



Dorchester Town Council

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

For information about this agenda contact Steve Newman
s.newman@dorchester-tc.gov.uk

3 September 2014

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 9 September 2014** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers 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.

Membership of the Committee

Councillors K. Armitage, D. Barrett, C. Biggs, S. Hosford, T. James, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter, M. Rennie, D. Taylor, and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 8 July 2014 (adopted by Council on 22 July 2014).

3. Arts Matters

(a) To receive and consider the Minutes of the Arts Panel held on 3 September 2014 (to be circulated).

(b) To note the minutes of the Dorchester Arts Board meeting of 7 July, 2014 which are attached for information.

4. Management Arrangements

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

(b) Green Flag and Green Heritage Award – To note that the Borough Gardens was again awarded the Green Flag and Heritage Awards.

(c) South Walks and Fiveways Junction Post and Chain Railings - The bid for funding for full repair of the post and chain railings on the Walks will be considered as part of the 2015-16 budget process. In the short term it is proposed that 6 posts which mark the boundary between South Walks Road and the turning area outside the Library building are removed, and reused where there are currently gaps. Much of this work can be done by our own in house team.

5. 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 (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.

6. Monitoring Report

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

7. 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 will be tabled).

8. Urgent Items

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

9. 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".

10. Municipal Buildings - Staffing

The Deputy Town Clerk to update the Committee on the appointment of a Senior Town Hall Keeper.

11. Water Easement

To agree an easement in respect of an existing water pipe at Frome Terrace Green.

Minutes of DA Board meeting, 7th July 2014 at Dorchester Arts Centre

1. Present: Jem Shackleford (JS); Terry Hooley (Thy); Suzy Rushbrook (SR); Louise Sheaves (Chair – LS); Wendy Petitdemange (WP); Sara Lock (SL); Susie Hosford (WDDC rep. - SH), Tess James (DTC rep. - TJ); Mark Tattersall (Artistic Director – MT); Rod Hoare (RH), Jane Burden (JB)
2. Apologies: Simon Barber (SB); Tina Hicks (THs) Selina Malins (SM)
3. No conflicts of interest
4. Minutes of 28th Feb 2014 were approved
5. MT announced Dorchester Town Council co-promotions for autumn season: The Queen's Knickers and Swan Lake. DTC remain happy with the co-promotion arrangements and MT gave thanks to them for waiving fees for The Tempest at Maumbury Rings as part of their support. NB: DTC have requested an Arts Panel meeting in early Sept to receive an update on DA's plans in the light of the NPO decision.
6. Festival report given by MT. Festival was delivered £11,132 under budget (not expressed as 'profit' as the amount allocated from ACE funds was not specific but had been based on previous years). Costs were kept well under control (especially staff costs) and the box office took more than the predicted numbers. RH asked for the postcode analysis of attendees and was told it was on its way once it had been processed by the Audience Agency. Congratulations to the festival team from THy. WP asked about the success of the Members' Lounge which worked well for several different reasons: members, performers and crews all appreciated the space.
7. Finance: THy reported that the predicted 2013-14 year-end was showing a healthy surplus and this was in line with the policy of building up DA's reserves. The Festival came in under budget and the first quarter figures for 2013-14 showed no cause for concern. LS offered her compliments to the team for their surplus success. Revised cash flow forecasts done following the NPO decision show that provided all targets are met there should be no issues until at least April 2016, but THy reminded the board that 'cash-flow pot-holes' need to be watched out for.
8. Result of NPO bid: MT told the board about the many supportive emails that DA had received. WDDC have confirmed that DA funding is secure until June '16. An in-depth discussion followed which analysed the NPO bid result. The discussions included a look at other comparable organisations and their priorities. Topics included the lack of a 'nugget' that makes DA of particular regional or strategic significance, the possibility that DA might need to find a speciality in line with the ACE goals for the South West, a need for more diverse ideas, whether the bid was ambitious enough, whether DA was hampered by trying to be all things to all people, was the lack of possible expansion due to very small size an issue (SL) etc...
MT mentioned GforA and Strategic funding sources offered by ACE and this and the Board's questions about the NPO bid and the future will be discussed when he and Louise meet with Phil Gibby on Friday 18th July.
The Maltings plans were discussed in relation to NPO decision. The Maltings is potentially a 'nugget' and has USP's in the way of youth involvement/being a learning theatre etc, and now is the time to find out how the plan can be dovetailed with funders' agendas. Board members added questions to the list which will be discussed with Phil Gibby.

Dorchester Festival was discussed in light of NPO and opinions sought particularly from the DTC representatives. Is 'Festival' the right word? SH thought that DA didn't get enough credit for it as it is difficult to differentiate between organisers of different events in Dorchester. RH felt the Festival was in '2 halves' perhaps not sufficiently linked. Other discussion around the role of free programming, innovation and the possibility of breaking out of the format of previous Festivals for future events.

The various options for maintaining, postponing or scrapping elements of the plan as laid out in the NPO bid were discussed.

Pre-April 2015:

- The Sprout programme can be put on hold.
- Shared Outreach and Education Officer post with BAC and Marine needs further consideration. Could the post be self-funding (i.e. each project has full cost recovery including salary)? JB asked if it could be a voluntary post. WP suggested an intern. MT to explore options.
- Cutting staff hours? No plan to do this in the foreseeable future.
- Shared intern covering marketing and fundraising to be pursued.
- Upgraded box office system still to be pursued, as it is vital – most likely candidate is Savoy Systems Oscar – MT/SL and Karen Malim discussing.
- Fundraising plans to be pursued as planned. A solid plan for fundraising should be in place by 1st August meeting. Karen will be present to give a report.
- Karen needs an intern and/or volunteer to support her with building up a database; events; business liaison; partnerships etc.

Post April 2015:

- Circulate Festival to be postponed
- Dorset Youth Theatre Festival to be retained and funding to be sought
- Dorchester Festival to be discussed further before a decision taken as to what should be staged when and where. WP suggested a hybrid of Circulate and Dorchester Festival.
- DA building - is it needed? MT says it pays its way but other offices were suggested.
- Performance programme: should it contribute more profit? Are there other things that could be explored without damaging DA's ideals?
- MT to talk to Adrian Stuart about maximising potential of Corn Exchange.
- One benefit of non-NPO status: deals under the House (touring theatre) programme are cheaper for us from April 2015.

MT: initial calculations show a 19K shortfall in 2015/16 with the above cuts suggested and current fund raising targets met. Fundraising plans have been changed from heavy reliance on membership – will be updated on Aug 1st.

9. The Maltings

A small working group (RH, WP, LS, MT) was proposed to meet and look at the latest drafts from David Hill and annotate for Board to review. SR wants to see the visual arts provision comments.

10. AGM date

Thursday the 15th January 2015 5:30 to 7:00 at DAC

11. Formal approval of amendment to cheque signatories: Board have approved that Mark Tattersall and Kathy Webb are signatories up to £500. Over this sum a Board Member has to sign.

12. AOB

Attracting new audiences. Hospital might be a good source. Younger audiences could be attracted with more music and a joint ticket initiative. Possible GforA for audience development? Better understanding of segmentation will come with better box office data. Suggested agenda item for next meeting: new audience development. LS/MT to add this to agenda.

TJ and SH not getting all emails. MT to review reasons for this.

13. Date of next meeting: Monday 8th September 2014

DORCHESTER TOWN COUNCIL

GROUNDS WORK SPRING/SUMMER 2014

Borough Gardens

- Cut mini tennis green x 2 per week - *ongoing*
- Fertilise mini tennis green x 1 during period –
- Cut grass edges to mini tennis green fortnightly - *ongoing*
- Strim grass surrounds to mini tennis green monthly - *ongoing*
- Set out mini tennis green for play daily 7 days per week- *ongoing*
- 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 - *ongoing*
- Water bedding displays as required – *ongoing*
- Strim lawn edges fortnightly - *ongoing*
- Mow all lawns weekly/fortnightly - *ongoing*
- Prune spring flowering shrubs – *ongoing*
- Cut hedges x 2 during period –*ongoing*
- Weed kill hard surface areas as required – *one completed*
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding winter bedding plants in greenhouse –*ongoing*
- Potting up winter bedding – *ongoing*
- Watering greenhouse – *ongoing*
- Rub down and oil seats & bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –*ongoing*
- Clean fountain as required – *weekly contract*
- Plant out shield beds – *completed*
- Tree inspections –
- Install 3 x new picnic benches - *completed*
- Reinstate repaired benches to putting green surrounds – *completed*
- Repair Bayeux seat and re-treat –*completed*
- Clean as required new toilet block –*ongoing (awaiting repairs vandalism)*
- Plant up new bed (Mediterranean) - *ongoing*
- Paint entrance gates into gardens – *completed*
- Glazing repairs to greenhouses – *ongoing (awaiting Barretts glass)*
- Repairs to Bandstand hatch – *completed*
- Love Parks event – *completed*
- Legionella and fire testing – *ongoing*

Weymouth Ave Recreation Ground

- Mow field area weekly – *ongoing*
- Hand mow field edges – *ongoing*
- Strim field perimeter – *ongoing*
- Mow cricket square – *ongoing*
- Fertilise cricket square x 2 *applications completed*
- Mow out wickets as required – *ongoing*
- Mark out wickets and boundary lines –*ongoing*
- Roll wickets – *ongoing*
- Scarify and repair wickets after play – *ongoing*
- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Paint goal posts –
- Mark out from scratch winter pitches –
- Take down football posts and store – *completed*
- Repair winter pitches – *completed*
- Erect goal posts –
- Weed Sawmills shrub areas by railway bridge – 2 x *completed*
- Repaint sight screens for cricket x 3 – *completed*
- Replace with new covers on portable cricket covers – *completed*
- Prepare cricket nets for play, mark artificial wicket creases – *completed*
- Repairs carried out to fencing around cricket practice nets – *completed*
- Replace broken slabs – *completed*
- Repair leak in gents toilets (pavilion) – *completed*
- Legionella and fire testing - *ongoing*

Sandringham Sports Ground

- Take down football posts and store – *completed*
- Paint goal posts –
- Mark out from scratch winter pitches – *ongoing*
- Erect goal posts –*ongoing*
- Mow field area on a weekly basis – *ongoing*
- Mow perimeters hand mower, fortnightly – *ongoing*
- Strim perimeter fortnightly – *ongoing*
- Weed kill boules court –3 x *sprays completed*
- Weed kill car park edges – 3 x *sprays completed*
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc – *completed*
- Prepare grounds for football tournament May Bank holiday – *completed*
- Fell and stump grind trees as per report – *completed*
- Legionella and fire testing - *ongoing*

Kings Road and Salisbury Field

- Mow field areas on a weekly basis - *ongoing*
- Mow perimeters hand mower, fortnightly - *ongoing*
- Strim perimeter fortnightly - *ongoing*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Install new base for donated bench – *completed*
- Fell tree failing over play area – *ongoing*
- Install pick up poo bag dispensers – *Salisbury Field only*
- Paint railings to front of Victoria Terrace - *completed*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Grove bank, following HSE direction, flail mow (contractor) bottom section, DTC staff top areas only - *ongoing*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Lime trees remove epicormic growth – *ongoing*
- Prune shrub/tree overgrowth – *ongoing*
- Rub down and oil seats – *ongoing*
- Tree inspections (leaf on inspections) – *ongoing*
- Mow additional DCC areas (Junction, skatepark verges etc) – *ongoing*
- Install one new donated replacement bench Frome Terrace – *completed*
- Install pick up poo bag dispensers – River Walk & Frome Terrace – *completed*
- Paint railings to front of Roman wall - *completed*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Replace boundary fencing Syward Close farm side – *work completed in house*
- Repair 10 cast iron street benches, repaint replace wood – *completed*
- Prepare info structure for Bank Holiday event Maumbury Rings - *completed*

Allotments

- Cut grass paths tractor/rotary on a fortnightly basis – *ongoing*
- Provide trailer to remove green waste- as per schedule – *ongoing*
- Repairs to leaking water system Herringston/Alington – *completed*
- Strim and clear unlet plots at various sites – *completed*

Hanging Baskets Town Centre

- Water baskets on a daily basis (7 days per week) – *ongoing*
- Put up hanging baskets around the town – *completed*
- Put up and water “Bid” hanging baskets - *ongoing*

Additional Work Planned or Completed

- Borough Gardens – Love parks week various additional events planned 30/7/14
- Borough Gardens – Green flag, - *inspected awaiting results*
- Maumbury Rings – prepare and rip down after event August B/holiday –
- Painting play ground equipment, various sites -
- Fire extinguishers servicing all sites, external contractor –*completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- PAT testing, all Town Council buildings – *completed*
- Riverside reserve, strim pond area and path sides-*ongoing*
- Install pick up poo bag dispensers – completed- Maumbury Rings

The Great Field

- Mow field areas gangmower, every 10 days – *ongoing*
- Litter pick field area – as per rota – *ongoing*
- Take down goal posts – *completed*
- Reseed goal mouth areas – *completed*
- Prepare site for cricket – *completed*
- Fertilise field area –
- Mark out football pitches – *ongoing*
- Erect football posts –*completed*
- Erect new play equipment and safety surfacing - *completed*

Fordington Cemetery)

- Monthly grass mowing – *ongoing DCC contract*
- Tree inspections –
- Burials as required – *ongoing*
- Weekly removal of waste from bins etc – *ongoing*
- Trees lifted from pathways – *completed*
- Annual cutting to steep banking –

Weymouth Avenue Cemetery (due to staff holidays outside services staff completed 4 burials in August, plus assisted in others)

- Grass mowing rota – *ongoing DCC contract*
- Burials as required – *ongoing*
- Tree inspections –
- Weekly removal of waste from bins etc - *ongoing*
- Rabbit removal – *as required*

- Oil chapel doors –
- Raise wall to ashes area - *ongoing*

Poundbury Cemetery (due to staff holidays outside services staff completed 4 burials in August, plus assisted in others)

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 SEPTEMBER 2014

DIRECT DEBITS FOR 1 JULY 2014 – 31 AUGUST 2014

Date	Details	£
15 July 14	WDDC	282.49
15 July 14	Salaries	35,412.18
25 July 14	Lloyds Bank	10.00
28 July 14	Lloyds Bank	44.13
28 July 14	Lloyds Bank	79.02
30 July 14	British Gas	145.21
	Total for month	£35,973.03
15 Aug 14	WDDC	273.34
15 Aug 14	Salaries	33,803.73
26 Aug 14	Lloyds Bank	10.00
28 Aug 14	Lloyds Bank	54.30
28 Aug 14	Lloyds Bank	34.10
	Total for month	£34,175.47
	TOTAL FOR PERIOD	£70,148.50

Signed:-

Chairman.....

Vice-Chairman.....

Date.....

Date: 02/09/2014
 Time: 09:31:48

Dorchester Town Council

Day Books: Paid Invoices (Summary)

Supplier Reference From : a
 Supplier Reference To : ZZZZZZZZ

Payment Date From : 01/07/2014
 Payment Date To : 31/08/2014

<u>Tran Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Last Pay Date</u>	<u>Cheque</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>
72291	18/06/2014	DUOTECH	106741	01/07/2014	030503	7994.36	1598.87	9593.23
72292	10/06/2014	TUDOREN	127034	01/07/2014	030504	110.00	22.00	132.00
72293	30/04/2014	SIMONMOO	59319	01/07/2014	030505	41.20	8.24	49.44
72294	30/04/2014	SIMONMOO	59318	01/07/2014	030505	313.64	62.73	376.37
72295	30/04/2014	SIMONMOO	59317	01/07/2014	030505	546.46	109.29	655.75
72296	30/04/2014	SIMONMOO	59316	01/07/2014	030505	270.58	54.12	324.70
72297	30/05/2014	SIMONMOO	59616	01/07/2014	030505	33.80	6.76	40.56
72298	30/05/2014	SIMONMOO	59617	01/07/2014	030505	456.00	91.20	547.20
72374	24/06/2014	ORANGE	76747838	03/07/2014	030506	164.33	32.87	197.20
72375	17/06/2014	SOUTHELE	9981405301	03/07/2014	030507	26.29	1.31	27.60
72376	17/06/2014	SOUTHELE	8981405300	03/07/2014	030507	53.42	2.66	56.08
72377	18/06/2014	SOUTHELE	1091405303	03/07/2014	030507	387.69	77.52	465.21
72378	17/06/2014	SOUTHELE	3324281317	03/07/2014	030507	102.18	5.08	107.26
72379	17/06/2014	SOUTHELE	1577877118	03/07/2014	030507	802.86	160.55	963.41
72388	10/04/2014	PETTYCAS		07/07/2014	030508	4.49	0.90	5.39
72389	11/04/2014	PETTYCAS		07/07/2014	030508	1.67	0.33	2.00
72390	14/05/2014	PETTYCAS		07/07/2014	030508	8.33	1.67	10.00
72391	16/05/2014	PETTYCAS		07/07/2014	030508	29.13	5.82	34.95
72392	16/05/2014	PETTYCAS		07/07/2014	030508	3.33	0.66	3.99
72393	22/05/2014	PETTYCAS		07/07/2014	030508	3.00	0.00	3.00
72394	27/06/2014	PETTYCAS		07/07/2014	030508	2.50	0.50	3.00
72395	10/04/2014	PETTYCAS		07/07/2014	030508	36.33	0.00	36.33
72396	16/06/2014	SCREWFIX	0577018523	07/07/2014	030509	39.99	0.00	39.99
72398	18/06/2014	TRAVISPE	9209 AGN243	07/07/2014	030510	37.50	7.50	45.00
72399	18/06/2014	TRAVISPE	9209 AGN227	07/07/2014	030510	75.00	15.00	90.00
72406	02/07/2014	PALMERJ	REIMBURSEMENT	09/07/2014	030512	30.20	0.00	30.20
72407	07/07/2014	ANDYWORT	FEES	09/07/2014	030513	100.00	0.00	100.00
72408	24/06/2014	COLEGRAV	95500797	09/07/2014	030514	139.05	20.20	159.25
72409	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	372.00	74.40	446.40
72410	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	95.00	19.00	114.00
72411	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	95.00	19.00	114.00
72412	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	95.00	19.00	114.00
72413	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	141.00	28.20	169.20
72414	30/06/2014	ANDYWHIT	27531	09/07/2014	030515	95.00	19.00	114.00
72415	30/06/2014	ANDYWHIT	27532	09/07/2014	030515	185.14	37.03	222.17
72416	30/06/2014	ANDYWHIT	27532	09/07/2014	030515	185.12	37.02	222.14
72417	30/06/2014	ANDYWHIT	27532	09/07/2014	030515	185.12	37.02	222.14
72418	30/06/2014	ANDYWHIT	27532	09/07/2014	030515	185.13	37.02	222.15
72419	30/06/2014	ANDYWHIT	27532	09/07/2014	030515	185.13	37.03	222.16
72420	03/07/2014	DORSTOWN	3093	09/07/2014	030516	150.00	30.00	180.00
72421	27/06/2014	TOILETSL	144954/001	09/07/2014	030517	155.00	31.00	186.00
72422	02/07/2014	BISHOPSP	SI-0000200784	09/07/2014	030518	27.50	5.50	33.00
72472	01/07/2014	TRIM	00691	14/07/2014	030520	507.52	101.50	609.02
72473	01/05/2014	STRILTD	INVB69728	14/07/2014	030521	175.00	35.00	210.00
72474	02/06/2014	DORTIMBE	55098	14/07/2014	030522	21.06	4.21	25.27
72475	12/06/2014	DORTIMBE	55238	14/07/2014	030522	200.35	40.07	240.42
72476	30/06/2014	SIMONJAC	10406	14/07/2014	030523	150.00	30.00	180.00
72477	02/05/2014	EE	V00979661981	14/07/2014	030524	42.92	8.58	51.50
72478	02/06/2014	EE	V00987169890	14/07/2014	030524	42.92	8.58	51.50

72479	24/06/2014	WEYMOUTH	D001688227	14/07/2014	030525	104.17	20.83	125.00
72480	28/06/2014	CONSORTI	9841116	14/07/2014	030526	11.34	2.27	13.61
72481	28/06/2014	CONSORTI	9841116	14/07/2014	030526	30.00	6.00	36.00
72482	28/06/2014	CONSORTI	9841116	14/07/2014	030526	35.16	7.02	42.18
72483	23/06/2014	STANNAHL	C030050934	14/07/2014	030543	139.55	27.91	167.46
72484	18/06/2014	GIBBS&DA	3770/01024721	14/07/2014	030519	82.42	16.48	98.90
72485	17/06/2014	GIBBS&DA	3770/01024675	14/07/2014	030519	267.39	53.48	320.87
72486	01/07/2014	AUTOBITZ	N761613	14/07/2014	030527	8.00	1.60	9.60
72487	09/07/2014	WESTERNM	3846	14/07/2014	030528	900.00	180.00	1080.00
72488	03/07/2014	ROTARYCL	FAMILY PICNIC	14/07/2014	030529	488.66	0.00	488.66
72489	30/06/2014	CARTERUT	4354188	14/07/2014	030530	273.60	54.72	328.32
72490	30/06/2014	E.ON	H102F7AFDB	14/07/2014	030554	1214.31	242.86	1457.17
72491	30/06/2014	LYRECOUK	6390193867	14/07/2014	030531	131.28	26.26	157.54
72492	30/06/2014	LYRECOUK	6390193867	14/07/2014	030531	188.15	37.63	225.78
72493	25/06/2014	WESSEXWA	M09014482	14/07/2014	030555	56.45	0.00	56.45
72494	24/06/2014	WESSEXWA	M09609523	14/07/2014	030555	62.85	0.00	62.85
72495	02/07/2014	WESSEXWA	M18173641	14/07/2014	030555	156.73	0.00	156.73
72496	02/07/2014	WESSEXWA	M09613214	14/07/2014	030555	74.39	0.00	74.39
72497	02/07/2014	WESSEXWA	M09014482	14/07/2014	030555	301.64	0.00	301.64
72498	02/07/2014	WESSEXWA	M09014482	14/07/2014	030555	34.81	0.00	34.81
72499	10/07/2014	DAPTC	14/190	14/07/2014	030532	30.00	0.00	30.00
72500	07/07/2014	DRSTCOMM	2714	14/07/2014	030533	850.00	170.00	1020.00
72501	11/07/2014	LONDONDO		14/07/2014	030534	100.00	0.00	100.00
72502	07/07/2014	G&SSTEEP	9359/GJR	14/07/2014	030535	175.00	35.00	210.00
72503	12/07/2014	DARKINMI	33	14/07/2014	030536	312.00	62.40	374.40
72504	30/06/2014	SIMONMOO	59930	14/07/2014	030537	545.72	109.14	654.86
72505	30/06/2014	SIMONMOO	59931	14/07/2014	030537	32.00	6.40	38.40
72507	30/06/2014	LAM-ART	159663	14/07/2014	030538	244.80	48.96	293.76
72508	25/06/2014	TUDOREN	127887	14/07/2014	030549	137.50	27.50	165.00
72509	27/06/2014	SCATS	61876391	14/07/2014	030539	52.10	10.42	62.52
72510	02/06/2014	SCATS	61867105	14/07/2014	030539	25.85	5.17	31.02
72511	04/06/2014	SCATS	61867701	14/07/2014	030539	52.10	10.42	62.52
72512	02/06/2014	SCATS	61866888	14/07/2014	030539	16.64	3.33	19.97
72513	30/06/2014	BREWERS	DCT/331630	14/07/2014	030540	78.29	15.66	93.95
72514	30/06/2014	BREWERS	DCT/331629	14/07/2014	030540	21.91	4.38	26.29
72515	30/06/2014	BREWERS	DCT/331631	14/07/2014	030540	18.60	3.72	22.32
72516	30/06/2014	BREWERS	DCT/331632	14/07/2014	030540	4.56	0.91	5.47
72517	30/06/2014	BREWERS	DCT/331628	14/07/2014	030540	106.06	21.21	127.27
72518	30/06/2014	BREWERS	DCT/331634	14/07/2014	030540	144.36	28.87	173.23
72519	18/06/2014	GWELETRI	38217	14/07/2014	030541	82.50	16.50	99.00
72520	30/06/2014	A.PCHANT	141749	14/07/2014	030542	326.54	65.31	391.85
72521	01/07/2014	STANNAHL	P030154747	14/07/2014	030543	818.76	163.74	982.50
72522	07/07/2014	DCC	1800420241	14/07/2014	030550	665.91	0.00	665.91
72523	07/07/2014	ECOCOMPO	300306	14/07/2014	030544	86.00	17.20	103.20
72524	08/07/2014	PIMSLTD	100301JI	14/07/2014	030545	442.47	88.49	530.96
72525	30/06/2014	SECURITY	90691	14/07/2014	030546	21.62	4.32	25.94
72526	07/07/2014	GCS	182687	14/07/2014	030547	144.04	28.81	172.85
72527	30/06/2014	LODERSMO	201400001031	14/07/2014	030548	226.72	45.35	272.07
72528	02/07/2014	TUDOREN	128265	14/07/2014	030549	61.05	0.00	61.05
72529	02/07/2014	TUDOREN	128265	14/07/2014	030549	159.80	31.96	191.76
72530	04/07/2014	DCC	2800023611	14/07/2014	030550	220.98	44.20	265.18
72531	02/07/2014	SHOETREE	4	14/07/2014	030551	4.50	0.00	4.50
72532	04/07/2014	JRBENTER	13052	14/07/2014	030552	784.40	156.88	941.28
72533	04/07/2014	JRBENTER	13053	14/07/2014	030552	300.00	60.00	360.00
72534	08/07/2014	SOUTHELE	1888805110	14/07/2014	030553	428.69	85.97	514.66
72535	05/07/2014	E.ON	0136 2540 4170	14/07/2014	030554	210.40	42.08	252.48
72573	15/07/2014	INLANDRE	PAYE	15/07/2014	030556	3980.42	0.00	3980.42

72574	15/07/2014	INLANDRE	NI	15/07/2014	030556	4817.48	0.00	4817.48
72575	15/07/2014	INLANDRE	Student Loan	15/07/2014	030556	72.00	0.00	72.00
72576	15/07/2014	DCC	PENSION	15/07/2014	030557	8405.34	0.00	8405.34
72577	15/07/2014	GMB	S Atkinson	15/07/2014	030558	11.92	0.00	11.92
72578	15/07/2014	UNISON	K Barnett	15/07/2014	030559	9.70	0.00	9.70
72579	15/07/2014	UNISON	I Homer	15/07/2014	030559	7.85	0.00	7.85
72580	15/07/2014	UNISON	L Coffin	15/07/2014	030559	9.70	0.00	9.70
72581	15/07/2014	FIRSTDOR	G Wakely	15/07/2014	030560	100.00	0.00	100.00
72582	15/07/2014	FIRSTDOR	J Hollings	15/07/2014	030560	30.00	0.00	30.00
72640	15/07/2014	DAMENRMR	FEE	16/07/2014	030563	360.00	0.00	360.00
72642	14/05/2014	HISTORIC	12696	16/07/2014	030564	50.00	0.00	50.00
72643	01/04/2014	ACCOUNTS	487	16/07/2014	030562	238.08	47.62	285.70
72674	01/04/2014	BREDYAGR	2127	18/07/2014	030565	133.28	26.65	159.93
72702	21/07/2014	CASH	FEE	21/07/2014	030566	240.00	0.00	240.00
72712	14/07/2014	LAM-ART	22078	23/07/2014	030568	149.07	29.81	178.88
72713	12/07/2014	JAMIEHUT	2127	23/07/2014	030586	42.47	8.50	50.97
72714	10/07/2014	ECOCOMPO	300396	23/07/2014	030569	60.00	12.00	72.00
72715	11/07/2014	ECOCOMPO	300416	23/07/2014	030569	87.00	17.40	104.40
72716	01/07/2014	GIBBS&DA	3770/01025185	23/07/2014	030570	37.23	7.45	44.68
72717	12/07/2014	WESSEXGR	WGS 203	23/07/2014	030571	1400.00	280.00	1680.00
72718	14/07/2014	COLEGRAV	95514000	23/07/2014	030572	33.89	6.78	40.67
72719	09/07/2014	STANNAHL	C030051081	23/07/2014	030567	315.79	63.16	378.95
72720	07/07/2014	PORTLAND	107534	23/07/2014	030573	90.00	18.00	108.00
72721	14/07/2014	ATLASUKS	12508	23/07/2014	030574	35.00	7.00	42.00
72722	10/07/2014	TUDOREN	128723	23/07/2014	030575	41.25	8.25	49.50
72723	05/07/2014	JOYS	1038	23/07/2014	030576	19.25	0.00	19.25
72724	16/07/2014	CORONAEN	20408520	23/07/2014	030577	45.06	2.25	47.31
72725	15/07/2014	BTPLC	MC001 00211380	23/07/2014	030578	5.00	1.00	6.00
72726	18/07/2014	WESSEXWA	M09014482	23/07/2014	030579	160.44	0.00	160.44
72727	17/07/2014	WESSEXWA	M09389250	23/07/2014	030579	50.23	0.00	50.23
72728	17/07/2014	WESSEXWA	M09389260	23/07/2014	030579	169.28	0.00	169.28
72729	07/07/2014	JAMIEHUT	25	23/07/2014	030586	30.00	6.00	36.00
72730	07/07/2014	JAMIEHUT	22	23/07/2014	030586	222.42	44.48	266.90
72731	30/06/2014	HAULWAST	0000943130AB	23/07/2014	030580	140.19	28.04	168.23
72732	30/06/2014	HAULWAST	0000928251AB	23/07/2014	030580	10.00	2.00	12.00
72733	05/07/2014	TRADEUK	6331640070153622	23/07/2014	030581	39.99	0.00	39.99
72736	08/07/2014	KEYINDUS	I0523679	08/07/2014	I0523679	39.00	0.00	39.00
72737	08/07/2014	KEYINDUS	I0523679	08/07/2014	I0523679	226.00	43.00	269.00
72738	07/07/2014	CONSORTI	9865759	23/07/2014	030583	347.80	69.56	417.36
72739	14/07/2014	PROACTIV	2432	23/07/2014	030584	45.00	0.00	45.00
72740	16/07/2014	EXTRACAI	28865	23/07/2014	030585	91.00	18.20	109.20
72741	16/07/2014	EXTRACAI	28867	23/07/2014	030585	254.69	50.94	305.63
72742	16/07/2014	EXTRACAI	28866	23/07/2014	030585	108.38	21.68	130.06
72743	07/07/2014	JAMIEHUT	24	23/07/2014	030586	55.00	11.00	66.00
72806	30/05/2014	QWIKFAST	203609:1	29/07/2014	030588	11.98	2.40	14.38
72807	28/07/2014	DORYOUTH		29/07/2014	030589	586.00	0.00	586.00
72809	10/07/2014	P&MREAD	32875	29/07/2014	030590	25.00	0.00	25.00
72810	10/07/2014	P&MREAD	32875	29/07/2014	030590	25.00	0.00	25.00
72814	21/07/2014	PETTYCAS	JH	29/07/2014	030591	1.66	0.33	1.99
72815	21/07/2014	PETTYCAS	SN	29/07/2014	030591	4.00	0.00	4.00
72816	21/07/2014	PETTYCAS	NH	29/07/2014	030591	0.83	0.16	0.99
72817	23/07/2014	PETTYCAS	PM	29/07/2014	030591	30.00	0.00	30.00
72818	23/07/2014	PETTYCAS	NH	29/07/2014	030591	2.00	0.40	2.40
72819	25/07/2014	PETTYCAS	PM	29/07/2014	030591	16.66	3.33	19.99
72820	25/07/2014	PETTYCAS	PM	29/07/2014	030591	1.67	0.33	2.00
72821	25/07/2014	PETTYCAS	GW	29/07/2014	030591	4.30	0.00	4.30
72822	25/07/2014	PETTYCAS	Office	29/07/2014	030591	25.00	0.00	25.00

72826	10/06/2014	FINNBARR	DCC-May14	30/07/2014	030593	115.00	0.00	115.00
72828	31/07/2014	DUCHYCOR	Grant	31/07/2014	030594	500.00	0.00	500.00
72829	29/07/2014	DORGARD	Grant	31/07/2014	030595	100.00	0.00	100.00
72830	29/07/2014	VICTIMSU	Grant	31/07/2014	030596	500.00	0.00	500.00
72831	29/07/2014	ASONETHE	Grant	31/07/2014	030597	413.10	0.00	413.10
72832	29/07/2014	SPEAKEAS	Grant	31/07/2014	030598	500.00	0.00	500.00
72833	29/07/2014	DACP	Grant	31/07/2014	030599	300.00	0.00	300.00
72834	24/07/2014	A2E	232232	31/07/2014	030600	190.00	0.00	190.00
72842	01/08/2014	EE	V00987169890	01/08/2014	030601	42.92	8.58	51.50
72843	01/08/2014	EE	V00995031737	01/08/2014	030601	42.92	8.58	51.50
72881	04/08/2014	CHISHOLM	FEES	04/08/2014	030603	273.44	0.00	273.44
72882	15/07/2014	VIKINGDI	16103	04/08/2014	030604	15.25	3.05	18.30
72883	01/07/2014	STANNAHL	CO30051097	04/08/2014	030605	1064.76	212.95	1277.71
72884	23/07/2014	LOUDSMIL	183287	04/08/2014	030606	18.03	3.61	21.64
72885	24/07/2014	ECOCOMPO	300683	04/08/2014	030607	122.40	24.48	146.88
72886	16/07/2014	ECOCOMPO	300503	04/08/2014	030607	16.00	3.20	19.20
72887	23/07/2014	A.PCHANT	142130	04/08/2014	030608	140.00	28.00	168.00
72894	23/07/2014	TAYLORJA	2802	05/08/2014	030609	15.00	0.00	15.00
72895	23/07/2014	TAYLORJA	2802	05/08/2014	030609	28.50	0.00	28.50
72896	23/07/2014	TAYLORJA	2802	05/08/2014	030609	5.00	0.00	5.00
72897	23/07/2014	TAYLORJA	2802	05/08/2014	030609	50.00	0.00	50.00
72898	31/07/2014	ANDYWHIT	27596	05/08/2014	030610	286.50	57.30	343.80
72899	07/07/2014	FRANKHER	80048	05/08/2014	030611	29.53	5.91	35.44
72900	31/07/2014	LODERSMO	201400001213	05/08/2014	030612	296.25	59.26	355.51
72901	11/07/2014	PHSGROUP	61400784	05/08/2014	030613	477.00	95.40	572.40
72902	02/08/2014	JOYS	001976	05/08/2014	030614	15.40	0.00	15.40
72903	25/07/2014	JRBENTER	13122	05/08/2014	030615	595.40	119.08	714.48
72904	24/07/2014	ORANGE	01114558384	05/08/2014	030616	85.52	17.10	102.62
72905	30/07/2014	PARADOXT	300714	05/08/2014	030617	250.00	0.00	250.00
72906	25/07/2014	CONSORTI	9921550	05/08/2014	030618	32.09	6.43	38.52
72907	25/07/2014	CONSORTI	9922995	05/08/2014	030618	6.38	1.28	7.66
72908	25/07/2014	CONSORTI	9922995	05/08/2014	030618	144.52	28.90	173.42
72909	25/07/2014	CONSORTI	9922995	05/08/2014	030618	144.52	28.91	173.43
72910	25/07/2014	CONSORTI	9922995	05/08/2014	030618	144.52	28.91	173.43
72911	01/08/2014	CHISHOLM	VOICE	05/08/2014	030619	100.00	0.00	100.00
72912	29/07/2014	JAMIEHUT	173	05/08/2014	030620	25.33	5.07	30.40
72913	18/07/2014	JAMIEHUT	87	05/08/2014	030620	16.19	3.24	19.43
72914	29/07/2014	SMPPLAY	031644	05/08/2014	030621	416.90	83.38	500.28
72915	15/07/2014	COLEGRAV	95514713	05/08/2014	030622	7.21	1.44	8.65
72916	25/07/2014	TUDOREN	129552	05/08/2014	030623	59.70	11.94	71.64
72917	29/07/2014	TUDOREN	129729	05/08/2014	030623	98.16	19.63	117.79
72918	01/08/2014	PIMSLTD	H00328/HD00341	05/08/2014	030624	1850.88	370.18	2221.06
72919	29/07/2014	SETON	9302058499	05/08/2014	030625	62.99	12.60	75.59
72920	25/07/2014	SETON	9302057017	05/08/2014	030625	15.46	3.09	18.55
72921	31/07/2014	ECOCOMPO	300848	05/08/2014	030626	65.00	13.00	78.00
72922	31/07/2014	SIMONMOO	60340	05/08/2014	030627	33.20	6.64	39.84
72923	31/07/2014	SIMONMOO	60339	05/08/2014	030627	559.56	111.91	671.47
72924	23/07/2014	ATLASUKS	12542	05/08/2014	030628	105.00	21.00	126.00
72925	30/06/2014	LODERSMO	201400001032	05/08/2014	030612	44.08	8.82	52.90
72957	06/08/2014	GARYWILS	15711	08/08/2014	030630	180.00	0.00	180.00
72986	11/06/2014	EVACCHAI	E128920	13/08/2014	030631	165.00	33.00	198.00
72987	09/08/2014	PBAILEY	REFRESHMENTS	13/08/2014	030632	28.49	0.00	28.49
72988	08/08/2014	THEALIST	00424	13/08/2014	030633	1350.00	0.00	1350.00
72989	11/08/2014	DAVIDALL	FEE	13/08/2014	030634	350.00	0.00	350.00
72990	11/08/2014	RAYMONDD	FEE	13/08/2014	030635	280.00	0.00	280.00
72991	11/08/2014	HOLLYHAR	FEE	13/08/2014	030636	220.00	0.00	220.00
72992	11/08/2014	SMITHLTJ	FEE	13/08/2014	030637	380.00	0.00	380.00

72993	11/08/2014	PLANETAU	00125	13/08/2014	030638	800.00	0.00	800.00
72994	11/08/2014	ASHLEYBI	FEE	13/08/2014	030639	450.00	0.00	450.00
72995	11/08/2014	CRICHARD	FEE	13/08/2014	030640	100.00	0.00	100.00
72996	12/08/2014	ZOESCHWA	FEE	13/08/2014	030641	380.00	0.00	380.00
72997	12/08/2014	AMYMAYES	FEE	13/08/2014	030642	360.00	0.00	360.00
72998	12/08/2014	THERIFLE	COLLECTION	13/08/2014	030643	119.96	0.00	119.96
72999	01/08/2014	TRIM	00693	13/08/2014	030644	1981.11	396.22	2377.33
73000	01/07/2014	DORTIMBE	55462	13/08/2014	030645	38.84	7.77	46.61
73001	23/07/2014	DORTIMBE	55757	13/08/2014	030645	27.33	5.47	32.80
73002	23/07/2014	DORTIMBE	55748	13/08/2014	030645	2.00	0.40	2.40
73003	28/07/2014	DORTIMBE	55803	13/08/2014	030645	5.99	1.20	7.19
73004	28/07/2014	DORTIMBE	55806	13/08/2014	030645	15.00	3.00	18.00
73005	25/07/2014	DORTIMBE	55778	13/08/2014	030645	5.60	1.12	6.72
73006	04/08/2014	JAMIEHUT	205	13/08/2014	030646	16.50	3.30	19.80
73007	02/08/2014	JAMIEHUT	202	13/08/2014	030646	165.32	33.07	198.39
73008	30/07/2014	JAMIEHUT	177	13/08/2014	030646	36.66	7.33	43.99
73009	07/08/2014	JAMIEHUT	221	13/08/2014	030646	53.16	10.63	63.79
73010	30/07/2014	SCATS	61888251	13/08/2014	030647	19.12	3.82	22.94
73011	31/07/2014	HAULWAST	0000973314AB	13/08/2014	030648	192.19	38.44	230.63
73012	31/07/2014	HAULWAST	0000958563AB	13/08/2014	030648	10.00	2.00	12.00
73013	07/08/2014	LOUDSMIL	183952	13/08/2014	030649	9.60	1.92	11.52
73014	02/07/2014	HIQ	34I06066	13/08/2014	030650	90.00	18.00	108.00
73015	31/07/2014	WESSEXDE	DCT/332420	13/08/2014	030651	9.46	1.89	11.35
73016	31/07/2014	WESSEXDE	DCT/332423	13/08/2014	030651	42.60	8.52	51.12
73017	31/07/2014	WESSEXDE	DCT/332422	13/08/2014	030651	42.60	8.52	51.12
73018	31/07/2014	WESSEXDE	DCT/332421	13/08/2014	030651	140.68	28.14	168.82
73019	01/08/2014	CARTERUT	4403906	13/08/2014	030652	267.39	53.48	320.87
73020	01/08/2014	ALPHASUP	03/118395	13/08/2014	030653	37.22	7.44	44.66
73021	04/08/2014	FINANCIA	30013759	13/08/2014	030654	248.00	0.00	248.00
73022	13/08/2014	POSTOFFI	TAX	13/08/2014	030655	225.00	0.00	225.00
73049	12/08/2014	SPRINTSI	13091	13/08/2014	030656	7.40	1.48	8.88
73050	11/08/2014	SIMONWIL	DORCH PRISON	13/08/2014	030657	416.10	0.00	416.10
73058	15/08/2014	UNISON	August 2014	15/08/2014	030658	9.70	0.00	9.70
73059	15/08/2014	UNISON	August 2014	15/08/2014	030658	9.70	0.00	9.70
73060	15/08/2014	UNISON	August 2014	15/08/2014	030658	7.85	0.00	7.85
73061	15/08/2014	FIRSTDOR	August 2014	15/08/2014	030659	100.00	0.00	100.00
73062	15/08/2014	FIRSTDOR	August 2014	15/08/2014	030659	30.00	0.00	30.00
73063	15/08/2014	GMB	August 2014	15/08/2014	030660	11.92	0.00	11.92
73064	15/08/2014	DCC	August 2014	15/08/2014	030661	8596.52	0.00	8596.52
73065	15/08/2014	INLANDRE	August 2014	15/08/2014	030662	3574.06	0.00	3574.06
73066	15/08/2014	INLANDRE	August 2014	15/08/2014	030662	4529.02	0.00	4529.02
73067	15/08/2014	INLANDRE	August 2014	15/08/2014	030662	72.00	0.00	72.00
73197	05/08/2014	ECOCOMPO	300970	26/08/2014	030663	66.00	13.20	79.20
73198	21/08/2014	ECOCOMPO	301313	26/08/2014	030663	58.00	11.60	69.60
73199	14/08/2014	GRASSBY	13929/13935	26/08/2014	030664	50.00	10.00	60.00
73200	04/08/2014	TUDOREN	130083	26/08/2014	030665	27.50	5.50	33.00
73201	31/07/2014	CHANTAP	142647	26/08/2014	030666	791.00	158.20	949.20
73202	27/08/2014	COOMBESA	300714	27/08/2014	030667	350.00	0.00	350.00
73203	19/08/2014	TAYLORJA	2810	27/08/2014	030668	50.00	0.00	50.00
73204	19/08/2014	TAYLORJA	2810	27/08/2014	030668	15.00	0.00	15.00
73205	19/08/2014	TAYLORJA	2810	27/08/2014	030668	28.50	0.00	28.50
73206	19/08/2014	TAYLORJA	2810	27/08/2014	030668	5.00	0.00	5.00
73207	14/08/2014	PORTLAND	108562	27/08/2014	030669	90.00	18.00	108.00
73208	18/08/2014	WDDC	0041200694	27/08/2014	030670	332.50	0.00	332.50
73209	18/08/2014	WDDC	0041200898	27/08/2014	030670	95.00	0.00	95.00
73210	12/08/2014	GCS	184080	27/08/2014	030671	18.75	3.75	22.50
73211	12/08/2014	GCS	184080	27/08/2014	030671	17.84	3.57	21.41

73212	20/08/2014	GCS	184406	27/08/2014	030671	35.69	7.14	42.83
73213	28/07/2014	INSTOCK	1368388	27/08/2014	030672	99.55	19.91	119.46
73214	08/08/2014	DCC	2800024605	27/08/2014	030673	639.16	0.00	639.16
73215	15/08/2014	DCC	2800026144	27/08/2014	030673	1017.80	203.56	1221.36
73216	07/08/2014	COLEGRAV		27/08/2014	030674	651.59	130.32	781.91
73217	18/08/2014	COLEGRAV	95533877	27/08/2014	030674	476.93	95.39	572.32
73218	20/08/2014	WICKSTEE	721403	27/08/2014	030675	424.32	84.86	509.18
73219	14/08/2014	TRAVISPE	9209 AGQ106	27/08/2014	030676	29.90	5.98	35.88
73220	18/08/2014	WESSEXGR	WGS220	27/08/2014	030677	1400.00	280.00	1680.00
						<u>94546.04</u>	<u>9013.03</u>	<u>103559.07</u>

MANAGEMENT COMMITTEE

9 September 2014

July/August 2014 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.

	July 2013	July 2014 Paid	FOC	August 2013	August 2014 Paid	FOC
Corn Exchange	10	12	0	7	4	2
Dressing Room	3	2	2	1	1	0
Town Hall	8	6	0	9	6	0
Magistrates Room	6	7	2	2	5	5
Council Chamber	1	0	12	1	3	2
Overall Total	28	26	16	20	19	9
Weymouth Avenue Pavilion	4	6	0	3	5	0
Borough Gardens House	6	6	4	4	2	6

	10	11	12	13		14	15	16	17	18
Civil Weddings	19	16	23	13	Civil Marriages	18				
Civil Partnerships	3	-	1	1						

INCOME

	JULY		AUGUST	
	2013 £	2014 £	2013 £	2014 £
Corn Exchange	2477.78	2550.72	2001.65	1345.77
Dressing Rooms	165.60	68.20	66.40	85.20
Town Hall	977.31	1334.65	1052.66	925.30
Magistrates Room	751.96	622.97	203.35	453.53
Council Chamber	44.50	0.00	200.00	567.00
Overall Total £	4417.15	4576.54	3524.06	3376.80
2014/2015 Cumulative Total £	-	20,498.52	-	23,875.32
Percentage of Estimated Income 2014/15		31%		36.1%
Weymouth Avenue Pavilion	381.02	419.93	301.29	273.31
Borough Gardens House	448.53	250.00	489.70	400.00
	July		August	
Bar Franchise 10%	482.76	396.66	547.07	

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 event. Subsequently if an event is all day it will appear more than just a morning event.

July 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	1+2hr	3 + 2HR	-	-	-	1	-	-	-	-
Live Music Events	-	-	-	-	-	-	8	-	-	-
Farmers Markets/Sales	-	2	-	-	-	-	4	4	-	-
Commercial Bookings	3	-	-	-	-	-	-	-	-	-
Birthday/Socials	-	1	-	-	-	1 + 1HR	-	-	-	-
Dance Classes	5+5HR	6 + 3HR	-	-	6 + 11HR	5 + 6HR	-	-	-	-
Wedding Receptions	2+2HR	-	-	-	-	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	-	1	-	-	-	-
Training Events	-	-	1	-	13HR	4 + 14HR	12	11	1	-
Meetings	5	4 + 4HR	7	2	8	1	-	3	7	-
Exhibitions	2	6 HR	-	-	-	-	2	2	-	-
Total:	18 + 9HR	16 + 15HR	8	2	14 + 24HR	13 + 21HR	26	20	8	0
Income £	2477.78	2550.72	165.60	68.20	977.31	1334.65	751.96	622.97	44.50	0.00

August 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	1	10HR	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	5	4	-	-
Commercial Bookings	2 + 10HR	-	-	-	-	-	-	-	-	-
Birthday/Socials	-	-	-	-	1	-	-	-	-	-
Dance Classes	5+5HR	4	-	-	1+4HR	5	-	-	-	-
Wedding Receptions	1+1HR	1	-	-	1	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	2	1	-	-	-	3
Training Events	-	-	-	-	9HR	4 + 8hr	-	8	1	-
Meetings	5	3	2	3	6	1	8	2	7	-
Exhibitions	-	-	-	-	-	-	-	-	-	-
Total:	14 + 16HR	8 + 10HR	2	3	11+13HR	11 + 8HR	13	14	8	3
Income £	2001.65	1345.77	66.40	85.20	1052.66	925.30	203.35	453.53	44.50	567.00

DORCHESTER MUNICIPAL BUILDINGS

Planned Maintenance/Projects and Urgent Works

9 September 2014

Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015.*
- ❖ Floor needs some minor repairs – *June 2014.*
- ❖ Stage Lights and rigging tested – *Complete January 2014 – Stage Electrics 3 year contract 2014 – 2017.*
- ❖ Corn Exchange – *Miscellaneous items - PAT Testing – May 2014.*
- ❖ Corn Exchange Dimmers – *replace all dimmer packs and controls for the Corn Exchange Lighting – Completed - May 2013.*
- ❖ New Wi-Fi Installed – *looking to extend to Town Hall Keepers Office.*
- ❖ Stretched Fabric Systems – *Corn Exchange – Property Management and Maintenance Panel advised on painting the fabric with micro porous paint which seems to be successful.*
- ❖ Replaced *48 115W bulbs with 48 15W bulbs.*
- ❖ The Corn Exchange Clock - *to be sold and replaced with a new reliable clock.*
- ❖ A buzzer system - *so as to enable visitors to contact the Town Hall Keepers – completed August 2014.*

Kitchen

- ❖ All Appliances Serviced.
- ❖ Ventilation System Serviced – *Rentokill – 31st 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 – 31st October 2011 – 28th October 2012 – 27th October 2013.*
- ❖ *Legionnaire Testing – Peter Mullins monitoring – some changes needed to existing plumbing to comply with legislation – completed April 2009 and ongoing inspections.*
- ❖ Deep Clean Kitchen – *once a year – Rentokill completed November 2010 – completed November 2011- completed November 2012 – completed November 2013.*
- ❖ *Light diffusers replaced – February 2013.*
- ❖ *Drainage grating in the kitchen has been cleaned – requires repairs – June 2014.*
- ❖ *Investigate whether it is possible to paint the kitchen walls – June 2014.*

Magistrates Room

- ❖ New flooring – *quote being obtained – on hold – deteriorating, also in main lobby February 2013 – Contact ServiceMaster regarding carpet cleaning.*
- ❖ New blinds to be installed – *Damers Blinds – Completed 4th November 2013.*
- ❖ Contacted Listing Building Officer (WDDC) regarding wall colour change restrictions to a Grade II listed interior they have confirmed that we do not have restrictions on changing the existing interiors in the Corn Exchange - *The bottom half of the walls to be changed to 'light buff' the next time the room is to be painted.*
- ❖ New tables purchased to improve appearance of room – *7 x Lifetime Tables*
- ❖ The chairs to be cleaned – *via ServiceMaster – approx. £6.00 per chair.*

Town Hall

- ❖ *Renewal to 5 year clock contract – Smiths of Derby – ends: 31st December 2016.*
- ❖ *Investigate new lighting scheme. Quote obtained from A. Whitty's £1890.00 + VAT.*

Ground Floor Lavatories

- ❖ To provide Sanitary, Nappy Bags and replace toilet blocks in urinals with mats – *added to the DCC contract.*

Dressing Rooms

- ❖ Make good the floor covering in the kitchen area – *look at replacing the old floor in the long term.*
- ❖ A suspended ceiling above the stairwell to the Dressing Rooms - *would be an improvement when resources allow.*

Council Chamber

- ❖ New Lozenge – re: Dorchester Prison closure – *completed May 2014*

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 – *June 2014.*

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.*
- ❖ Ventilation to be cleaned – *Completed February 2013.*
- ❖ New Flooring installed – *completed June 2013.*

Boilers

- ❖ Replaced – new maintenance contract – three year contract to A. P. Chant to service the boilers during each April for 2014-2016 on all four Municipal Buildings boilers (this has produced a saving of £400 per year on Asbury 3 year quote.)
- ❖ *Boilers serviced – April 2014.*

Exterior Roof

- ❖ 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 – July 2014.*
- ❖ *Routine Gutter clean – Town Hall Keeper – March 2013 – January 2014.*

General

- ❖ *Full NICEIC Test and Inspection of the Electrical Installation – Complete – Andy Whitty - October 2012.*
- ❖ Fire alarm (Chubb) and Emergency Lighting Test (Andy Whitty) – quarterly & annual *Completed.*
- ❖ Implementing Fire Risk Assessments.
- ❖ 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.*
- ❖ Guttering cleared at Corn Exchange – *Completed January 2014.*
- ❖ General maintenance in accordance with Town Hall Keepers manual and building maintenance schedule.

- ❖ Renew civil wedding license – *Completed August 2013.*
- ❖ Personal Appraisal and Development – *Completed January 2014.*
- ❖ Regular weekly inspections being undertaken by Municipal Building Administrator.
- ❖ 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 24th August 2011. Additional training required by Mr A. Bagwell.*
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ.
- ❖ Statutory work to clock tower.