- Mow field areas on a weekly basis - *completed*
- Mow perimeters hand mower, fortnightly - *completed*
- Strim perimeter fortnightly - *completed*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Fit safety surface under cycle exercise equipment - *completed*

### **Walks System including Grove Bank**

- Flymo steep banks ie Grove bank cut every 3 weeks - *completed*
- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Mow grass areas, hand mower fortnightly - *completed*
- Strim grass edges, obstacles etc fortnightly - *completed*
- Lime trees remove epicormic growth – *completed*
- Prune shrub/tree overgrowth – *completed*
- Rub down and oil seats – *ongoing*

- Tree inspections (leaf on inspections) – *completed*
- Dead/diseased trees in Walks felling & pruning – *felled w/e 3<sup>rd</sup> May*
- Mow additional areas (Junction, skatepark verges etc) – *completed*
- Install one new donated replacement bench river walks – *completed*
- Replace wooden boards to 3 South Walks benches, replace with plastic - *completed*

### **Other Public Open Space/Play Areas**

- Litter pick and empty bins x 3/5 per week – *completed*
- Mow grass areas, hand mower fortnightly - *completed*
- Strim grass edges, obstacles etc fortnightly - *completed*
- Inspect play equipment weekly – *completed*
- Replace wooden slats and paint 10 x South Street benches – *completed*
- Install information board Fordington Green - *completed*

### **Allotments**

- Cut grass paths tractor/rotary on a fortnightly basis – *completed*
- Provide trailer to remove green waste- as per schedule – *completed*

### **Hanging Baskets Town Centre**

- Water baskets on a daily basis (7 days per week) – *completed*
- Put up hanging baskets around the town – *completed*

### **Additional Work Planned or Completed**

- Borough Gardens – Love parks week various additional events planned- *completed.*
- Borough Gardens – Green flag, - *awarded*
- Maumbury Rings – prepare and rip down after event B/holiday – *completed*
- Painting play ground equipment, various sites -*completed*
- Fire extinguishers servicing all sites, external contractor – *completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- PAT testing, Corn Exchange only – *out to tender*
- Install information boards various plus John's Pond – *completed*
- Following insurance report various repairs to play area items – *list now completed*
- Riverside reserve, strim pond area and path sides, plus repairs to walkway- *completed*
- Salisbury Field, brazier prepare for burning 3/8/13 - *completed*
- Information signs install various around the Town – *completed*

## **The Great Field**

- Mow field areas gangmower, every 10 days – *completed*
- Litter pick field area – as per rota – *completed*
- Take down goal posts – *completed*
- Reseed goal mouth areas – *completed*
- Prepare site for cricket – no games played 2013?
- Fertilise field area – *not done*
- Mark out football pitches – *completed*
- Erect football posts – *completed*

## **Fordington Cemetery (due to staff sickness outside services staff completed all burials and ashes during September/October)**

- Monthly grass mowing – *ongoing DCC contract (1 cut in November left)*
- Tree inspections – *completed*
- Burials as required – *completed*
- Weekly removal of waste from bins etc – *completed*
- Trees lifted from pathways – *completed*
- Tree felling to boundary (Conifers only) – *contractor-completed*
- Annual cutting to steep banking – *completed*

## **Weymouth Avenue Cemetery (due to staff sickness outside services staff completed all burials and ashes during September/October)**

- Grass mowing rota – *ongoing DCC contract (1 cut in November left)*
- Burials as required – *completed*
- Tree inspections – *completed*
- Weekly removal of waste from bins etc – *completed*
- Rabbit removal – *ongoing 12 month contract to remove rabbits*
- Repaint office doors and windows, install weather board – *completed*
- Oil chapel doors – *completed*
- Paint entrance gates and panels- *completed*
- Repaint remembrance garden wall - *completed*

## **Poundbury Cemetery (due to staff sickness outside services staff completed all burials and ashes during September/October)**

- Grass mowing rota, - *ongoing (September/October completed by O/S/Staff)*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- Burials as required - *completed*
- Weekly removal of waste from bins etc – *completed*
- Rub down and treat benches – *completed*
- Spread shingle over bare areas -*completed*
- Paint entrance gates – *completed*
- Paint building windows and doors – *ongoing (spring 2014 now)*

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK AUTUMN/WINTER 2013/14

#### **Borough Gardens**

- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily - *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove summer bedding plants – *ongoing*
- Dig and prepare beds compost added – *ongoing*
- Plant out spring bedding plants – *ongoing*
- Long handle shear beds - *ongoing*
- Water bedding displays if required –
- Cut hedges during period –*ongoing*
- Weed bedding displays - *ongoing*
- Seeding summer bedding plants in greenhouse –
- Planting into trays plugs –
- Potting up over wintering summer bedding - *ongoing*
- Watering green house – *ongoing*
- Rub down and oil seats –
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Final clean and winterisation of fountains & play feature –*completed*
- Leaf clearance – *ongoing*
- Pollard trees around bandstand and by house –
- Final mowing to areas if required –
- Deep clean to public toilets (wet weather job) –
- Power washing tennis courts -
- Tree inspections –
- Treat and clean play area safety surface – *ongoing*
- Moss kill tennis courts after cleaning –
- Snow clear paths as required – *ongoing as required*
- Fertilise shrub beds –
- Clean out and repair bird boxes –
- Shrub bed tennis courts, cultivate/replanting - *ongoing*

#### **Weymouth Ave Recreation Ground**

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Weed and prune Sawmills shrub area –
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Brush cricket square daily – *ongoing*
- Treat turf diseases as required on cricket Sq – *ongoing*

- Sweep up leaves various areas, cricket nets, car park etc – *ongoing*
- Mow winter pitches as required – *ongoing*

### **Sandringham Sports Ground**

- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches – *completed*
- Erect goal posts – *completed*
- Spike field areas – *ongoing*
- Mark out required weekly pitches – *ongoing*
- Repair winter pitches as required – *ongoing*
- Play area inspection – *weekly*
- Mow winter pitches – *ongoing*
- Hedge cutting and shrub pruning -*ongoing*

### **Kings Road and Salisbury Field**

- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mow if required – *ongoing*
- Mole clearance, external contractor – *ongoing*
- Plant up replacement trees 3 x Sycamore Salisbury Field Walk – *January delivery*
- Cut and clear Jubilee tree/wildflower area – *completed*

### **Walks System including Grove Bank**

- Sweep paths, litter pick and empty bins (mon/wed/fri) *WDDC contract*
- Tree inspections (leaf off inspections) –
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- Autumn/ Winter planting replacement trees (Plane trees) in South Walks x 3 – *January Delivery*
- Power wash Cenotaph and garden of remembrance area prior to Remembrance Day - *completed*

### **Other Public Open Space/Play Areas**

- Litter pick and empty bins x 3 per week – *ongoing*
- Inspect play equipment weekly – *ongoing*
- Hedge cutting –
- Alington roundabout (bye pass), maintain –
- Second Alington roundabout (Trumpet Major), prune and shape -

### **Allotments**

- Provide trailer to remove green waste- as per schedule – *ongoing*
- Cut boundary hedges -

## **Hanging Baskets Town Centre**

- Remove summer hanging baskets – *completed*
- Put up Spring hanging baskets – *after January 2014*

## **Additional Work Planned or Completed**

- Weekly/monthly Legionella & Fire testing – *ongoing*
- Clean out guttering to various buildings –
- Power wash public seats in the Walks – *ongoing*
- Clear John's pond of excess water weeds –
- Clear, prune and weed areas, Holloway Rd & Northern Hay –
- Greys bridge corner, hedge cutting –
- Snow clearing (winter maintenance plan) – *as required*
- Interior painting changing rooms Sandringham/Weymouth Avenue Pavilion -

## **The Great Field**

- Litter pick field area – as per rota – *ongoing*
- Erect goal posts – *completed*
- Mark out football pitches – *completed*
- Repair as required damage to pitch areas – *ongoing*
- Spike football pitches – *ongoing*
- Install new play equipment -

## **Fordington Cemetery**

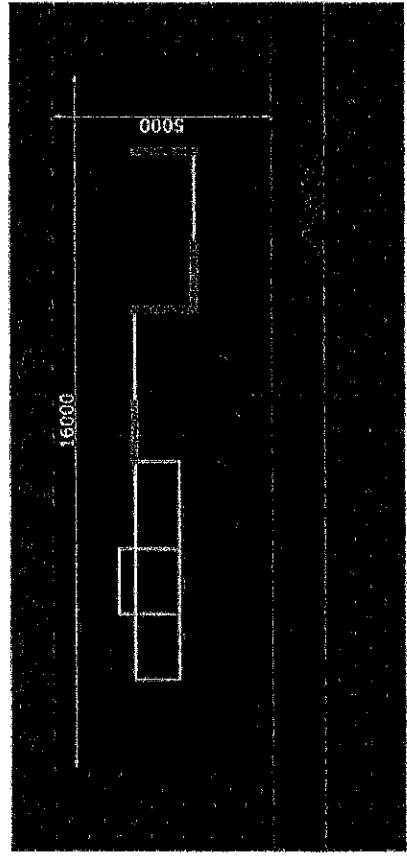
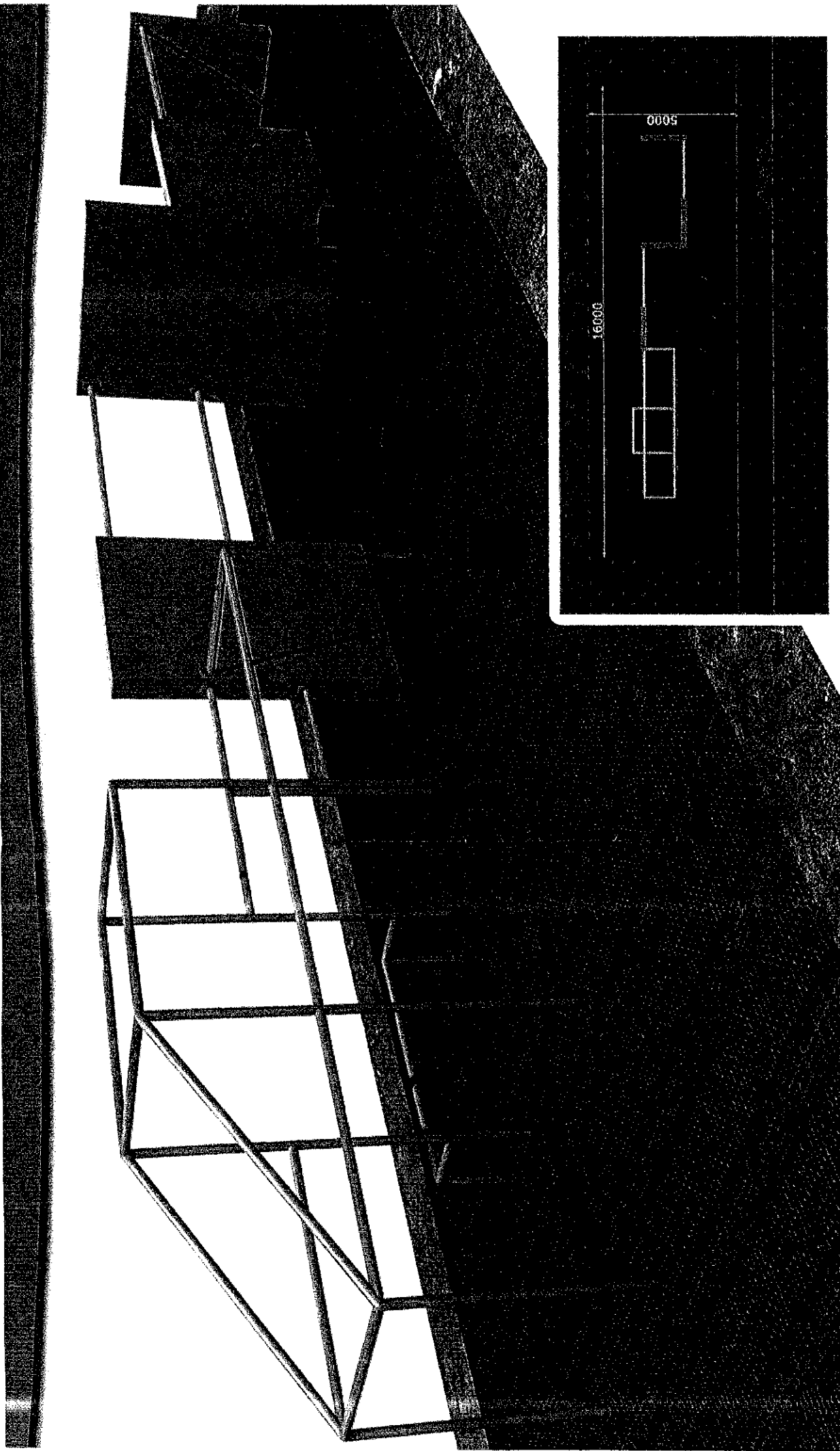
- Monthly grass mowing – DCC contract – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*
- Hedge cutting and removal of briars –
- Cut and clear steep banked area – *completed*

## **Weymouth Avenue Cemetery**

- Burials as required – *ongoing*
- Tree inspections – *completed*
- Treat chapel doors with Teak oil – *completed*
- Cut hedges and prune shrubs –
- Paint remembrance plaque wall – *completed*
- Remove Ivy from boundary wall -
- Monthly grass mowing – DCC contract – *completed*

## **Poundbury Cemetery**

- Grass mowing – *completed*
- Wildflower area mowing – late summer cut, bale and removal – *completed*
- Tree inspections – *completed*
- Burials as required – *ongoing*



**SANDRINGHAM RECREATION GROUND PARKOUR TRAINING FACILITY**

Address: Freemove Ltd, Clockhouse Nurseries,  
Clockhouse Lane, Egham, TW20 8PG  
Tel: 01784 489 100

E-Mail: [enquiries@freemove.co.uk](mailto:enquiries@freemove.co.uk)  
Web: [www.freemove.co.uk](http://www.freemove.co.uk)  
Quote No: FMO 01050813 DORCH SAND







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Web: [www.freemove.co.uk](http://www.freemove.co.uk)  
Quote No: FM0 01050813 DORCH SAND



## MANAGEMENT COMMITTEE – 12 NOVEMBER 2013

### TREES AT SANDRINGHAM

#### PURPOSE OF THE REPORT

1. Following receipt of 4 representations by neighbours adjacent to Sandringham sports field, to consider the future approach to be taken to tree management on the site.

#### BACKGROUND

2. Nine years ago this Committee received a comprehensive report on a number of trees which were introduced to the Sandringham sports field approximately 30 years ago. The report is attached for information (Appendix 1). The Committee resolved not to remove trees at that time, favouring instead some minor changes to the planting arrangements on site.
3. The Council has now received fresh representations from local residents about the impact that the trees are having on them (Appendix 2). As a result we have reviewed the future options for this site, and a report has been requested from our Tree Consultant.
4. The key changes that have occurred in the intervening period are: -
  - The trees have grown, although the Ash trees in particular have not reached full maturity and will continue to grow for many years to come
  - As a result the trees are having greater impact on residents of Armada Way, both above the surface, and almost certainly below the surface as root systems develop
  - The area has been made more attractive, and therefore popular, to users, with gym and play equipment being introduced and upgraded and football retaining its popularity. There is still a need for some form of screening between field users and the houses
  - The Ash dieback disease has recently reached Dorset, and is likely to infect many trees locally over the next twenty years – having said this it is important to stress that the trees at Sandringham are presently very healthy
5. The options open to the Committee today are: -
  - a) Do nothing or make minor interventions – assuming that the trees do not suffer from ash dieback this will almost inevitably lead to problems or claims in the future as the trees mature, and will also cause significant inconvenience to our neighbours and potential damage to their property
  - b) Wait until the trees suffer from ash dieback, then replace them with something more appropriate – once the disease takes hold the trees will need to be felled quickly, and may cost more to remove. In the meantime the trees will continue to present problems to neighbours and potentially to their property
  - c) Introduce a new screening scheme over the next 2 years, by removing those trees which, in the opinion of our consultant, pose the greatest risk to property, and thinning the crown of many more trees - this would result in the removal of 9, mainly ash, trees (highlighted in red on the attached map), to be replaced by a similar number of hazel, dogwood and laurel trees

While option c) requires funds to be spent sooner, all three options will ultimately have broadly the same cost.

6. The intervention option c) will reduce, but not remove, the impact on those residents that have contacted the Council. The report identifies that the trees closest to their properties should be thinned, not removed, at this point. In the longer term these trees will continue to need thinning in size until they get to the stage where they are too large and will need to be felled. However the Tree Consultant has only viewed the tree from above ground, and has not investigated the tree roots in the adjacent gardens. If members wish to go ahead with the tree management scheme as proposed it is intended that further information is sought from residents regarding tree root invasiveness, which may ultimately change the approach to specific trees from "thin" to "remove".

#### CONCLUSIONS

7. Sadly the planting scheme implemented 30 or more years ago has resulted in a situation today where we have the wrong trees in the wrong place.
8. The Council could delay taking the difficult decision to remove what are otherwise attractive trees, but ultimately a decision to remove trees is almost inevitable. In the meantime the trees would continue to cause inconvenience to our neighbours and will increasingly present a risk of potential damage to their property.
9. Even the planned approach may not meet the aspirations of some of the Council's neighbours. It is important that a constructive dialogue continues so that a timely decision can be made with regard to trees that in our expert's opinion are not creating risk today but may present risk in the not too distant future or if additional evidence comes to light.
10. While there are three options open to the Committee, regrettably the Town Clerk and the Compliance Manager would only advocate the third option, a programme for the introduction of a new screening scheme, with active removal and thinning of trees. We would wish to discuss any changes to the management scheme with current residents before implementation.
11. The Committee's instruction is sought. Any decision would need to be discussed with the Tree Officer at West Dorset District Council.

Adrian Stuart  
Town Clerk

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE

9th NOVEMBER 2004

#### TREES AT SANDRINGHAM

1. HISTORY
  - 1.1 The owners of two houses backing onto Sandringham Sports Centre wrote to the Town Council with concerns about the trees to the rear and side of their properties. Both owners attended a meeting with the Council's Compliance Officer at which they both expressed concern at the size and closeness to their properties of the trees to the side of Sandringham car park and on the eastern boundary.
  - 1.2 The trees concerned were planted at the start of the development for the sports centre and would no doubt have been quite small at this stage. The thought behind the planting was to form a boundary screen for the soon to be erected housing, possibly with the intention of screening the houses from traffic and people using the car park. The trees to the eastern boundary adjacent to the main football pitch would have been planted to screen the houses from users of the facilities and to shield the houses from both noise and stray balls.
  - 1.3 The planting has been successful in that it does provide the housing with some degree of privacy. The problem is that the trees were planted prior to the housing being erected and the species chosen are too vigorous for the close proximity of the houses. In some cases only feet away from out buildings and in one case the actual house of one of those people that has written to the Council. The boundary planting consists of several species including, Elder, Ash, Beech, Hawthorn and Field Maple. In the main it is the Ash that are causing the problems with only one Beech and Elder causing difficulty. The owners of one property have a Beech and several Ash within 20 feet of their actual house, with the owner of another house in Armada Way having two trees both Ash actually touching the garage roof. These trees are all in a semi-mature stage of growth and will, if left to their own devices, grow to a maximum size of 80 - 120 feet and live for up to 200 years. The Ash being the faster grower will mature in the next 20-30 years and will have a spread of up to 50 feet.
2. SPECIES INFORMATION
  - 2.1 *FAGUS sylvatica* "Common Beech" The Beech is slow to develop, but later demands ample room and responds badly to control by pruning. After being lopped it rarely reforms an elegant crown. Beech always cast a deep shade and nothing can be grown beneath a Beech tree because of this. Altogether, Beech is an appropriate tree for a park or the grounds of a mansion, but too greedy of space and light for a small garden.
  - 2.2 *FRAXINUS excelsior* "Common Ash" The ground underneath a Common Ash has none of the dense shade associated with the Beech. The branches are widely spread and the leaves broken up into leaflets, but it is not suitable for the garden. It is late coming into leaf, the root system quickly covers a large area and the upper most branches can reach 60ft or more.

2.3 SAMBUCUS nigra "Common Elder" As a wild tree the common elder grows among hedgerows and on waste ground, It only really merits cultivation as a 'fill in' species for wind breaks etc, it is fast growing but has a short tree life.

2.4 The above descriptions are taken from the Collins Guide to Tree Planting and Cultivation.

### 3. TREES AND THE LAW

3.1 The ownership of trees carries certain obligations, in law the land owner is responsible for any infringements of the law relating to trees, and for any damage that may result from tree growth. Land owners should in their own interests inspect on a regular basis trees on their property, however the owner of a sound and healthy tree is not responsible for any harm caused to people or property in the event of an exceptional gale or similar remarkable event-such as a lightning strike. Such an event is classed as an "Act of God".

3.2 By contrast if it can be shown that, prior to the event, the tree was already so weakened by decay, disease, or damage, that its downfall could have been anticipated by a prudent owner, then that owner must accept full liability for the harm that has been done.

### 4. SPREADING BRANCHES AND SPREADING TREE ROOTS

4.1 As trees grow, they often "trespass" across boundary lines, both above ground with their branches and below ground by means of their roots. This can cause disputes between neighbours which have often ended in the courts of civil law.

4.2 Taking the branches first, an owner of a tree growing near a boundary fence is under no obligation to prevent its branches spreading over that fence. In exceptional circumstances a neighbour might secure a court order obliging the tree owner to prune the branches back, on the grounds that they were creating a nuisance or becoming dangerous to the property, but otherwise the owner need take no action.

4.3 The usual remedy for the person who dislikes the branches of a neighbour's trees encroaching over a boundary, is simply for that person to get them pruned back at the point where they cross the legal boundary. The person is entitled to do this without prior notice to the tree owner. By pruning back the branches the person does not become the owner of the branches. In law, the branches belong to the tree owner, and the neighbour should offer the branches back that person, but the owner of the trees branches is not obliged to accept or dispose of them.

4.4 Trespass by roots can exceptionally prove a more serious matter for both parties. Where large trees are growing on clay soils or in areas of low rain fall, their roots may adversely affect the stability of walls, and indeed whole buildings. Unfortunately owners of trees have, on occasion, found themselves liable to pay heavy compensation to their neighbours for such damage done by wandering roots, damage which has taken many years to become critical, and which had not been anticipated by either party. The main problem with roots and buildings is that the tree roots spread out in an ever increasing circle beyond the outer branches in their search for water and nutrient, this causes the area to dry out, and following heavy rains the ground will reabsorb and swell causing "heave" this disrupts the foundations of the building causing cracks to appear in the walls etc. This damage is

permanent and expensive to repair. The general recommendation is not to plant forest type trees in a location within 30 ft of any permanent building or structure.

5. POSSIBLE ACTIONS

5.1 Do nothing, this may or may not lead to problems or claims in the future for damage to foundations etc.

5.1.1 Remove all trees that have been planted too close to property boundaries (a total of thirteen trees have been identified) and stump poison the roots at an estimated cost of £500.00.

5.1.2 Remove only the trees at the rear or side of those properties of the people that have contacted the Council (approximately six trees).

5.2 Option 5.1.1 may result in some loss of privacy to some residents although the majority of trees being removed are within a boundary that has been 'double' planted and will therefore still leave some screening. Additionally, some replanting would be carried out with native shrub type species to provide a further barrier to noise and light from cars using the car park. The species chosen would be, *Corylus* (hazel), *Cornus* (dogwood), and *Prunus* (laurel) and would form a barrier without the risk of evasive roots or branches and can be pruned to retain the barrier. The cost would be small in that only around a dozen plants would be needed to infill the gaps, approximate cost around £100 total.

Peter Mullins

Compliance Manager

**Representation from Mr K.J. Norris, 12 Armada Way**

We have complained to your Authority and to our Councillor on numerous occasions concerning the trees planted adjacent to the properties in Armada Way, after the said properties were constructed and occupied.

Over the years the trees have grown to a point where they become a nuisance. Residents cannot use their gardens, especially in the evenings, as the trees totally obscure the sunlight. There are also problems with leaves blocking guttering and seedlings. I personally have to pay each Autumn to have my gutters cleared of leaves. I also have to remove in excess of 150 seedling from my garden which originate from the tree overhanging it. This tree and its' neighbours also blocks the light from much of my garden and from my conservatory. I would also like to point out that there are numerous tree seedlings growing adjacent to my boundary, in some instances within 2.5m of the building.

Whilst working on my front garden I encountered several large tree roots, originating from one of your trees, encroaching into my property. The branches from this tree also spread over the top of my neighbours garage. It also appears that the driveway adjacent to this garage has started to subside.

I would also like to point out that some of the trees were planted in direct contravention of the recommendations laid down in the Building Regulations. It should also be noted that you planted these trees in the full knowledge of their ultimate size and therefore knew the deleterious effect they would have on the adjoining properties. Your failure to do anything about the trees, despite complaints and requests so to do, amounts to a Breach of your Statutory Duty of Care. Also your failure to maintain the in a manner that helped mitigate their effects borders on negligence.

The only time your Authority actually did anything and removed two trees blocking light to my garden, you planted a replacement, despite protestations.

Before you commence claiming that the trees were planted prior to anyone moving in, I have photographic evidence showing that there were no trees in evidence at that time. The photographs being taken some 18 months after we moved in.

I therefore respectfully request that a meeting be held with residents of the affected properties so that the situation may be resolved before any further course of action is pursued.

**Representation from a resident of Armada Way**

We live in Armada Way, our back garden overlooks the Sandringham sports field, we are emailing you about the trees that seem to have grown out of control, our concern is the tree directly behind our garage. Our neighbour was doing some gardening beside the garage and found that the roots from that tree are very close to the surface and running under the drive but in particular our garage, the garage was there before these trees were planted as we have pictures to prove this, (if the foundations of our garage are damaged will the town council be held liable for any damage) we are sure that building regulations would not allow these trees to be there? On numerous occasions we have complained about the situation of the trees but seems to have fallen on deaf ears, we have been thinking of solar panels to reduce our fuel bills but the trees are cutting out our light, we would like to know why and how these trees have been allowed to grow so high, we have been living here for 18 yrs. When we moved in we thought they were hedgerow. We spoke to Stella Jones last year

about the trees she agreed they needed trimming back or removed but we have heard no more, our neighbours agree too. We called in to speak to Mr Mullins, he suggested we email the council about the situation.

#### **Representation from Mr S. Powles, 18 Armada Way**

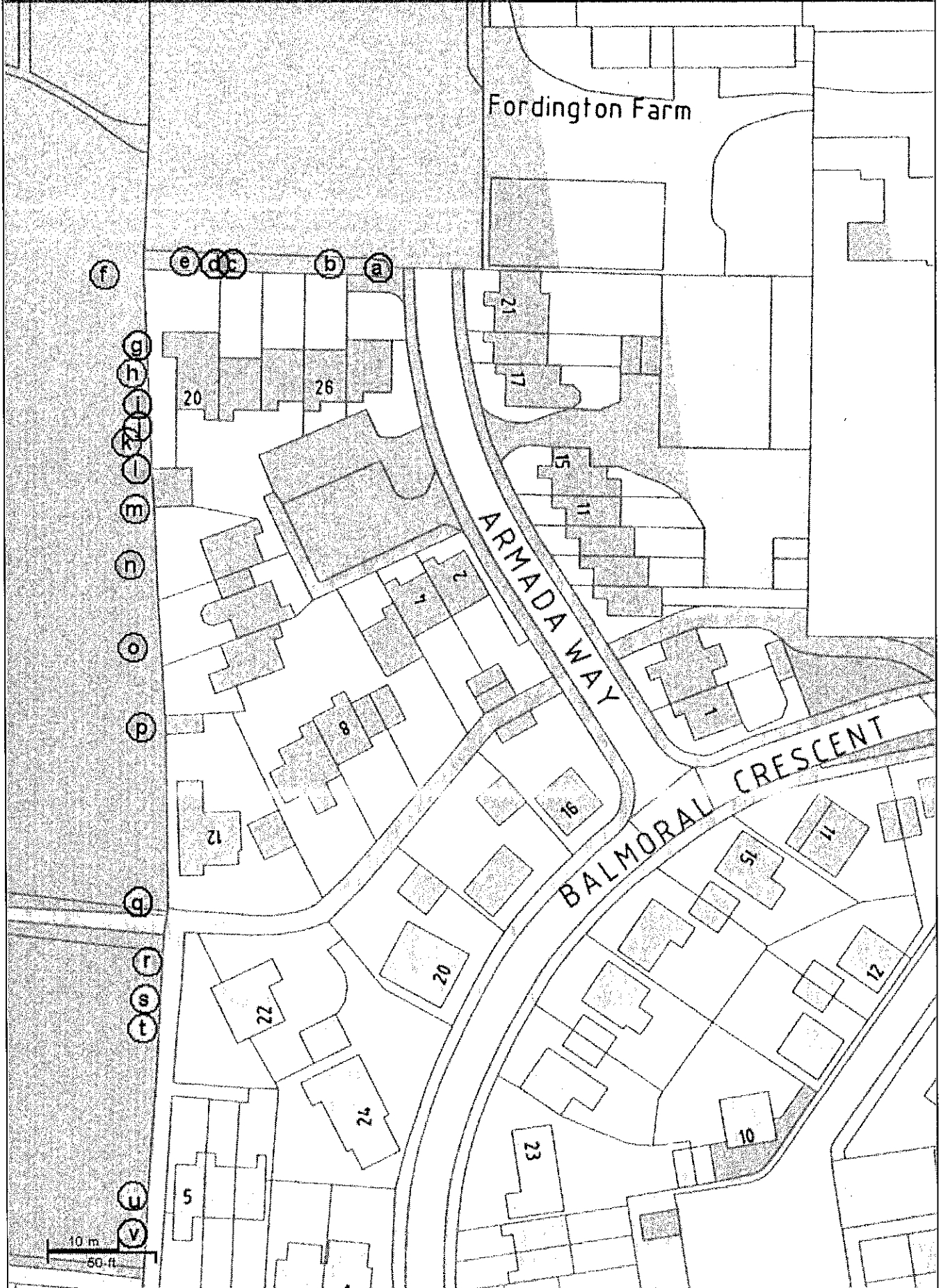
I am writing concerning the trees in Sandringham playing fields that back directly on to our house. We have contacted you before about this but to no avail. We moved in 10 years ago and since then the trees have grown substantially. They now lean over our garden and garage roof and are touching the slates. They are too high for us to trim. We are also concerned about the roots going under our fence and especially under the garage. They block out our sunlight and make the garden very dark and damp - no good for the solar panels we were thinking of getting. Children are always climbing up them and peering into our garden - they must be a large security threat as criminals could also do this. The main thing we are concerned about is the damage that these are doing to our property -both the trees and the roots. We have a tall fence due to the trouble that was happening in the field - ie alcohol, etc and we are worried that the trees or branches could damage it if they fall. They are not our trees and we would like something done about it before they cause damage.

In a subsequent e-mail Mr Powles added "A 3 foot branch blew off one of the trees this afternoon and landed in our garden - so it's also a health and safety problem - especially as we have two young sons."

#### **Representation from a resident of Armada Way**

I am writing in concern to the trees growing on Sandringham Sports Centre that are adjacent to the houses in Armada Way. In particular the tree that is just behind the garage that belongs to the owners of 14 Armada Way. My neighbours at 12 Armada Way while gardening recently unearthed massive roots that head under the shared drive that belongs to the residents of 6,8,10,12 and 14 Armada Way. The potential for damage to the drive is very clear and I give notice that we would hold the Town Council responsible for any said damage. It is a recognised fact that the wrong trees were planted initially - far to big; leading to potential damage and very considerable light loss to many. Could this please be looked into with a view to removal of the tree(s) and consideration given to the planting of trees that do not grow so tall planted further away from the boundary edge.





## **DRUMMER HODGE**

**Dorchester Community Plays Association** is about to put on its 6<sup>th</sup> Play, aiming to involve the whole community in telling a tale about Dorchester around the beginning of last century. The celebrations surrounding Private Sam Vickery VC are contrasted with the sadnesses around (fictional) Drummer Hodge and the experiences of women and children in the South African concentration camps set up by the British.

The play will involve about 130 people (aged 3 - 83 in the previous play!) as well as building on the outreach to schools and other organisations by the playwright Rupert Creed and the musical director Tim Laycock, which is already happening.

We would welcome sponsorship to make this play as stimulating and as visually exciting as the previous five, especially perhaps in extra uniforms and scenery.

Dorchester Community Play Association

November 2013

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 12th NOVEMBER, 2013**

**ALLOTMENT CHARGES - 2014**

1. Members will be asked to give consideration to the charges for allotments to be effective from 1st January, 2014. Existing (2013) and proposed (2014) charges are set out below:-

	<u>Existing</u>	<u>Proposed</u>
<b>Allotments</b>		
Half Plot - Frome Terrace	£16.40	£16.90
Half Plot - Other Sites	£16.90	£17.40
Full Plot - All Sites	£31.50	£32.50
<b>Green Waste Removal</b>		
Full Plot	£5.10	£5.20
Half Plot	£3.10	£3.20
<b>One off Administration Fee</b>		
All Sites and Plots	£36.00	£40.00

2. The Committee will also be asked to note that a general review of all the Council's charges, including allotment charges for new tenancies, will be undertaken over the next year.

Steve Newman  
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE**

**12<sup>th</sup> November, 2013**

**EXCLUSIVE RIGHT OF BURIAL**

To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

<b>Name</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>	
<b>Poundbury Cemetery</b>	
David Herring	434
Colin George Trener	435
Julie Oliver	C137
Adrian Keith Jacknelle	156
Freda Madge Swain	430A
Antony George Worcester	148(L)
<b>Fordington Cemetery</b>	
Angela Susan Thuratt	GOR58





**MANAGEMENT COMMITTEE**  
**12<sup>th</sup> November, 2013**

September & October 2013 Report

**MUNICIPAL BUILDINGS MONITORING REPORT**

◆ **Generally**

The table below shows figures of the number of events held, with comparisons between this year and last year. These events are individually counted so for example if we had a booking for one week it would only count as one event.

	Sept 2012	Sept 2013 PAID	FOC	Oct 2012	October 2013 PAID	FOC
Corn Exchange	15	15	1	11	14	1
Dressing Rooms	2	3	1	4	2	0
Town Hall	11	13	0	17	10	0
Magistrates Room	8	10	4	9	7	5
Council Chamber	1	0	6	1	1	4
<b>Overall Total</b>	<b>37</b>	<b>41</b>	<b>12</b>	<b>42</b>	<b>34</b>	<b>10</b>
Weymouth Avenue Pavilion	3	6	0	4	4	0
Borough Gardens House	1	9	0	9	8	0

	01	02	03	04	05	06	07	08	09	10	11	12	13	14
<b>Wedding Ceremonies</b>	12	20	22	23	29	32	29	36	24	19	16	23	13	14
<b>Civil Partnerships</b>					1	3	1	1	2	3		1	1	1

**Income**

	September		October	
	2012	2013	2012	2013
	£	£	£	£
Corn Exchange	3019.32	2778.34	2250.58	2691.45
Dressing Rooms	177.60	132.00	135.70	200.86
Town Hall	1445.98	1448.74	1697.64	1061.84
Magistrates Room	587.69	534.99	494.19	541.16
Council Chamber	194.00	0.00	194.00	44.40
Overall Total £	5434.59	4894.07	4772.11	4539.71
<b>2013/2014 Cumulative Total £</b>	-	<b>25946.97</b>	-	<b>30486.68</b>
<b>Percentage of Estimated Income 2013/14</b>		<b>40.1%</b>		<b>47.2%</b>
Weymouth Avenue Pavilion	105.75	479.68	138.05	361.88
Borough Gardens House	38.00	561.90	389.75	472.90
	August		September	
Bar Franchise 10%	£217.50	547.07 (290.00 MR)	£437.70	£473.14

## Usage/ Occupancy

The following charts show the usage of all the rooms available. This is shown by the type of the event showing number of **Sessions** used not the number of events. Subsequently if an event is all day it will appear more than just a morning event.

SEPTEMBER 2013	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		Council Chamber	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Shows/Performances	2	3			-	-				-
Live Music Events	-	-	-	-	-	-		-		-
Farmers Markets / Sales	-	-	-	-	-	-	4	4		-
*Commercial Bookings	2	2	-	-	-	1	-	-	-	-
Birthday/Socials	1 + 6hr	3 + 1hr			1	-	-	-	-	-
Dance Classes *	4 + 4hr	4 + 4hr			5 + 8hr	1	-	-		-
Wedding Receptions	3 + 4hr	1			1	1		-		-
Wedding Ceremonies	-	-			2	3			-	-
Training Events	2	-	1 hr	6	11hr	15 hours	6	8	1	-
Meetings/Seminars	9	11	5	7	9	8	8 + 2 hr	7	-	-
Exhibitions	-		-	-	-	-	-	-	-	-
<b>Total</b>	23 + 14hr	24 + 5hr	5 + 1hr	13	18 + 19hr	14 + 15hr	18 + 2hr	19	1	0
<b>Income £</b>	3019.32	2778.34	177.60	132.00	1445.98	1448.74	587.69	534.99	194.00	00.00

00

OCTOBER 2013	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		Council Chamber	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Shows/Performances	3	1 + 1hr			-	-			-	-
Live Music Events	-		-	-	-	-	-	-	-	-
Farmers Markets / Sales	-		-	-	-	-	5	4	-	-
*Commercial Bookings	-	1	-	-	-	1	-	-	-	-
Birthday/Socials	2 + 3hr	3 + 5hr			2 hr	-	-	-	-	-
Dance Classes	5 + 5hr	5 + 5hr			10	1	-	-	-	-
Wedding Receptions	-	1			1	-	-	-	-	-
Wedding Ceremonies	-				-	1			1	-
Training Events	-	1	2	4	10 + 4hr	4 + 14hr	2	-	-	-
Meetings/Seminars	8	9	6	4	15	3 + 5hr	9	16	-	1
Exhibitions	1		-		-	-	-	-	-	-
<b>Total</b>	19 + 8hr	21 + 11hr	8	8	36 + 6hr	10 + 19hr	16	20	1	-
<b>Income £</b>	2250.58	2691.45	135.70	200.86	1697.64	1061.84	494.19	541.16	194.00	44.40



## DORCHESTER MUNICIPAL BUILDINGS

### Planned Maintenance/Projects and Urgent Works

12<sup>th</sup> November, 2013

#### Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited – 27<sup>th</sup> April 2010 – 24<sup>th</sup> October 2010 – 27<sup>th</sup> October 2011 – October 2012 - (3 Year Service Contract 2008-2011) – new contract - 2012-2015.*
- ❖ Floor needs some minor repairs – *September 2013*
- ❖ Stage Lights PAT Tested – *Completed March 2008 – Stage Electrics – Completed Nov. 2010 – Completed 1<sup>st</sup> November 2011 – Completed 31<sup>st</sup> October 2012 – Receiving Quotes for 2013*
- ❖ LED Lighting for Corn Exchange purchased and installed – *Completed December 2011*
- ❖ Corn Exchange – *Miscellaneous item - PAT Tested – Terry Morrison – Completed: May 2012 – October 2013*
- ❖ Corn Exchange Dimmers – *replace all dimmer packs and controls for the Corn Exchange Lighting – Completed - May 2013*
- ❖ *Replace broken blinds and electric motors – Crystal Blinds – Completed October 2010 - faulty June 2013 – Town Hall Keepers repaired*
- ❖ *Boiler Serviced – Asbury's – March 2011- replaced minor parts – September 2011 – March 2013*
- ❖ *Stage curtains repaired – Completed December, 2011 – repaired August, 2013.*
- ❖ *Follow up ProDub Licensing requirements for the Corn Exchange – Completed March 2013 – not Required*
- ❖ *New Wi-Fi Installed*
- ❖ *Microphones – replace missing buttons – Completed May 2013*
- ❖ *Install new Blu-Ray DVD Player – Andy Worth – March 2013*
- ❖ *Cleaning of Stretched Fabric Systems – Corn Exchange – cleaned and dusted as carefully as could to avoid any damage– February 2013 + Servicemaster contacted to see if they can clean to a better standard in accordance with the fabric system, which they could not – Property Management and Maintenance Panel advised on painting the fabric with microporous paint – seeking advice*

#### Kitchen

- ❖ *All Appliances Serviced*
- ❖ *Food Hygiene Inspection carried out under the Food Hygiene (England) regulations 2006 Act – new inspection not required - informed April 2012*
- ❖ *WDDC carried out a physical inspection of kitchen, bar, cellar and toilets – all found to be in good order and clean. Extra storage was recommend in the kitchen – Purchased new cabinet – January 2009*
- ❖ *Ventilation System Serviced – Rentokill – 31<sup>st</sup> October 2011 (Re-negotiated contract from April 2008 – reduced by £140.00 per year) – Contract for Bar and Toilet Ventilation Cleaning to be negotiated – January 2010 – completed – 31<sup>st</sup> October 2011 – 28<sup>th</sup> October 2012 – 27<sup>th</sup> October 2013*
- ❖ *Clearwater to clean and disinfect water tanks – Completed October 2008*
- ❖ *Legionnaire Testing – Peter Mullins monitoring – some changes needed to existing plumbing to comply with legislation – completed April 2009 and ongoing inspections*
- ❖ *Steam Cleaner purchased – October 2009*
- ❖ *Deep Clean Kitchen – once a year – Rentokill completed November 2010 – completed November 2011- completed November 2012*
- ❖ *Light diffusers replaced – February 2013*

## Magistrates Room

- ❖ New flooring – quote being obtained – on hold – deteriorating, also in main lobby February 2013
- ❖ New blinds to be installed – Damers Blinds – 4<sup>th</sup> November 2013
- ❖ Contacting English Heritage regarding wall colour change restrictions to a Grade II listed interior
- ❖ New tables purchased to improve appearance of room (8 old tables removed)  
Need to start replacing old for new – many tables have damaged tops - replace 8 badly damaged tables in Mag. Room – Japanese Beech GP58 2L1830x760 – 6ft x ft – investigating costs – refurbishing existing tables

## Town Hall

- ❖ Window hinge loose – *Investigate Companies & cost – repaired – June 2013*
- ❖ Kitchen – *total refurbishment completed – May 2010*
- ❖ Windows – *some glass panels need replacing – cracked – arranging quotes July 2009 – completed November 2011*
- ❖ Scaffold erected to paint higher level – *October 2009 – Completed April 2010*
- ❖ Dumbwaiter parts replaced and serviced – *Completed April 2011*
- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31<sup>st</sup> December 2016*

## Ground Floor Lavatories

- ❖ Total refurbishment - *tenders received – September 2009 – work commenced 30th September 2009 – Work Completed 17<sup>th</sup> November 2009*
- ❖ *Safety strips added to the door hinges to prevent accidents – safety measure – Completed January 2013*
- ❖ Investigate urinal fresh mats for men lavatories – *costs v toilet blocks*

## Council Chamber

- ❖ Flags to be cleaned – *County Cleaners – Completed 28th October 2009 (9 Flags)*
- ❖ Infra red hearing system to be serviced – *checked by Town Hall Keepers – November 2012*
- ❖ Re-paint Wall – *Completed – June 2010 – November 2012*

## Stairway to Town Hall

- ❖ Dorchester Stitchers, Dorset Jurassic Coast hangings to be hung at high level left of the window on the landing - *Completed – April 2012*
- ❖ Lift needs new parts fitted – *Completed - June 2012*

## Bar

- ❖ New Bar Franchise let as from 1st July 2010 – King's Arms – due to be extended to June 2015 on completion of improvements to bar area – *Completed August, 2013*
- ❖ Alterations to bar in conjunction with new Franchisee – *June 2010*
- ❖ Ventilation to be cleaned – *Completed February 2013*
- ❖ New Flooring installed – *completed June 2013*

## Boilers

- ❖ Replaced – new maintenance contract – *Asbury Ltd, Poole*
- ❖ *Boilers service – March 2013*
- ❖ Replace faulty Pressurisation Unit – *completed September 2008 – new fan October 2009*
- ❖ First Floor – *inside of boiler reported to be in poor condition – obtaining quotes – P. Mullins May 2012*
- ❖ *Fan needs replacing and spares for main boiler ordered – March 2013*

## Exterior Roof

- ❖ Town Hall roof leaking in bad weather – *tile missing – replace a.s.a.p. to see if this is where the leak is generating from – Completed – November 2012*
- ❖ Repairs required to ventilation cowls – *Roger Burgess Ltd - investigating when scaffolding present. Also repairs to the remainder of the Corn Exchange roof – Cowls being replaced January 2010 – completed. Some tiles replaced. Lightning Conductor tested and completed – February 2013*
- ❖ Routine Gutter clean – *Town Hall Keeper – March 2013*
- ❖ Leak near dressing rooms – *flat roof – contract let for repair October 2012 – completed Weatherby Roofing Ltd – November 2012*
- ❖ Roof tiles replaced during restoration works – *completed August 2013*

## General

- ❖ To implement RBS computerised room bookings as recommended by the Council's Internal Auditor January 2013 – *funding from 2012/2013 budget – completed 2013*
- ❖ Energy saving light bulbs – *Purchased*
- ❖ Full NICEIC Test and Inspection of the Electrical Installation – *Complete – Andy Whitty - October 2012*
- ❖ Fire alarm and Emergency Lighting Test – *quarterly & annual Complete – Andy Whitty Ltd – May 2009 – May 2010 – December 2011 - Implementing Fire Risk Assessments*  
*Arrange training for town hall keepers – November 2007 – Manual Handling/First Aid – Complete*  
*Arrange training for Fire Safety Training and COSHH – April 2010*  
*Arrange training for the Sound/Projector & Laptop Equipment for all users of the Corn Exchange that would like to attend, Town Hall Keepers/Julie – Completed - November 2009 with Multi-Media – Andy Bagwell - Evac training, manual handling training, etc – March 2013*  
*Update to training:*
- ❖ Town Hall Keepers to update the Technical Specification Guide for the Corn Exchange. Also to provide additional training to the Town Hall Keepers on the Lighting Desk – *Completed August 2013*
- ❖ Fire Marshall Training – *all Town Hall Keepers to attend – Poundbury – September 2010*  
*Update car park gates to comply with new frequency and health and safety guidelines – Completed – February 2012*
- ❖ Replace various broken fixtures and fittings
- ❖ Painting needed in various areas – *scaffolding in Town Hall – 25th October – 2 weeks. Outside painting already started – October 2009 – February March 2010 – April 2012.*
- ❖ General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule
- ❖ Service clocks – *Town Hall (Corn Exchange clock) new strike controller being fitted – completed March 2008 – parts replaced – February 2010 – February 2011- November 2011- November 2012*
- ❖ *Corn Exchange internal clock faulty – Fred Burgess servicing – June 2010/February 2013*  
*Renew civil wedding license – Completed August 2013*
- ❖ Personal Appraisal and Development interviews – *review every 6 months – Completed September/October 2008 – Personal Appraisals – December 2011- March 2012 – March 2013*
- ❖ New Cigarette Bins to be placed outside of the North Square entrance and by the bins - *Completed – Summer 2009 – replaced January 2013*
- ❖ Regular weekly inspections being undertaken by Municipal Building Administrator
- ❖ Asbestos Survey – *completed August 2009*
- ❖ Booking Form updated - *to include the clause that the booking will be cancelled if the booking form and any necessary Public Liability Forms are not returned within 7 days of the date of hire. Also, if no PLI then a separate form has to be filled in – liability to hirer*
- ❖ Carry out appropriate health surveillance, if necessary or required by COSHH, *purchase necessary equipment from SETON – October 2009 – Completed November 2009*
- ❖ Monitor the exposure of employees to hazardous substances, *if necessary.*
- ❖ Fire Evacuation Procedures – *Instructions to Town Hall Keepers and Hirers implemented.*
- ❖ Town Hall Keepers – *Fire Safety Training Induction reminder.*
- ❖ Fire Log Book – *to record all necessary fire records and checks. Town Hall Keepers, Andy Whitty Ltd and Rapid Fire Protection*
- ❖ Evac. Chairs ordered so as to enable speedy evacuation of disabled people from the Town Hall and Council Chamber – *Evac. Chair training: Completed: Wednesday 24<sup>th</sup> August 2011. Additional training required by Mr A. Bagwell*

- ❖ H & S in the workplace training – Kingston Maurward – 28<sup>th</sup> September, 2011 & February 2012.
- ❖ Rentokill quoting for Ventilation Duct Cleaning in Dressing Rooms. Etc.
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ
- ❖ Upholstery cleaner (bulk) to clean chairs
- ❖ Purchase Telescopic Pole – high level cleaning/cobwebs
- ❖ Remove and wash covers from Town Hall Oriel Seat – Julie
- ❖ Contract let for external stonework repairs – *work completed apart from a small number of snagging items.*

# MANAGEMENT COMMITTEE

12th November, 2013

## INFORMATION REPORTS

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# DORCHESTER ARTS BOARD MEETING MINUTES

MONDAY 9TH SEPTEMBER 2013

Present: Jem Shackleford (JS); Terry Hooley (TH - Treasurer); Rod Hoare (RH); Mark Tattersall (MT – Artistic Director); Sara Lock (SL); Ashley Eldridge-Ford (AEF); Simon Barber (SB); Louise Sheaves (LS - Chair); Jane Burden. (JB) (Minutes); Tess James ( TJ - DTC ).

## 2. APOLOGIES:

Tina Hicks; Wendy Petitdemange; Selina Malins; Suzy Rushbrook; Susy Hosford (WDDC)

## 3. CONFLICTS OF INTEREST:

JS has joined Magic Drum group.

## 4. MATTERS ARISING FROM MINUTES:

- Away day: was held on allocated day and notes from it have been circulated.
- Duty management: board was asked to get back to MS about Duties because action may be needed to get emergency cover if the slots are not filled. ***A request for an updated duty vacancy list was made.*** ***MS***
- Taste makers: Steve Hooper had been mentioned in connection with JS's idea for an initiative to make DA stand out as a 'music venue' (where people expect to see good bands) rather than a 'place that has sometimes has good

bands'. JS agreed to approach him with a view to carrying this forward . JS

- B&B venues (for publicity distribution) to be sent by AEF to MT: **action: AEF cc BB to MT**

#### 4a. ELECTION OF NEW MEMBER:

Rod Hoare proposed by LS, seconded by TH. Welcome to Rod!

#### 5. DTC:

- Co-promotion in the Autumn Season will be Treasure Island. MT reported a very positive relationship and a productive meeting with Adrian Stuart, the Town Clerk. Festival discussions are in the diary.
- MT is to go to DTC with a co-promotion proposal for the Spring Season that he thinks has wide appeal.

#### 6. FINANCE:

Annual Report: TH presented the accounts for the year ended 31<sup>st</sup> March 2013 which have been closely looked at by finance committee, who were happy with them.

RH asked for clarification on date of Artistic Director's appointment. Annual report approval was proposed by TH 2nd by RH.

Budget: TH hopeful about Reserves issue improving towards the level needed for ACE he will report further on the

reserves issue at the next meeting. Finance committee have suggested a salary increase for AD and staff: 5%. The board agreed. This will be implemented from October.

Life Membership Fees: a discussion about discount on joint Life Membership fees (£300) led to overrule by board and it is to be kept at £200 pp.

## 7. ARTISTIC DIRECTOR'S REPORT:

The report had been circulated in advance of the meeting. Additional points discussed during presentation:

- Pop Club finances much improved.
- Board were asked to push a couple of theatre events
- Festival steering group to be kept to core members to help decision making. Composition reflects official positions on the Board or specific areas of expertise.
- Last year's festival manager has suggested that his role is not needed this time, but a site manager would be more useful.
- Maltings: MT and LS due to meet with Andrew Wadsworth, his business partner, Robert Ackland and Oliver Letwin. MT is hopeful of good help from Oliver Letwin, ***RH has asked for a fast update of Maltings meetings. LS***
- JB asked about legal responsibility of Brewery site to provide an arts centre : clause 106 stipulations seem to be



fairly 'open and non-specific' in terms of the detail relating to its use.

- Diversity Action Plan: TH commented that all points were energy related. MT to add water and re-cycling. **Action: MT to make addition and circulate for approval at next board meeting.**
- AEF asked about County Show stand: it was too small to make any impact but other ideas were welcomed.

#### 8. ACE RESPONSE TO DA'S ANNUAL SUBMISSION/NPO ROUND:

- TH asked about 'web metrics'. MT confirmed that they are in place on the new website. The same applies to Box Office stats.
- AEF asked about Twitter : MT said there is no natural Tweeter on staff. SL and AEF are prepared to try tweeting – **action SL/ AEF get Tweeting together.**
- LS reported on a WDDC meeting she attended with MT to explore the possibility of an NPO funding bid collaboration. She said that because of the lack of a threshold figure from ACE for funding bids, the meeting was somewhat inconclusive.
- June 2014 is the time we will have the results of the NPO funding round and it was noted that in terms of collaboration, ACE do not like 'forced marriages'. It was

suggested that the existing collaboration between the West Dorset venues could be further strengthened and MT suggested that commissioning might be an area to explore together. Action: Hold to plan to find out about threshold; arrange an NPO 'awayday' for half-term end October. **LS**

- MT reported on an interesting discussion with Artsreach's Ian Scott about the pros and cons of possible collaboration.

#### 9. FUNDRAISING DEVELOPMENT STRATEGY.

AEF delivered a summary of the Fundraising Development Strategy that she has devised with the help of RH . **Action: LS to circulate to board with request to respond before 20<sup>th</sup> Sept.**

#### 10. AOB

- Supporters party a success, AEF suggested we all bring an interested non-member guest next year.
- Quiz night coming up, **action: JB offered to phone a few places to get tables of 4-6.**
- **LS to organise fundraising meeting** in next weeks.
- Supper club: 10<sup>th</sup> October at Nether Cerne. Action: **AEF to circulate invitations to board for us to forward to our suggested attendees.**

- Board attendance. Disappointment was expressed by several members at the rate of attendance of others. LS said that the rule was that if a board member missed 3 meetings without sending their apologies then they became automatically disqualified. TH said that he thought permission had to be granted.

**Post meeting note. LS wrote to the members who were present at the meeting to assure them that her permission had be sought re prolonged absence from board meetings and that “rightly or wrongly” she had granted it. If members wish her to address the matter again, then she will do so.**

11. DATE of AGM 15/11/13 at 5.30pm at DAC. It was agreed that in view of the fact that we are about to have an Away Day, a short board meeting after the AGM would suffice for November.

Minutes taken by JB.

## Dorchester Youth & Community Centre

### Management Committee Annual Meeting

3<sup>rd</sup> October 2013

**Present:** Cllrs: Tony Lyall, Stella Jones, Richard Biggs, PC Jeremy Cuff, Rory Major, Elise Gatehouse, Sandy Cave, Rose Cordery, Ben Tolley, Michael Taylor, Demi Watts, Jake Rose

In attendance: Colin Briden, Jeff Andrews, Sarah Hall

1). **Apologies:** Cllr David Barrett

2). **Minutes of previous meeting:** Agreed and signed by Chair after making an amendment to 2 points:

- The Youth centre actually received less than £1950 from EIS over the last year
- Childrens' Services to be cut by £2 million not £10 million over 12 months from 2012-13

3). **Matters arising.** None

4). **Election of Officers.** At this point Tony stepped down and Colin took the Chair for the election.

There were no written nominations for the position of Chair. Colin requested nominations at this point and Stella Jones proposed Tony Lyall. 8 were in favour and none against. Tony was elected Chair.

Stella Jones proposed Rory for Vice Chair, there were no other nominations. Richard Biggs seconded Stella's proposal, 8 were in favour and none against. Rory was elected Chair.

**Treasurer:** As the accounts are officially audited by DCC there is no official role as Treasurer required on the committee, but both Jeff and Sarah agreed that Elise's role in simplifying the accounts for the purpose of an overview for the committee is extremely valuable. Elise agreed to continue in post and this was supported by all.

5). **Treasurers Report.** The report was circulated by email to the committee in advance of the meeting. Elise told the committee there was a surplus of income of just over £1500, plus PAYP funding of £1100. There were no queries regarding the report, Jeff and Sarah thanked Elise for her support.

6). **Young Peoples Report.** Circulated prior to meeting, Demi said as our new Youth Rep on the committee she has been talking to young people, youth workers and senior member helpers on each of our nights to get a general feel for the atmosphere and put across any views or requests.

Demi requested some new pans for making pancakes. – since minutes taken these have now been purchased.

7). **Youth Workers Report.** This was circulated prior to meeting. Jeff had some extra points to add:

- We have signed up with NDCS to be a deaf friendly centre, the aim being to have deaf young people coming into mainstream centres.
- Jeff has been going out to Portland; there are 3-4 young people in the Young Offenders Institution taking part in some walks with him.

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- Jeff has been teaching brick laying skills, working with 4 young men at the Traveller's Camp; some have learning difficulties and 1 has attended the Youth Centre.
- Jeff will be attending a course to become a union rep to stand in our corner and guard against Youth Workers losing their profession with current financial cuts and reviews of services taking place.
- We asked young people Re: "The Eye" logo, do we like it? What should it be if we replace it? Young people have completed questionnaires with their views. Quote from Swift Signs was presented and the cost would be around £1750. Tony said it was a lot of money to spend when times are so hard. Jake put forward some provisional ideas from young people. Tony said we need more detail on the designs and costs. Stella said we would need to consult with local residents as there was the possibility of the sign being illuminated with neon and there could be complaints. Sandy suggested incorporating "2 hands" on the signage. Ultimately, DCC would also have to agree, regardless of our thoughts. The "Friends of" committee may be able to help with costs.
- We are collecting copies of letters of commendation regarding the centre and its services. S.L.A.P, Young Parents and all regular users are providing this for us.
- Richard Biggs explained (after referring to one of the points in Jeff's report) that currently county councillors are looking at surplus buildings rather than buildings that are used to their full potential. Colin also explained that it is not necessarily the buildings that are the greatest cost but the staffing cost.

8). **Team leaders report.** Colin commented on his report, which was circulated at the meeting.

There have already been significant changes to Children's Services over the past 12 months, chiefly with the Early Intervention Service being merged with Social Care to form a new service. (Family Support). The changes being made in the next few months will have a profound effect on youth work in Dorset. The changes being made are currently still at discussion stage.

- Colin urged the committee to speak to their local councillors who will make decisions over the next 6 months to decide how the budget they have will be spent on services. Stella suggested that it would be a good idea to invite the specific councillors involved in the consultations to the centre. Sandy said that the voice of parents is also important as they would elect those councillors. An Open Day was suggested with the press involved.

9). **Saturday Club.** Sandy's report was circulated prior to the meeting. She read through the details as written and comment made as follows:

- Tony said he may be able to get a projector/lava lamp for the sensory room, Jeff said the youth centre still has some money available for this.
- Saturday club will be planning a trip
- Kathy Prince will be coming in to get members involved in a choir
- Sandy will be asking parents to write about what we do and how beneficial our services are to be added to our testimonial letters file
- Rose asked if we could re-do the boards in the garden as they are tatty, Tony suggested this would be better as a spring project. DYCC will pay for the materials.

②

## 10). AOB

- Ben has taken on a new position at St Osmunds as an IT and Media Technician so will be reducing his commitment to the centre. He will still be here once a week.
- Jeff asked about the situation with the "Friends of" committee. The update on this having received a letter from David Barrett is that the "Friends of" did not adopt the constitution suggested by Jeff but have adopted a simpler one. The Friends of committee is a totally different entity from the club and is not the responsibility of the Management Committee. It needs to be kept separate should we need to apply for a grant and get this assistance. It was confirmed that the funding for the purchase of the computers for the club was NOT funded by the "Friends of" (it was actually funded by the Youth Opportunity grant we received). Jeff responded to David's letter and asked for a copy of the constitution.
- Both Tony and Stella suggested we need a proper process in place to make it clear how the money can be accessed. Elise confirmed that money had been donated in the very beginning but only £200.00 had been taken from the account to complete the garden project. Nothing further has happened and no meetings have been held.
- Richard asked that the "Friends of" be added as a formal item on the next agenda for full discussion.
- Stella commented on a really excellent day at "Anonymous", Jeff agreed that it was a very successful event.
- Tony asked if we would still like to be involved with the One World Festival. Jeff said it wasn't very successful this year and needs vamping up. It would be better passed on to another organisation and possibly a new venue. Tony will be suggesting to Emma Scott at WDDC that it be moved to Maumbury Rings as more of a Diversity Day with other diversity groups to be included.
- Tony told the committee there is some unused sound equipment and a trailer at their depot and it is to be given away. Contact Tony if interested.
- Tony commented on some possible future parking issues. Durnovaria Band are hoping to purchase The Methodist Church, they will be unable to park in the centre. Sunninghill are also due to start using the Kings Road playing fields as their sports ground and we must ensure that parents, teams and coaches are prevented from parking in the centre as it will encroach on our user groups.
- Jeff circulated the proposed annual plan. Should you have any suggestions or comments to be added, please forward to Jeff.
- Tony told the committee that Inspector Marsh had suggested that he had various exhibitions and talks the police can provide i.e. drug related, alcohol related etc. Unfortunately Jeremy had to leave unexpectedly so perhaps we can discuss at the next meeting.

11). **Date of next Meeting:** Thursday 6<sup>th</sup> February 2014

Meeting closed at 8.40pm

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DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 12TH NOVEMBER, 2013

DIRECT DEBITS FOR SEPTEMBER AND OCTOBER 2013

<b>Date</b>	<b>Details</b>	<b>Gross (£)</b>
13/09/2013	Salaries Telepay	31,048.51
23/09/2013	Service Charges	10.00
27/09/2013	Service Charges	52.58
27/09/2013	Service Charges	30.25
	<b>Total for Month</b>	<b>31,141.34</b>
01/10/2013	Public Works Loan	43,681.13
15/10/2013	Salaries Telepay	32,316.86
25/10/2013	Service Charges	10.00
28/10/2013	Service Charges	28.07
28/10/2013	Service Charges	74.16
	<b>Total for Month</b>	<b>76,110.22</b>
	<b>TOTAL FOR PERIOD</b>	<b>107,251.56</b>

Signed:

Chairman.....

Vice-Chairman.....

Date.....

Date: 05/11/2013  
 Time: 09:40:41

**Dorchester Town Council**  
**Day Books: Paid Invoices (Summary)**

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Supplier Reference From :  
 Supplier Reference To : ZZZZZZZZ

Payment Date From : 01/09/2013  
 Payment Date To : 31/10/2013

<u>Tran</u> <u>Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Last Pay</u> <u>Date</u>	<u>Pay Reference</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Amount Paid</u> <u>this Period</u>
66515	12/09/2013	VOLUNTEE		12/09/2013	029670	150.00	0.00	150.00	150.00
66516	03/09/2013	DORGARD		12/09/2013	029671	100.00	0.00	100.00	100.00
66517	03/09/2013	DYT	GRANT	12/09/2013	029672	475.00	0.00	475.00	475.00
66518	03/09/2013	SPEAKEAS	GRANT	12/09/2013	029673	500.00	0.00	500.00	500.00
66519	08/08/2013	PORTWEY	4952	12/09/2013	029674	8000.00	1600.00	9600.00	9600.00
66520	10/08/2013	J.OBRIEN	BANNER	12/09/2013	029675	180.00	0.00	180.00	180.00
66521	20/08/2013	DCC	1800328846	12/09/2013	029665	10279.50	2055.90	12335.40	12335.40
66522	12/08/2013	BTPLC	ST67150835	12/09/2013	029663	12.12	2.42	14.54	14.54
66523	16/08/2013	ECOCOMPO	293107	12/09/2013	029666	47.49	9.50	56.99	56.99
66524	20/08/2013	ANDYWHIT	26544	12/09/2013	029662	50.00	10.00	60.00	60.00
66525	20/08/2013	ANDYWHIT	26539	12/09/2013	029662	50.00	10.00	60.00	60.00
66526	21/08/2013	BARRETTS	10482	12/09/2013	029676	276.13	55.23	331.36	331.26
66527	14/08/2013	TOTALACC	71570	12/09/2013	029677	396.00	79.20	475.20	475.20
66528	21/08/2013	CHANNEL	110728	12/09/2013	029678	128.29	25.66	153.95	153.95
66529	21/08/2013	CHANNEL	110731	12/09/2013	029678	238.38	47.68	286.06	286.06
66530	21/08/2013	CHANNEL	110733	12/09/2013	029678	242.00	48.40	290.40	290.40
66531	21/08/2013	CHANNEL	110726	12/09/2013	029678	128.29	25.66	153.95	153.95
66532	15/08/2013	COLEGRAV	95150490	12/09/2013	029668	38.08	7.62	45.70	45.70
66533	09/08/2013	PORTLAND	100560	12/09/2013	029679	90.00	18.00	108.00	108.00
66534	21/08/2013	NISBETS	8803121	12/09/2013	029667	275.22	55.04	330.26	330.26
66535	23/08/2013	WDDC	0041143900	12/09/2013	029680	234.00	46.80	280.80	280.80
66536	23/08/2013	WDDC	SEASON	12/09/2013	029680	240.00	0.00	240.00	240.00
66537	15/08/2013	BTPLC	29659372	12/09/2013	029663	21.43	4.29	25.72	25.72
66538	15/08/2013	BTPLC	29659372	12/09/2013	029663	25.61	5.12	30.73	30.73
66539	15/08/2013	BTPLC	29659372	12/09/2013	029663	5.00	1.00	6.00	6.00
66540	15/08/2013	BTPLC	29659372	12/09/2013	029663	9.27	1.85	11.12	11.12
66541	09/08/2013	RBLPOPPY	TCF13	12/09/2013	029681	55.50	0.00	55.50	55.50
66542	21/08/2013	BREDYAGR	161952	12/09/2013	029661	22.61	4.52	27.13	27.13
66543	20/08/2013	BREDYAGR	161917	12/09/2013	029661	10.83	2.17	13.00	13.00
66544	16/08/2013	BREDYAGR	161733	12/09/2013	029661	60.03	12.01	72.04	72.04
66545	15/08/2013	ECOCOMPO		12/09/2013	029666	50.83	10.17	61.00	61.00
66546	15/08/2013	KEIMMINE	IN4021159	12/09/2013	029682	100.40	20.08	120.48	120.48
66547	20/08/2013	BRITREDC	650045782	12/09/2013	029683	110.00	22.00	132.00	132.00
66548	02/09/2013	DUCHYCOR	86956	12/09/2013	029684	201.25	40.25	241.50	241.50
66549	02/09/2013	DUCHYCOR	86956	12/09/2013	029684	232.50	46.50	279.00	279.00
66550	02/09/2013	DUCHYCOR	86956	12/09/2013	029684	66.25	13.25	79.50	79.50
66551	02/09/2013	DUCHYCOR	86930	12/09/2013	029684	4.00	0.80	4.80	4.80
66552	02/09/2013	DUCHYCOR	86944	12/09/2013	029684	675.00	135.00	810.00	810.00
66553	02/09/2013	DUCHYCOR	86943	12/09/2013	029684	897.00	179.40	1076.40	1076.40
66554	02/09/2013	DUCHYCOR	86947	12/09/2013	029684	3280.00	656.00	3936.00	3936.00
66555	30/08/2013	FRANKHER	78507	12/09/2013	029685	35.59	7.12	42.71	42.71
66556	01/09/2013	CARTERUT	401585	12/09/2013	029686	82.74	16.55	99.29	99.29
66557	01/09/2013	CARTERUT	401585	12/09/2013	029686	56.00	11.20	67.20	67.20
66558	01/09/2013	CARTERUT	401585	12/09/2013	029686	58.13	11.63	69.76	69.76
66559	01/09/2013	CARTERUT	401585	12/09/2013	029686	35.01	7.00	42.01	42.01
66560	01/09/2013	CARTERUT	401585	12/09/2013	029686	10.55	2.11	12.66	12.66
66561	01/09/2013	CARTERUT	401585	12/09/2013	029686	10.50	2.10	12.60	12.60
66562	01/09/2013	CARTERUT	401585	12/09/2013	029686	10.80	2.16	12.96	12.96
66563	31/08/2013	BLUEVINN	DTC	12/09/2013	029687	99.21	19.84	119.05	119.05
66564	31/08/2013	KINGSARM	310813	12/09/2013	029688	327.92	65.58	393.50	393.50
66565	31/08/2013	CAFEPANI	CIVIC	12/09/2013	029689	1740.00	0.00	1740.00	1740.00
66566	28/08/2013	CORONAEN	08579170	12/09/2013	029690	109.62	5.48	115.10	115.10
66567	31/08/2013	LYRECOUK	6390186151	12/09/2013	029691	41.75	8.35	50.10	50.10
66568	27/08/2013	COACHHOU	CH/PH/13/26	12/09/2013	029692	265.00	0.00	265.00	265.00
66569	31/08/2013	JOYS	1268	12/09/2013	029693	15.40	0.00	15.40	15.40
66570	29/08/2013	REALWORL	13208	12/09/2013	029694	180.00	36.00	216.00	216.00
66571	05/09/2013	MAYORSAP	M RINGS	12/09/2013	029695	415.00	0.00	415.00	415.00
66572	14/08/2013	PARKLAUN		12/09/2013	029696	24.30	4.86	29.16	29.16
66573	27/06/2013	PARKLAUN		12/09/2013	029696	18.26	3.66	21.92	21.92
66574	30/08/2013	SIMONMOO	59620	12/09/2013	029669	119.60	23.92	143.52	143.52



**Dorchester Town Council**  
**Day Books: Paid Invoices (Summary)**

<u>Tran Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Last Pay Date</u>	<u>Pay Reference</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Amount Paid this Period</u>
66575	30/08/2013	SIMONMOO	56919	12/09/2013	029669	340.00	68.00	408.00	408.00
66576	31/08/2013	SYDENHAM	2232013	12/09/2013	029697	48.50	9.70	58.20	58.20
66577	31/08/2013	ECOCOMPO	293439	12/09/2013	029666	66.66	13.33	79.99	79.99
66578	31/08/2013	ECOCOMPO	293406	12/09/2013	029666	69.16	13.83	82.99	82.99
66579	13/08/2013	DORTIMBE	51597	12/09/2013	029698	62.82	12.56	75.38	75.38
66580	07/08/2013	DORTIMBE	51532	12/09/2013	029698	82.88	16.58	99.46	99.46
66581	07/08/2013	DORTIMBE	51532	12/09/2013	029698	315.00	63.00	378.00	378.00
66582	07/08/2013	DORTIMBE	51532	12/09/2013	029698	5.50	1.10	6.60	6.60
66583	07/08/2013	DORTIMBE	51532	12/09/2013	029698	17.50	3.51	21.01	21.01
66584	19/08/2013	WPS	79492	12/09/2013	029699	366.12	73.22	439.34	439.34
66585	23/08/2013	TRAVISPE	4148ADD412	12/09/2013	029700	6.00	1.20	7.20	7.20
66586	22/08/2013	TRAVISPE	9209AFZ407	12/09/2013	029700	26.80	5.36	32.16	32.16
66587	21/08/2013	COLEGRAV	9513647	12/09/2013	029668	221.47	44.29	265.76	265.76
66588	29/08/2013	TOILETSL	135007/001	12/09/2013	029701	260.00	52.00	312.00	312.00
66589	29/08/2013	TOILETSL	135008/001	12/09/2013	029701	260.00	52.00	312.00	312.00
66590	29/08/2013	TOILETSL	135006/001	12/09/2013	029701	715.00	143.00	858.00	858.00
66591	30/07/2013	DDCSUPER	236806/3010	12/09/2013	029702	6330.69	0.00	6330.69	6330.69
66592	30/07/2013	DDCSUPER	236806/3010	12/09/2013	029702	21274.31	0.00	21274.31	21274.31
66593	29/08/2013	DOMESTIC	1/31176-1	12/09/2013	029703	18.33	3.67	22.00	22.00
66594	23/08/2013	NISBETS	8811485	12/09/2013	029667	132.25	26.45	158.70	158.70
66595	28/08/2013	LAM-ART	20440	12/09/2013	029704	15.00	3.00	18.00	18.00
66596	10/09/2013	DORSARTC	981	12/09/2013	029705	4850.00	0.00	4850.00	4850.00
66597	31/08/2013	LODESMO	20130000148	12/09/2013	029706	58.62	11.72	70.34	70.34
66598	31/08/2013	LODESMO	20130000148	12/09/2013	029706	40.16	8.03	48.19	48.19
66599	31/08/2013	LODESMO	20130000148	12/09/2013	029706	56.39	11.28	67.67	67.67
66600	31/08/2013	LODESMO	20130000148	12/09/2013	029706	43.86	8.78	52.64	52.64
66601	12/08/2013	SCATS	61744196	12/09/2013	029707	8.20	1.64	9.84	9.84
66602	23/08/2013	SCATS	61748010	12/09/2013	029707	52.10	10.42	62.52	62.52
66603	29/08/2013	TUDOREN	114034	12/09/2013	029708	17.95	3.60	21.55	21.55
66604	29/08/2013	TUDOREN	114034	12/09/2013	029708	87.52	17.50	105.02	105.02
66605	31/08/2013	BREWERS	DCT/323608	12/09/2013	029709	18.44	3.69	22.13	22.13
66606	31/08/2013	BREWERS	DCT/323606	12/09/2013	029709	16.76	3.35	20.11	20.11
66607	31/08/2013	BREWERS	DCT/323605	12/09/2013	029709	17.46	3.49	20.95	20.95
66608	31/08/2013	BREWERS	DCT/323607	12/09/2013	029709	74.44	14.88	89.32	89.32
66609	03/09/2013	PARKRDUT	51057121	12/09/2013	029710	45.00	9.00	54.00	54.00
66610	04/09/2013	ANDYWHIT	26594	12/09/2013	029662	564.15	112.83	676.98	676.98
66611	28/08/2013	DCC	2800018100	12/09/2013	029665	11.31	2.26	13.57	13.57
66612	28/08/2013	DCC	2800018100	12/09/2013	029665	33.90	6.78	40.68	40.68
66613	28/08/2013	DCC	2800018100	12/09/2013	029665	11.30	2.26	13.56	13.56
66614	28/08/2013	DCC	2800018100	12/09/2013	029665	16.13	3.23	19.36	19.36
66615	28/08/2013	DCC	2800018100	12/09/2013	029665	128.96	25.79	154.75	154.75
66616	28/08/2013	DCC	2800018100	12/09/2013	029665	16.12	3.22	19.34	19.34
66617	28/08/2013	DCC	2800018100	12/09/2013	029665	290.58	58.12	348.70	348.70
66618	28/08/2013	DCC	2800018100	12/09/2013	029665	11.52	2.30	13.82	13.82
66619	28/08/2013	DCC	2800018100	12/09/2013	029665	34.55	6.91	41.46	41.46
66620	28/08/2013	DCC	2800018100	12/09/2013	029665	11.51	2.30	13.81	13.81
66621	28/08/2013	DCC	2800018100	12/09/2013	029665	41.37	8.27	49.64	49.64
66622	28/08/2013	DCC	2800018100	12/09/2013	029665	124.08	24.82	148.90	148.90
66623	28/08/2013	DCC	2800018100	12/09/2013	029665	41.36	8.28	49.64	49.64
66624	05/09/2013	BREDYAGR	163094	12/09/2013	029661	18.75	3.75	22.50	22.50
66625	03/09/2013	BREDYAGR	162991	12/09/2013	029661	20.22	4.04	24.26	24.26
66626	30/08/2013	BREDYAGR	162811	12/09/2013	029661	638.46	127.69	766.15	766.15
66627	30/08/2013	BREDYAGR	162810	12/09/2013	029661	40.30	8.06	48.36	48.36
66628	30/08/2013	BREDYAGR	162809	12/09/2013	029661	36.13	7.23	43.36	43.36
66629	30/08/2013	BREDYAGR	162808	12/09/2013	029661	123.76	24.75	148.51	148.51
66630	30/08/2013	BREDYAGR	162813	12/09/2013	029661	145.23	29.05	174.28	174.28
66631	30/08/2013	BREDYAGR	162812	12/09/2013	029661	117.25	23.45	140.70	140.70
66632	10/09/2013	BREDYAGR	163405	12/09/2013	029661	15.84	3.16	19.00	19.00
66633	30/08/2013	SOUTHELE	521480629	12/09/2013	029711	41.68	2.08	43.76	43.76
66636	04/09/2013	SOUTHELE	651475578/0	12/09/2013	029711	218.55	10.93	229.48	229.48
66637	03/09/2013	SOUTHELE	911551695	12/09/2013	029711	61.62	3.08	64.70	64.70
66638	03/09/2013	SOUTHELE	951275722/0	12/09/2013	029711	121.18	6.06	127.24	127.24
66639	03/09/2013	SOUTHELE	341139968/0	12/09/2013	029711	122.56	6.11	128.67	128.67

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66728	11/09/2013	BTPLC	WM37955952	20/09/2013	029712	14.97	2.99	17.96	17.96
66729	02/09/2013	SECURITY	86150	20/09/2013	029726	210.00	42.00	252.00	252.00
66730	05/09/2013	GIBBS&DA	3770/030004	20/09/2013	029721	302.00	60.40	362.40	362.40
66731	05/09/2013	GIBBS&DA	3770/030004	20/09/2013	029721	52.54	10.51	63.05	63.05
66732	10/09/2013	FIRSTDOR	CREDIT	20/09/2013	029720	110.00	0.00	110.00	110.00
66733	10/09/2013	GMB	UNION	20/09/2013	029722	11.70	0.00	11.70	11.70
66735	10/09/2013	UNISON	UNION	20/09/2013	029730	25.40	0.00	25.40	25.40
66736	10/09/2013	WDDCREVE	261167188	20/09/2013	029732	175.09	0.00	175.09	175.09
66737	10/09/2013	WDDC	9045	20/09/2013	029731	240.00	0.00	240.00	240.00
66738	10/09/2013	WDDC	9046	20/09/2013	029731	240.00	0.00	240.00	240.00
66739	10/09/2013	INLANDRE	PAYE	20/09/2013	029723	3257.50	0.00	3257.50	3257.50
66740	10/09/2013	INLANDRE	NI	20/09/2013	029723	3952.77	0.00	3952.77	3952.77
66741	16/09/2013	CORONAEN	08645381	20/09/2013	029715	38.13	1.91	40.04	40.04
66742	16/09/2013	CORONAEN	08645393	20/09/2013	029715	46.51	2.33	48.84	48.84
66743	16/09/2013	CORONAEN	08645387	20/09/2013	029715	41.20	2.06	43.26	43.26
66744	05/09/2013	PARKRDUT	SI057238	20/09/2013	029724	1320.80	264.16	1584.96	1584.96
66745	30/08/2013	CHANTAP	13382	20/09/2013	029713	83.18	16.64	99.82	99.82
66746	30/08/2013	CHANTAP	133849	20/09/2013	029713	90.00	18.00	108.00	108.00
66747	11/09/2013	ROFFEYBR	1068029	20/09/2013	029725	417.17	83.43	500.60	500.60
66748	11/09/2013	ROFFEYBR	1068029	20/09/2013	029725	161.92	0.00	161.92	161.92
66749	18/09/2013	EDGEDESI	30034	20/09/2013	029719	405.00	81.00	486.00	486.00
66750	07/09/2013	ECOCOMPO	293554	20/09/2013	029718	49.16	9.83	58.99	58.99
66751	06/09/2013	DANWOOD	AO539438	20/09/2013	029716	1201.33	240.27	1441.60	1441.60
66752	09/09/2013	CHUBBFIR	4195608	20/09/2013	029714	870.48	174.10	1044.58	1044.58
66753	11/09/2013	TAYLORJA	2668	20/09/2013	029729	50.00	0.00	50.00	50.00
66754	11/09/2013	TAYLORJA	2668	20/09/2013	029729	15.00	0.00	15.00	15.00
66755	11/09/2013	TAYLORJA	2668	20/09/2013	029729	28.50	0.00	28.50	28.50
66756	11/09/2013	TAYLORJA	2668	20/09/2013	029729	5.00	0.00	5.00	5.00
66757	13/09/2013	ECOCOMPO	293705	20/09/2013	029718	39.16	7.83	46.99	46.99
66758	01/09/2013	WDDCREVE	107/0	20/09/2013	029733	439.00	0.00	439.00	439.00
66759	01/09/2013	WDDCREVE	106/0	20/09/2013	029733	1566.00	0.00	1566.00	1566.00
66760	01/09/2013	WDDCREVE	20/0	20/09/2013	029733	120.00	0.00	120.00	120.00
66761	01/09/2013	WDDCREVE	108/0	20/09/2013	029733	1401.00	0.00	1401.00	1401.00
66762	01/09/2013	WDDCREVE	105/0	20/09/2013	029733	74.00	0.00	74.00	74.00
66763	01/09/2013	WDDCREVE	6/0	20/09/2013	029733	211.00	0.00	211.00	211.00
66764	01/09/2013	WDDCREVE	5/0	20/09/2013	029733	27.00	0.00	27.00	27.00
66765	22/08/2013	SOUTHELE	1091405303	20/09/2013	029728	898.67	179.73	1078.40	1058.40
66766	22/08/2013	SOUTHELE	9981405301	20/09/2013	029728	39.33	1.97	41.30	41.30
66767	20/08/2013	SOUTHELE	341159968/0	20/09/2013	029728	115.84	5.79	121.63	121.63
66768	16/08/2013	SOUTHELE	301553639	20/09/2013	029728	1811.66	362.33	2173.99	2173.99
66769	13/09/2013	SOUTHELE	1888805110	20/09/2013	029728	37.93	1.90	39.83	39.83
66770	13/09/2013	SOUTHELE	1888805110	20/09/2013	029728	359.47	71.89	431.36	431.36
66771	16/08/2013	SOUTHELE	731534397/0	20/09/2013	029728	14.03	2.81	16.84	16.84
66772	16/08/2013	SOUTHELE	0091405302	20/09/2013	029728	15.98	0.80	16.78	16.78
66773	16/08/2013	SOUTHELE	0091405302	20/09/2013	029728	15.77	0.79	16.56	16.56
66774	22/08/2013	SOUTHELE	671550521	20/09/2013	029728	190.03	9.50	199.53	199.53
66775	21/08/2013	SOUTHELE	91551695	20/09/2013	029728	56.01	2.80	58.81	58.81
66776	20/08/2013	SOUTHELE	951275722/0	20/09/2013	029728	321.35	16.07	337.42	337.42
66777	20/08/2013	SOUTHELE	951275722/0	20/09/2013	029728	357.15	71.43	428.58	428.58
66778	20/08/2013	SOUTHELE	951275722/0	20/09/2013	029728	43.75	0.00	43.75	43.75
66785	10/09/2013	DCC	PENSIONS	20/09/2013	029717	7848.26	0.00	7848.26	7848.26
66802	17/07/2013	UNITYTRU	ALTO CARD	20/09/2013	029736	18.50	0.00	18.50	18.50
66803	15/09/2013	BTPLC	30129519	20/09/2013	029734	10.04	2.01	12.05	12.05
66804	15/09/2013	BTPLC	30129519	20/09/2013	029734	98.18	19.64	117.82	117.82
66805	15/09/2013	BTPLC	30129357	20/09/2013	029734	44.39	8.88	53.27	53.27
66806	19/09/2013	RSWELDIN	0141	20/09/2013	029735	250.00	0.00	250.00	250.00
66953	19/09/2013	SCREWFIX	0528971905	08/10/2013	029737	76.53	15.29	91.82	91.82
66954	30/09/2013	CHANTAP	134176	08/10/2013	029738	145.55	29.11	174.66	174.66
66955	30/09/2013	CHANTAP	134182	08/10/2013	029738	90.62	18.12	108.74	108.74
66956	30/09/2013	ASBURY	33814	08/10/2013	029739	673.61	134.72	808.33	808.33
66957	01/10/2013	WDDCREVE	107/0	08/10/2013	029740	1756.00	0.00	1756.00	1756.00
66958	01/10/2013	WDDCREVE	106/0	08/10/2013	029740	6264.00	0.00	6264.00	6264.00
66959	01/10/2013	WDDCREVE	20/0	08/10/2013	029740	480.00	0.00	480.00	480.00

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66960	01/10/2013	WDDCREVE	108/0	08/10/2013	029740	5604.00	0.00	5604.00	5604.00
66961	01/10/2013	WDDCREVE	105/0	08/10/2013	029740	296.00	0.00	296.00	296.00
66962	01/10/2013	WDDCREVE	6/0	08/10/2013	029740	844.00	0.00	844.00	844.00
66963	01/10/2013	WDDCREVE	5/0	08/10/2013	029740	108.00	0.00	108.00	108.00
66964	23/09/2013	WALLISAG	DTC008	08/10/2013	029741	500.00	100.00	600.00	600.00
66965	30/09/2013	BREDYAGR	164955	08/10/2013	029742	11.86	2.37	14.23	14.23
66966	30/09/2013	BREDYAGR	164955	08/10/2013	029742	94.84	18.97	113.81	113.81
66967	30/09/2013	BREDYAGR	164955	08/10/2013	029742	11.86	2.37	14.23	14.23
66968	30/09/2013	BREDYAGR	164890	08/10/2013	029742	12.23	2.45	14.68	14.68
66969	30/09/2013	BREDYAGR	164890	08/10/2013	029742	97.87	19.57	117.44	117.44
66970	30/09/2013	BREDYAGR	164890	08/10/2013	029742	12.23	2.45	14.68	14.68
66971	30/09/2013	BREDYAGR	164891	08/10/2013	029742	106.11	21.22	127.33	127.33
66972	30/09/2013	BREDYAGR	164893	08/10/2013	029742	32.80	6.56	39.36	39.36
66973	30/09/2013	BREDYAGR	164896	08/10/2013	029742	32.80	6.56	39.36	39.36
66974	27/09/2013	BROXAPLI	128796	08/10/2013	029743	60.89	12.18	73.07	73.07
66975	25/09/2013	SECURITY	86509	08/10/2013	029744	90.00	18.00	108.00	108.00
66976	20/09/2013	JRBENTER	12036	08/10/2013	029747	98.55	19.71	118.26	118.26
66977	20/09/2013	HARNESSD	1759	08/10/2013	029759	135.00	27.00	162.00	162.00
66978	20/09/2013	TUDOREN	115058	08/10/2013	029745	365.00	73.00	438.00	438.00
66979	20/09/2013	WICKSTEE	716620	08/10/2013	029748	735.63	147.13	882.76	882.76
66980	17/09/2013	COLEGRAV	95167750	08/10/2013	029749	910.36	182.07	1092.43	1092.43
66981	17/09/2013	ECOCOMPO	293807	08/10/2013	029750	48.32	9.66	57.98	57.98
66982	23/09/2013	ECOCOMPO	293922	08/10/2013	029750	46.66	9.33	55.99	55.99
66983	12/08/2013	ACCESSAU	2061	08/10/2013	029751	450.00	90.00	540.00	540.00
66984	17/09/2013	PARKLAUN	15539	08/10/2013	029752	70.40	14.08	84.48	84.48
66985	23/09/2013	CONSORTI	9360694	08/10/2013	029753	414.79	82.97	497.76	497.76
66986	23/09/2013	BDOLLP	1210697	08/10/2013	029754	2000.00	400.00	2400.00	2400.00
66987	24/09/2013	ALPHASUP	03/097231	08/10/2013	029755	32.95	6.59	39.54	39.54
66988	13/09/2013	DDCSUPER	1800003325	08/10/2013	029756	74.76	0.00	74.76	74.76
66989	24/09/2013	ORANGE	01005348504	08/10/2013	029757	22.67	4.53	27.20	27.20
66990	24/09/2013	ORANGE	01005348504	08/10/2013	029757	22.67	4.53	27.20	27.20
66991	24/09/2013	ORANGE	01005348504	08/10/2013	029757	22.67	4.53	27.20	27.20
66992	24/09/2013	ORANGE	01005348504	08/10/2013	029757	11.34	2.27	13.61	13.61
66993	24/09/2013	ORANGE	01005348504	08/10/2013	029757	11.34	2.27	13.61	13.61
66994	17/09/2013	TUDOREN	114864	08/10/2013	029746	396.76	79.35	476.11	476.11
66995	31/08/2013	HAULWAST	0000612769	08/10/2013	029758	90.30	18.06	108.36	108.36
66996	31/08/2013	HAULWAST	0000612768	08/10/2013	029758	526.90	105.38	632.28	632.28
66997	31/08/2013	HAULWAST	0000612767	08/10/2013	029758	705.78	141.16	846.94	846.94
67049	11/10/2013	CASH	MOBILE TOP	11/10/2013	029762	33.33	6.67	40.00	40.00
67050	11/10/2013	CASH	PETTY CASH	11/10/2013	029763	82.34	0.00	82.34	82.34
67051	11/10/2013	DTYFC	GRANT	11/10/2013	029764	500.00	0.00	500.00	500.00
67052	08/10/2013	EXPSCOUT	TWINNING	11/10/2013	029761	100.00	0.00	100.00	100.00
67196	14/10/2013	WDDC		24/10/2013	029816	48.50	0.00	48.50	48.50
67197	13/09/2013	WATCO	PSI-637932	24/10/2013	029815	67.30	13.46	80.76	80.76
67198	01/10/2013	CARTERUT	408420	24/10/2013	029774	92.99	18.60	111.59	111.59
67199	01/10/2013	CARTERUT	408420	24/10/2013	029774	56.00	11.20	67.20	67.20
67200	01/10/2013	CARTERUT	408420	24/10/2013	029774	60.76	12.15	72.91	72.91
67201	01/10/2013	CARTERUT	408420	24/10/2013	029774	35.01	7.00	42.01	42.01
67202	01/10/2013	CARTERUT	408420	24/10/2013	029774	10.55	2.11	12.66	12.66
67203	01/10/2013	CARTERUT	408420	24/10/2013	029774	10.50	2.10	12.60	12.60
67204	30/09/2013	TCV	33019996	24/10/2013	029808	104.76	20.95	125.71	125.71
67205	30/09/2013	TCV	33019996	24/10/2013	029808	41.90	8.38	50.28	50.28
67206	30/09/2013	TCV	33019996	24/10/2013	029808	62.86	12.57	75.43	75.43
67207	06/08/2013	TGO	0000001331	24/10/2013	029809	50.00	10.00	60.00	60.00
67208	30/09/2013	A.PCHANT	134315	24/10/2013	029765	140.00	28.00	168.00	168.00
67209	30/09/2013	A.PCHANT	134316	24/10/2013	029765	80.00	16.00	96.00	96.00
67210	30/09/2013	SYDENHAM	227848	24/10/2013	029806	25.00	5.00	30.00	30.00
67211	01/10/2013	TRIM	00668	24/10/2013	029810	1050.00	210.00	1260.00	1260.00
67212	03/10/2013	BATMINKD	S/N077761	24/10/2013	029769	291.90	58.38	350.28	350.28
67213	03/10/2013	SCREW/FIX	0531371670	24/10/2013	029798	174.98	35.00	209.98	209.98
67214	03/10/2013	TUDOREN	115588	24/10/2013	029811	197.77	39.55	237.32	237.32
67215	04/10/2013	SHERTURF	20800	24/10/2013	029801	715.68	143.14	858.82	858.82
67216	05/10/2013	JOYS	001348	24/10/2013	029790	19.25	0.00	19.25	19.25

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67217	07/10/2013	TUDORROS	CORN EX	24/10/2013	029812	3225.35	645.07	3870.42	3870.42
67218	07/10/2013	TUDORROS	CORN EX	24/10/2013	029812	625.00	125.00	750.00	750.00
67219	09/10/2013	AKRO	021406	24/10/2013	029766	112.95	22.59	135.54	135.54
67220	09/10/2013	ICCM	5178	24/10/2013	029788	537.00	0.00	537.00	537.00
67221	09/10/2013	TAYLORJA	2685	24/10/2013	029807	50.00	0.00	50.00	50.00
67222	09/10/2013	TAYLORJA	2685	24/10/2013	029807	28.50	0.00	28.50	28.50
67223	09/10/2013	TAYLORJA	2685	24/10/2013	029807	15.00	0.00	15.00	15.00
67224	09/10/2013	TAYLORJA	2685	24/10/2013	029807	5.00	0.00	5.00	5.00
67225	10/10/2013	DCC	280018646	24/10/2013	029777	158.82	31.76	190.58	190.58
67226	10/10/2013	DCC	280018646	24/10/2013	029777	90.39	18.08	108.47	108.47
67227	10/10/2013	DCC	280018646	24/10/2013	029777	172.15	34.43	206.58	206.58
67228	10/10/2013	DCC	280018646	24/10/2013	029777	94.26	18.85	113.11	113.11
67229	10/10/2013	DCC	280018646	24/10/2013	029777	67.39	13.48	80.87	80.87
67230	10/10/2013	DCC	280018646	24/10/2013	029777	132.20	26.44	158.64	158.64
67231	10/10/2013	DCC	2800018647	24/10/2013	029777	166.85	33.37	200.22	200.22
67232	10/10/2013	DCC	2800018647	24/10/2013	029777	49.26	9.85	59.11	59.11
67233	10/10/2013	DCC	2800018647	24/10/2013	029777	264.28	52.86	317.14	317.14
67234	10/10/2013	DCC	2800018647	24/10/2013	029777	187.99	37.60	225.59	225.59
67235	10/10/2013	DCC	2800018647	24/10/2013	029777	65.56	13.11	78.67	78.67
67236	10/10/2013	DCC	2800018647	24/10/2013	029777	149.29	29.86	179.15	179.15
67237	30/09/2013	SIMONMOO	57234	24/10/2013	029803	418.06	83.61	501.67	501.67
67238	25/09/2013	SHOETREE	12	24/10/2013	029802	10.00	2.00	12.00	12.00
67239	24/09/2013	GIBBS&DA	3770/010157	24/10/2013	029784	83.04	16.61	99.65	99.65
67240	03/09/2013	SCATS	61752168	24/10/2013	029797	62.06	12.41	74.47	74.47
67241	04/09/2013	SCATS	61752563	24/10/2013	029797	24.99	5.00	29.99	29.99
67242	06/09/2013	SCATS	61753296	24/10/2013	029797	16.86	3.37	20.23	20.23
67243	09/09/2013	SCATS	61754617	24/10/2013	029797	8.20	1.64	9.84	9.84
67244	20/09/2013	SCATS	61758551	24/10/2013	029797	19.50	3.90	23.40	23.40
67245	20/09/2013	SCATS	61758475	24/10/2013	029797	62.62	12.52	75.14	75.14
67246	03/06/2013	STUDIOISP	1306382	24/10/2013	029805	28.00	5.60	33.60	33.60
67247	26/09/2013	CHANNEL	113166	24/10/2013	029775	159.74	31.95	191.69	191.69
67248	30/09/2013	LODERSMO	20130000167	24/10/2013	029792	313.18	62.64	375.82	375.82
67249	30/09/2013	BREWERS	DTC/324458	24/10/2013	029772	49.51	9.90	59.41	59.41
67250	30/09/2013	BREWERS	DTC/324458	24/10/2013	029772	34.08	6.82	40.90	40.90
67251	19/08/2013	MLBADGES	22553	24/10/2013	029793	166.00	33.20	199.20	199.20
67252	03/10/2013	ECOCOMPO	294271	24/10/2013	029782	59.16	11.83	70.99	70.99
67253	27/09/2013	ECOCOMPO	294088	24/10/2013	029782	38.33	7.67	46.00	46.00
67254	25/09/2013	ECOCOMPO	293992	24/10/2013	029782	60.52	12.10	72.62	72.62
67255	30/09/2013	DCC	2800018514	24/10/2013	029777	11.55	2.31	13.86	13.86
67256	30/09/2013	DCC	2800018514	24/10/2013	029777	11.55	2.31	13.86	13.86
67257	30/09/2013	DCC	2800018514	24/10/2013	029777	34.65	6.93	41.58	41.58
67258	23/09/2013	WALLISAG	DTC008	24/10/2013	029814	500.00	100.00	600.00	600.00
67259	19/09/2013	ALLPACKP	208827	24/10/2013	029767	172.14	34.43	206.57	206.57
67260	19/09/2013	ALLPACKP	208827	24/10/2013	029767	172.14	34.43	206.57	206.57
67261	19/09/2013	ALLPACKP	208827	24/10/2013	029767	86.07	17.21	103.28	103.28
67262	12/09/2013	PARKRDUT	SI057337	24/10/2013	029795	57.20	11.44	68.64	68.64
67264	10/09/2013	GIBBS&DA	37770/01015	24/10/2013	029784	10.15	2.03	12.18	12.18
67265	15/10/2013	NEWMANS	TESCO	24/10/2013	029794	73.86	0.00	73.86	73.86
67266	14/10/2013	E.ON	HF2F75556	24/10/2013	029781	1806.09	361.22	2167.31	2167.31
67267	14/10/2013	E.ON	HF1A7728C	24/10/2013	029781	1001.21	200.24	1201.45	1201.45
67268	09/10/2013	E.ON	994	24/10/2013	029781	255.56	51.11	306.67	306.67
67269	14/10/2013	DCC	1800344149	24/10/2013	029778	10279.50	2055.90	12335.40	12335.40
67270	14/10/2013	ROYALMAI	1108625270	24/10/2013	029796	23.44	4.69	28.13	28.13
67271	14/10/2013	ROYALMAI	1108625270	24/10/2013	029796	6.87	0.00	6.87	6.87
67272	11/10/2013	SMITHDER	0000080773	24/10/2013	029804	380.00	76.00	456.00	456.00
67273	17/10/2013	DORVEHIC	168447	24/10/2013	029818	75.00	15.00	90.00	90.00
67274	16/10/2013	DORVEHIC	168445	24/10/2013	029818	75.00	15.00	90.00	90.00
67275	30/09/2013	HAULWAST	0000643836A	24/10/2013	029787	592.50	118.50	711.00	711.00
67276	30/09/2013	HAULWAST	0000024874	24/10/2013	029787	147.84	29.57	177.41	177.41
67277	15/10/2013	BTPLC	30598934	24/10/2013	029773	6.42	0.00	6.42	6.42
67278	15/10/2013	BTPLC	30598934	24/10/2013	029773	0.12	0.00	0.12	0.12
67279	15/10/2013	BTPLC	28537746	24/10/2013	029773	21.01	0.00	21.01	21.01
67280	15/10/2013	DRSTCOMM	2222	24/10/2013	029780	2550.00	510.00	3060.00	3060.00

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67281	16/10/2013	SECURITY	86827	24/10/2013	029800	23.05	4.61	27.66	27.66
67282	23/10/2013	WDDCREVE	261167188	24/10/2013	029817	123.17	0.00	123.17	123.17
67283	23/10/2013	WDDCREVE	261167188	24/10/2013	029817	108.39	0.00	108.39	108.39
67284	23/10/2013	GMB	UNION	24/10/2013	029785	11.92	0.00	11.92	11.92
67285	23/10/2013	UNISON	UNION	24/10/2013	029813	33.40	0.00	33.40	33.40
67286	23/10/2013	INLANDRE	PAYE	24/10/2013	029789	4167.10	0.00	4167.10	4167.10
67287	23/10/2013	INLANDRE	NI	24/10/2013	029789	4431.03	0.00	4431.03	4431.03
67288	23/10/2013	FIRSTDOR	CREDIT	24/10/2013	029783	110.00	0.00	110.00	110.00
67289	23/10/2013	DCC	PENSION	24/10/2013	029779	8246.34	0.00	8246.34	8246.34
67290	23/10/2013	E.ON	HF388483E	24/10/2013	029781	167.99	33.60	201.59	201.59
67291	07/10/2013	BREDYAGR	165367	07/10/2013	165388	125.22	25.04	150.26	150.26
67292	08/10/2013	BREDYAGR	165413	24/10/2013	029771	7.01	1.40	8.41	8.41
67293	09/10/2013	BREDYAGR	165488	24/10/2013	029771	16.97	3.39	20.36	20.36
67294	09/10/2013	BREDYAGR	165572	24/10/2013	029771	1.56	0.31	1.87	1.87
67295	19/09/2013	BREDYAGR	164106	24/10/2013	029771	12.16	2.43	14.59	14.59
67296	17/10/2013	BREDYAGR	166045	24/10/2013	029771	15.02	3.00	18.02	18.02
67297	12/10/2013	ECOCOMPO	294600	24/10/2013	029782	59.84	11.97	71.81	71.81
67298	27/06/2013	HARNESSD	1672	24/10/2013	029786	1520.00	304.00	1824.00	1824.00
67299	08/07/2013	HARNESSD	1681	24/10/2013	029786	167.00	33.40	200.40	200.40
67300	17/08/2013	HARNESSD	1723	24/10/2013	029786	200.00	40.00	240.00	240.00
67301	11/10/2013	GIBBS&DA	3770/010164	24/10/2013	029784	9.37	1.87	11.24	11.24
67302	18/10/2013	KILLGERM	SI02-000418	24/10/2013	029791	63.84	12.77	76.61	76.61
67303	19/10/2013	SYDENHAM	230310	24/10/2013	029806	97.94	19.59	117.53	117.53
67304	20/10/2013	ANDYWHIT	26710	24/10/2013	029768	50.00	10.00	60.00	60.00
67309	14/10/2013	GIBBS&DA	3770/010164	24/10/2013	029784	24.09	4.82	28.91	28.91
67310	17/10/2013	TUDOREN	116272	24/10/2013	029811	15.75	3.15	18.90	18.90
67311	17/10/2013	TUDOREN	116272	24/10/2013	029811	169.50	0.00	169.50	169.50
67312	17/10/2013	TUDOREN	116272	24/10/2013	029811	27.70	5.54	33.24	33.24
67315	10/10/2013	ANDYWHIT	26691	24/10/2013	029768	50.00	10.00	60.00	60.00
67316	10/10/2013	ANDYWHIT	26679	24/10/2013	029768	85.95	17.19	103.14	103.14
67317	10/10/2013	ANDYWHIT	26680	24/10/2013	029768	50.00	10.00	60.00	60.00
67319	24/10/2013	BREDYAGR	166415	24/10/2013	029771	1386.48	277.30	1663.78	1663.78
67320	24/10/2013	BREDYAGR	166415	24/10/2013	029771	875.00	175.00	1050.00	1050.00
67321	24/10/2013	BREDYAGR	166415	24/10/2013	029771	584.00	116.80	700.80	700.80
67322	24/10/2013	BREDYAGR	166415	24/10/2013	029771	89.00	17.80	106.80	106.80
67324	09/10/2013	ICCM	5178	24/10/2013	029788	93.00	18.60	111.60	111.60
67421	11/10/2013	WPS	80377	31/10/2013		65.43	0.00	65.43	65.43
67422	24/10/2013	ROFFEYBR	1073052	31/10/2013		968.00	193.60	1161.60	1161.60
67423	15/10/2013	PORTLAND	101862	31/10/2013		90.00	18.00	108.00	108.00
67424	17/10/2013	ECOCOMPO	294570	31/10/2013		48.33	9.67	58.00	58.00
67425	23/10/2013	SECURITY	86963	31/10/2013		99.75	19.95	119.70	119.70
67427	08/10/2013	TAMPENTA	1310084	09/10/2013	1310126	82.43	16.49	98.92	98.92
67428	09/10/2013	TAMPENTA	1310127	31/10/2013		47.30	9.46	56.76	56.76
67431	30/10/2013	SERVICEM	2059/20852	31/10/2013		150.00	30.00	180.00	180.00
67432	30/10/2013	SERVICEM	2059/20843	31/10/2013		150.00	30.00	180.00	180.00
67435	26/10/2013	PHSGROUP	60550007	31/10/2013		12.48	2.50	14.98	14.98
67436	26/10/2013	PHSGROUP	60550008	31/10/2013		191.10	38.22	229.32	229.32
67440	18/09/2013	BREDYAGR	164022	31/10/2013		32.80	6.56	39.36	39.36
67441	25/10/2013	VIKINGDI	758180	31/10/2013		30.87	6.17	37.04	37.04
67442	14/08/2013	VIKINGDI	388468	31/10/2013		109.74	21.95	131.69	131.69
67443	07/08/2013	VIKINGDI	358792	31/10/2013		13.07	2.61	15.68	15.68
67444	25/10/2013	ECOCOMPO	294815	31/10/2013		61.88	12.38	74.26	74.26
67445	24/10/2013	ECOCOMPO	294777	31/10/2013		55.08	11.02	66.10	66.10
67456	28/10/2013	DCC	2800018922	31/10/2013		692.63	138.53	831.16	831.16
67457	28/10/2013	DCC	2800018923	31/10/2013		835.39	167.08	1002.47	1002.47
						<u>182293.56</u>	<u>17969.90</u>	<u>200263.46</u>	<u>200243.36</u>