



# Dorchester Town Council

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5 November 2014

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 11 November 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 9 September 2014 (adopted by Council on 23 September 2014).

## 3. Community Activities Panel

(a) To receive and consider the Minutes of the Community Activities Panel held on 18 September 2014 (enclosed).

(b) Further to Panel Minute No 10 (4) to welcome representatives from Dorchester Rugby Club, Peter Grassby, Club Chairman and Andrew Smith, Club Secretary, who will be addressing the Committee in support of the Club's application for a grant of £2,000 towards

a project to create ladies changing and shower facilities and toilets which will be disabled friendly (correspondence attached).

#### **4. Borough Gardens Refreshment Kiosk**

Further to Committee Minute No 16 (a) / 2014 to welcome Pauline Sparks, Rethink Service Manager, Dorset Area, to talk to the Committee in respect of this past years operation and the future.

#### **5. Borough Gardens Bowling Green and Grass Free Lawn**

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

#### **6. Borough Gardens Park Keeping Arrangements**

To consider a report by the Deputy Town Clerk (enclosed).

#### **7. Management Arrangements**

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

#### **8. Trees at Sandringham Sports Centre**

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

#### **9. Red Cow Farm Development**

To consider a report by the Deputy Town Clerk (enclosed).

#### **10. Allotment Fees**

To consider a report by the Deputy Town Clerk (enclosed).

#### **11. 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.

(d) War Grave Plaques

To consider a report by the Deputy Town Clerk (enclosed).

**12. Monitoring Report**

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

**13. Municipal Buildings Marketing – Website Development and Weddings**

Further to Committee Minute No 18 (2) to consider a report by the Deputy Town Clerk (enclosed).

**14. Municipal Buildings – Corn Exchange Clock**

Further to Committee Minute No 3 (1) to consider a report by the Deputy Town Clerk (enclosed).

**15. Municipal Buildings – Charges 2015-16**

To consider a report by the Deputy Town Clerk (enclosed).

**16. Paid Invoices**

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (enclosed).

**17. Information Reports**

To note the reports presented for information (enclosed).

**18. Urgent Items**

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

**19. 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”.

**20. Municipal Buildings – Possible Joint Use**

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

**Dorchester Town Council**  
**Community Activities Panel**  
**18 September 2014**

**Present:** Mayor P. Mann and Councillors T. Harries, S. Hosford, F. Kent-Ledger and M. Rennie (Chairman).

In attendance:

John Antell (Chairman of the Lübbecke Society)

Hilary Watkins (Representative of the Bayeux Society)

**Apologies:** Councillors T. James and S. Jones.

**6. WW1 Commemorations**

(1) Evaluation of the WW1 Commemoration Event 'Dorchester and the Great War' held in the Corn Exchange on Friday, 8 August.

The Deputy Town Clerk reported on the WW1 Commemoration event held in the Corn Exchange on Friday, 8 August in partnership with a number of other agencies. He informed the Panel that the feedback from the event had been extremely positive and that the event had been well received by the public. The Deputy Town Clerk informed the Panel that the event had also raised £120 for The Rifles Care for Casualties charity.

The Chairman informed the Panel that letters of thanks had been sent to all those involved and that a letter of thanks had been published in the Dorset Echo. The Chairman suggested that consideration should be given to an event to be held in 2018 to commemorate the end of WWI.

The Mayor commended the team from Routes who had worked on the 'Walking in Their Shoes' Project.

(2) AsOne Theatre Company Grant Request

The Panel considered a further grant application from the AsOne Theatre Company for a grant of £500 to cover the costs of offering a number of tickets to see the world premiere performance of 'Passion' to veterans and older or younger citizens of Dorchester who otherwise might not have the opportunity to attend live theatre. The Panel queried who would be responsible for allocating the tickets and felt that the allocation of tickets should be shared with another agency.

(3) Dorchester Town Football Club WW1 Commemoration Football Match

The Deputy Town Clerk updated Members on the preparations for the Football Match to commemorate WW1 to be held on Wednesday, 10 December. The Panel noted that a request for funding may be received for the event which would be held before the next Panel meeting.

(4) Bayeux War Correspondents Photo Exhibition

The Chairman informed the panel of a War Correspondents Photo Exhibition that was held annually in Bayeux. The Chairman explained that each year young people in Bayeux were given the opportunity to vote on the winner of a competition for young exhibitors. Members heard that discussions were in place to consider the possibility of bringing the exhibition to Dorchester and that should it not be possible to bring the exhibition to Dorchester that the young people of Dorchester could be given the opportunity to vote on the winner of the competition for young exhibitors.

In accordance with the powers delegated at Standing Order 50 it was

**Resolved**

(1) That a grant of up to £500 be awarded to the AsOne Theatre Company to cover the costs of offering a number of tickets to see the World premiere of Passion to veterans and older or younger citizens of Dorchester and that another agency work in partnership with Dorchester Town Council to distribute the tickets.

(2) That should a request for financial assistance be made by Dorchester Town Football Club for the WW1 Commemoration Football Match, the Town Clerk be authorised to consider the grant application following consultation with Panel Members.

It was also

**Recommended**

That consideration be given to an event to be held in 2018 to commemorate the end of WW1.

7. **Bayeux Society Reception**

The Panel heard from a representative of the Bayeux Society that the visitors from Bayeux enjoyed the welcome reception held on Friday, 12 September despite arriving late due to problems with the ferry crossing and were very grateful. Members felt that the reception was a success and that the Corn Exchange was a better venue for a reception than the Town Hall as there was more room available. Members identified the need for more tables and chairs. Concern was also expressed regarding the timing of the reception and felt that it would be more practical to not hold future receptions on the immediate arrival of visitors to Dorchester as it could be tiring for the visitors and cause an inconvenience to host families. The Panel was concerned that should the Mayor have had another engagement to attend on the evening of the reception then difficulties would have arisen. Members were also concerned that should a party of visitors be delayed again that staffing levels could suffer due to personal commitments.

**Recommended**

(1) That more tables and chairs be made available to guests at all Receptions.

(2) That all future receptions take place after the visitors' day of arrival.

## 8. **Visit of Footballers from Lübbecke**

The Panel noted that a party of young footballers would be visiting Dorchester from Friday, 3 October to Sunday, 5 October. Members agreed the proposed draft itinerary but were concerned that there would not be enough notice for the Explorer Scouts to attend the barbecue. Members agreed that all Councillors should be contacted to ascertain their availability to help over the course of the weekend. The Panel strongly felt that a no smoking and no alcohol policy should be imposed on all adults whilst in the presence of the young visitors.

### **Recommended**

(1) That all Councillors should be contacted to ascertain their availability to help over the weekend of the 3, 4 and 5 October 2014.

(2) That a no smoking and no alcohol policy be imposed on all adults whilst in the presence of the young visitors.

## 9. **Society Reports**

(1) Bayeux Society

The Panel heard from a representative of the Bayeux Society that the society had recently enjoyed a very active period with a visit to Bayeux with the Dorchester Tigers Basket Ball team from the Thomas Hardy School to commemorate the 70th anniversary of the D-Day landings in Normandy, a trip to Bath and a Cream Tea Party.

The representative from the Society reported that they were to enjoy an interesting programme of speakers throughout the winter months, topics to include The Red Arrows and the Mary Rose, she informed the Panel that the Society were also looking forward to an upcoming Drum Work Shop.

The representative informed the Panel that the Society had launched a Dorchester calendar which would be on sale.

(2) Holbæk Society

The Panel received before them a report from the Holbæk Society informing them of their preparations for a visit from members of the Danish Society in Summer 2015. The Society also had a quiz night and a social evening to look forward to.

(3) Lübbecke Society

The Chairman of the Lübbecke Society informed the Panel that the Society had enjoyed a coach trip to Weston Super Mare and a Summer BBQ. He informed the Panel that preliminary discussions were taking place regarding a visit to Lübbecke in 2015.

The Chairman of the Lübbecke Society informed the Panel that he would be stepping down from his role of Chairman at the AGM which was to be held on Friday, 7 November, he gave his grateful thanks for the support of the Secretary, Councillor Tess James over the past year. The Chairman of the Panel and the Mayor requested that a letter of thanks be sent to the Chairman of the Society and his wife. The Mayor also thanked the Chairman for keeping the Society active and vibrant.

**Recommended**

That a formal letter of thanks be sent to the Chairman of the Lübbecke Society, Mr John Antell and his wife.

**10. Financial Assistance Applications**

The Panel considered grant applications which had been received.

**Recommended**

(1) That the application from the Keep Military Museum be approved and the sum of £200 be awarded with a letter recommending them to apply for further funding from West Dorset District Council and Dorset Community Action.

(2) That the application from Volunteer Centre Dorset be approved and the sum of £100 be awarded.

(3) That the application from the Dorchester Casterbridge Rotary be not approved at present but that a meeting with a representative for the Dorchester Casterbridge Rotary be arranged to discuss the matter further.

(4) That the application from Dorchester Rugby Football Club be considered further by the Management Committee following a meeting with the applicant.

(5) That the application from the Dorchester Chamber of Commerce Christmas Cracker Committee be approved and the sum of £104.40 be awarded.

Mr Steve Newman  
C/O Dorchester Town Council  
North Square  
Dorchester

4<sup>th</sup> September 2014

Re Application to the Town Council for funding

Dear Steve

Further to my telephone conversation with you earlier today, I am applying on behalf of Dorchester Rugby Club, Coburg road, Dorchester DT1 2HX for a donation from the Town Council, towards some urgent work that we have to undertake at the club.

### **Background**

Dorchester Rugby is a community orientated club providing the training and playing of rugby to boys and girls of all skills and abilities, from the age of 5 up to an age when people choose to cease playing as adults. We currently have in excess of 250 young people registered with the club as active participants, there are also a senior ladies and 3 male teams all training and playing competitive matches. Training takes place during several week day evenings and the majority of matches are played over the weekends.

We welcome and actively encourage the local community to use our facilities for meetings or functions and have a number of regular users such a diet clubs and a table tennis group to name just a couple. The Club is also a popular venue for weddings and parties. A good example of our Community participation is the annual fireworks evening held in November when thousands of people of all ages watch the professional display laid on at the club We have managed to keep the club financially solvent during the challenging financial times and have managed to build up a reserve to ensure the clubs future.

### **Problem**

The club has three boilers which were installed when the club was built, these boilers which generate the hot water for players showers, hot water for the function areas and also heating have just broken down and have also been condemned and considered un-repairable. We have also been informed that the current arrangement of hot water storage is a significant health hazard with legionnaire's disease.

We also do not have satisfactory arrangements for the provision of ladies showers and suitable facilities to encourage greater participation of ladies in rugby. Not all Clubs in our area offer ladies rugby.

In the past year the club fuel bill was in excess of £8,000.

### **Situation**

We must replace the boilers as the new season is about to start as I type this letter.

However the timing of the boiler failure is unfortunate as we are currently replacing the main pitch flood lights (end of life) and installing new floodlight on the training pitches to encourage greater use of facilities and installing a disabled ramp from the club house to lower main pitch. Both projects are being undertaken on a partnership funding approach between the Club, WDDC and the RFU



## Options

We can

- 1) Replace the boilers with a like for like replacement cost £27,500
- 2) Replace the boilers for a gas efficient system that provides instant hot water and eliminates health risks with no storage required using heat exchangers, cost £34,000
- 3) Install option 2 and take the opportunity to re-organise the old boiler area and a storage room to provide on suite showers and toilets suitable for ladies and disabled use. This is a project already identified and is in our development plan, but would be brought forward. Cost approx £35,000.

Costs 1 - £27,500  
2 - £34,000  
3 - £69,000

Option 3 has been identified and selected as the best course of action for the long term viability, efficiency and total inclusion of participants within rugby at Dorchester.

## Funding obtained or applied for

We have obtained £35,000 from West Dorset District Council  
We have applied to the Cooper Dean Foundation for £15,000  
We will contribute £10,000 from reserves.  
To find from other sources £9,000

## Request

To apply to the Dorchester Town Council for £2,000 towards the ladies changing and shower facilities and toilets which will be disabled friendly.

## Remainder of funding

To apply to other sources of grant funding, as yet to be identified.  
To apply to all club members, parents for a donation towards supporting this project.

## Supporting information

I have attached a number of documents for information which may help the application process. These include.

### **\*\*Dorchester Rugby Club accounts for the year end 2014**

Dorchester Rugby Club development plan (please note a proportion of the "cash at bank" is savings from individual age groups for tour funds and not accessible for general club use)  
Copy of email from Sean Bulter pricing boiler replacement.

If I can provide any further information please let me know.

Yours Sincerely

Les Fry

**\*\* The accounts are several pages long – if Members wish to see them prior to the Committee meeting please let Steve Newman know and he will email them to you.**

**From:** Sean Butler <[sbutler@dandbmechanical.co.uk](mailto:sbutler@dandbmechanical.co.uk)>  
**Subject:** Re: Dorchester Rugby Club Gas Issues  
**Date:** 11 August 2014 10:57:32 BST  
**To:** Lloyd <[Lloyd.Surcouf@achesonconstruction.com](mailto:Lloyd.Surcouf@achesonconstruction.com)>

lloyd

I have been in contact with suppliers this morning and although I am still awaiting a few costs I do have some outline costs for the works as requested.

Option 1 To replace the 2 no hot water heaters and 1 no heating boiler with 1 new hot water heater with capacity for all hot water requirements, and install 1 new gas fired condensing boiler to supply full heating requirements, will be for the budget cost of £27,500 ex vat.

Our allowances for this option will be to remove all 3 gas appliances from site, install new room sealed wall hung gas fired condensing boiler ( heating only ) and all associate modification works required to adapt local heating pipework , flues and controls. Install new gas fired hot water heater complete with new buffer vessel , flues , adaptations to local gas, hot and cold water services.

Option 2

To replace the 2no hot water heaters and 1no heating boiler and supply 3 no gas fired wall hung condensing boilers to supply both hot water and heating requirements for the budget cost of £34,000 ex vat

Our allowances for this option will be to remove from site all 3 gas appliances and install 3 no new gas fired wall hung condensing boilers including all associated flues , pipework alterations and controls , new dedicated heating and primary heating supply to 1 new plate heat exchanger which will supply instant hot water upon demand.

Lloyd I appreciate that this is just a quick outline of cost and we can follow up this email with more information and firmed quotation once you have had time to consider both option. I will in the mean time push for final costs for a few items outstanding.

I hope this supplies information required for your consideration , Please do not hesitate contacting if you require any further information.

**Regards**

**Sean Butler**  
**Director**

Ref	Objective	Actions	Measure	Review Date	Date for completion	Cost	Responsibility
21	To raise profile of DRFC Junior Section through a robust plan and structure to deliver rugby for all abilities of girls and boys aged 6-18	Publicise across wider community Investigate and propose alternative events to attract potential players Club/School links to be re-established (p25)	Delivery of all actions Publicity Plan presented Increase Junior membership by 30 annually Qualifications obtained		Sep-14 Sep-14 Sep-15 and ongoing		Junior Section sub committee Junior Section sub committee
22	Support provision of quality coaching through all age groups from U6s -U18s as p3	Ensure all age group coaches hold appropriate qualifications See Coach Development Plan (appendix 1 attached) To be held on fixed weekend (Sunday before Easter) annually Invitations to be sent October annually	Completion of Coaching Development Plan Included in fixture list Agenda item at all Junior meetings Minimum 4 sides other than Downriver in each age group to be entered by preceding January List of volunteers	Oct-14 Oct-15	Apr-15 Apr-16		Junior Section sub committee Junior Section sub committee Junior Section sub committee Main Committee
23	Organise and develop Mini and Midi Festival	Whole club to support and help on day			Annually Ongoing Annually Annually		Junior Section sub committee Junior Section sub committee Junior Section sub committee Main Committee
24	Fundraising for benefit of Junior Section and Club as a whole	Junior Sub Committee to set fundraising target Create list of fundraising activities Incorporate into calendar	Target Set List compiled and agreed by Junior Sub Committee On website and fixture list	Sep Annually Sep Annually Sep Annually	June annually Annually Annually Annually		Junior Section sub committee Junior Section sub committee Junior Section sub committee Junior Section sub committee
25	Plan Junior Tour	Appoint organising party	Volunteers named	Annually	Annually		Junior Section sub committee
26	Increase Volunteer Base				Ongoing	Nil	

## MANAGEMENT COMMITTEE – 11 NOVEMBER 2014

### THE BOROUGH GARDENS BOWLS GREEN AND THE GRASS FREE LAWN PROJECT

#### Background

1. In early 2014 the Borough Gardens Panel met to consider a number of options for the future use of the Bowling Green. The main drivers were a wish to see the space put to a good use, and the need to limit anti-social behaviour in this part of the Gardens.
2. As a temporary solution the Town Council marked out short tennis courts for the summer 2014 season. These were poorly used but, along with other measures, they contributed to a reduction in anti-social behaviour over the summer period. It was agreed that the future use of the site would be revisited in the autumn.
3. A number of possible uses have been considered for the Bowling Green space, from soft landscaping through hard landscaping and on to physical buildings. None has a strong argument in its favour, and there is no clear and obvious use for the space.
4. As part of his year in office, working with Dorset Wildlife Trust (DWT), the Mayor has sponsored the growth of a Grass Free lawn, to be located in the Borough Gardens. Currently a lawn of 100 – 150 m<sup>2</sup> is in preparation, and will be located in the Gardens in April 2015.

#### Future of the Bowling Green

5. In early October staff and DWT met with students on Kingston Maurward's landscape design course. A brief was supplied to 10 students (attached) who were set a task to identify possible layouts for the site in future. Their work is theoretical, but might prompt some fresh ideas for the Town Council to consider with regard to the site.
6. One unknown was the potential for additional tennis courts on the site, either in addition to or as replacement for those adjacent to Trinity St Car Park. Fob data from this year's usage clearly indicates there is no need for a new court on the Bowling Green site, even if the Trinity St courts were lost. The number of occasions when 3, or 4, courts were all in use together is not sufficient to justify more than 2 courts in this part of the town.
7. While it is unlikely that a permanent solution will have been agreed on by spring 2015 it makes sense to put the grass free lawn on part of the Bowling Green. There is every likelihood that it will be a component of a long term plan for this area, and if it is not a component it can easily be moved to another site within the Gardens.
8. It is recommended that
  - a. one third of the grass on the Bowling Green area is removed using a turf cutter, the exact location being agreed between the Compliance Manager and the DWT Project Officer.
  - b. A further report regarding options for the design of the Bowling Green space be submitted to the March 2015 Committee.

Adrian Stuart  
Town Clerk

**BOROUGH GARDENS BOWLING GREEN  
KINGSTON MAURWARD STUDENTS BRIEF**

Previous suggestions for the Bowls Green Space

- A grass free lawn – dimensions currently estimated at 150 m<sup>2</sup>
- A wildflower area
- Seating
- Sculpture
- One full size Tennis Court or even a Paddle Tennis area
- A 9 or 18 hole Crazy Golf course, self-regulated so it would need to be robust
- Bee hives
- A grass mound
- A Tea Shop or Kiosk
- A floodlit Multi Games Area

Constraints

- The toilets can't be moved
- The Greenhouses need to be safeguarded – balls and young people have been a problem in the past
- The "Walks" to the east of the Bowling Green are a scheduled ancient monument and can't be touched

Possible alterations

- We have no issues with
  - Removing the ditches
  - Lowering the height of the shrubbery between the Green and the Nursery
  - Integrating the surrounding path into the Bowling Green

Funding

- There is currently no budget set aside for major conversion of the Bowls Green
- Any spend will therefore need to be covered by
  - One-off grants
  - Income that would arise from future use
  - Modest sum, £5,000 max, could be found within the Parks revenue budget

Brief

- To produce a design that the Town Council might implement as a whole, or by combining ideas from several submissions, subject to funding being identified
- To identify where a Grass Free Lawn would feature within that Brief so that it could be implemented in April 2015

AS

29 September 2014

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 11 NOVEMBER 2014**

**BOROUGH GARDENS – PARK KEEPING ARRANGEMENTS**

1. Members will be aware that the Council employs two part time park keepers, one who works weekends and one who works Monday to Friday. Their hours vary significantly from winter to summer due to the Gardens closing time being dusk. Previously park keepers have simply claimed the hours they work on a month by month basis meaning that income in the summer is much higher than winter. This makes financial planning for the park keepers very difficult particularly if they are in receipt of benefits.
2. When one of the long standing park keepers retired earlier in the year a review was undertaken with the remaining park keeper and it was agreed that the job would be more attractive to potential candidates if the salary was averaged out over the year and that the park keepers worked a shift pattern of seven days on and seven days off. The vacancy was advertised and filled on these terms and conditions.
3. During this discussion closing times for the Gardens was also considered. It was noted that the majority of anti-social behaviour experienced in the Gardens happened later in the evening and that there was very little general legitimate use of the Gardens past 8.00pm.
4. Closing times for the Gardens are presently as follows:-
  - Start September to end March - 8.00pm or earlier
  - April to mid May - Gradual increase to 10.00pm
  - Mid May to mid July - 10.00pm
  - Mid July to end August - Gradual decrease to 8.00pm
5. There are rare occasions when events are held in the Gardens which do not end until past 8.00pm. The tennis courts are also occasionally used between 8.00pm and 9.00pm but rarely between 9.00pm and 10.00pm.
6. If the Gardens were to be closed at 8.00pm at the latest it is considered that there would be minimal disruption to legitimate users of the Gardens – the tennis fob system allows the two courts located out of the Gardens to be accessed until 10.00pm and the Gardens could still be kept open for the occasional event that required a later closing time. The advantage of closing at 8.00pm is the reduction in the opportunity for anti-social behaviour and a small saving of approximately 117 hours per year in park keeper hours.
7. Members are asked to give consideration to a trial of closing the Borough Gardens at 8.00pm at the latest in 2015.

Steve Newman  
Deputy Town Clerk

## DORCHESTER TOWN COUNCIL

### GROUNDS WORK AUTUMN & WINTER 2014/15

#### 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*
- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily – *ongoing*
- Collect fees tennis as required - *ongoing*
- Remove Summer bedding plants –*completed*
- Dig and prepare beds compost added –*completed*
- Plant out spring 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*
- Cut hedges x 2 during period –
- Weed kill hard surface areas as required – *two completed*
- Weed bedding displays and shrub beds x 2 – *ongoing*
- Seeding summer bedding plants in greenhouse –
- Potting up summer bedding –
- Watering greenhouse – *ongoing*
- Rub down and oil seats & bins –
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Clean fountain as required – *weekly contract, winter shutdown November*
- Tree inspections –
- Clean as required new toilet block –*ongoing*
- Plant up new bed (Mediterranean) - *ongoing*
- Glazing repairs to greenhouses – *completed*
- Legionella and fire testing – *ongoing*
- Install edging to new borders and tarmac-*completed*
- Leaf clearance lawns and paths –*ongoing*
- Leaf clearance tennis courts –*ongoing*
- Moss killing tennis courts-*one treatment completed*
- Install new court numbers tennis courts-*completed*
- Machine brush moss from tennis courts -

#### Weymouth Ave Recreation Ground

- Mow field area weekly – *ongoing last cuts*
- Hand mow field edges – *ongoing last cuts*
- Strim field perimeter – *ongoing last cuts*
- Mow cricket square – *ongoing last cuts*

- Fertilise cricket square x 3 *applications completed*
- Reseed cricket square – *completed*
- Top dress cricket square-*completed*
- Spike cricket square-*completed*
- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Mark out from scratch winter pitches –*completed*
- Erect goal posts –*completed*
- Prune Sawmills shrub areas by railway bridge –
- Remove covers on portable cricket covers store for winter – *completed*
- Prepare cricket nets for the winter– *completed*
- Replace broken slabs – *completed*
- Legionella and fire testing – *ongoing*
- Spike winter sports pitches-*ongoing*
- Brush winter sports pitches-*ongoing*
- Divit replacement winter sports pitches-*ongoing*
- Remove tarmac strip cemetery wall, soil and seed-
- Treat park benches-*completed*
- Mark winter sports pitches-*weekly ongoing*
- KMC student weekly on Monday's assisting Groundsman-*ongoing*
- Install dog poo pick up bag holders x 2 - *completed*

### **Sandringham Sports Ground**

- Mark out from scratch winter pitches – *completed*
- Erect goal posts –*completed*
- Mow field area on a weekly basis – *ongoing last cuts*
- Mow perimeters hand mower, fortnightly – *ongoing last cuts*
- Strim perimeter fortnightly – *ongoing last cuts*
- 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*
- Legionella and fire testing – *ongoing*
- Mark winter pitches weekly-*ongoing*
- Install dog poo pick up bag holders x 2 - *completed*

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

- Mow field areas on a weekly basis – *ongoing last cut*
- Mow perimeters hand mower, fortnightly – *ongoing last cut*
- Strim perimeter fortnightly – *ongoing last cut*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Install new base for donated bench – *completed*
- Install pick up poo bag dispensers – *Salisbury Field only-completed*



- Tree surgery on several trees-*completed*
- Mark out initial rugby pitch (King's Road)-*completed*
- Plant 25 Silver Birch trees – *ongoing*
- Install dog poo pick up bag holders x 2 – *completed(Salisbury Field only)*

### **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 - *completed*
- 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*
- Mow additional DCC areas (Junction, skatepark verges etc) – *completed*
- 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*
- Power washing public benches – *ongoing*
- Tree works, fell three diseased and dying Horse Chestnuts – *ongoing*
- Remove unwanted stanchions and chains by WDDC offices – *completed*
- Using repaired and repainted stanchions fill in gaps on South Walks – *ongoing*
- Install dog poo pick up bag holders x 1 – *completed (River Walk only)*
- 

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

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *completed*
- Strim grass edges, obstacles etc fortnightly - *completed*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? – *awaiting permission?*
- Repair 10 cast iron street benches, repaint replace wood – *completed*
- Prepare info structure for Bank Holiday event Maumbury Rings - *completed*
- Install dog poo pick up bag holders x 2 - *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*
- Install dog poo pick up bag holders x 2 - *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 – *completed*
- Power wash German War Memorial - *completed*

### **Weymouth Avenue Cemetery**

- Grass mowing rota – *ongoing DCC contract*
- Burials as required – *ongoing*
- Tree inspections –
- Weekly removal of waste from bins etc - *ongoing*
- Rabbit removal – *as required 10 removed October*
- Oil chapel doors –
- Raise wall to ashes area - *completed*

## **Poundbury Cemetery**

- Grass mowing rota, - *ongoing*
- 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*

## Management Committee 11 November 2014

### Trees at Sandringham

1. A programme of tree removal and reduction works was implemented in Spring 2014, based on the schedule agreed by the Committee in November 2013. Generally these were well received by residents.
2. A resident in Armada Way has recently raised concerns about a specific tree at the north-eastern corner of the football area handed over to the Town Council when Thomas Hardye Gardens was built. He has objected to how the tree has grown such that it blocks the rear of his property from light for much of the day.
3. The resident has identified that his property pre-dates the tree, and believes that the choice of tree was inappropriate for this site, given its proximity to his property and the size it will eventually grow to. He would like the tree removed.
4. The tree, a sycamore, is a poor specimen, having forked twice during its early stage of development, leaving it more susceptible to damage during its life than a more upright specimen. It is not yet fully mature, and will continue to gain height for some years, creating a greater barrier over time. During the Spring 2014 works the tree canopy was lifted, but it remains structurally sound and healthy at present. There is no requirement for the Town Council to remove the tree from its land, but it is fairly clear that the tree was a bad choice, due to its growth pattern.
5. Members are invited to consider removing the tree now, or wait until it sustains damage in future years. If the tree is to be removed there is little benefit in replacing it.
6. On a related issue the resident has asked that the Town Council remove a number of sycamore saplings that have seeded into the south eastern corner of the Sandringham Playing Fields, either from this tree or an adjacent one. Work will be carried out to tidy up this corner during the winter period. The resident was able to identify many similar saplings on his own land that are likely to have resulted from seeds dropped by the two sycamores in the playing field.

Adrian Stuart  
Town Clerk

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE - 11 NOVEMBER 2014

#### RED COW FARM DEVELOPMENT

1. In May 2014 the Committee agreed (Minute 2013/63)

“That discussions with the developer, West Dorset District Council and the Duchy of Cornwall to consider varying the Section 106 agreement as follows:-

- a. To remove the obligation to provide play equipment and a boules area on the recreational space to the north of the development, in exchange for a contribution to a footbridge from Lubbecke Way to King’s Road playing field and if that was not possible for other play equipment improvements elsewhere in the town
  - b. To consider whether the potential exists to develop the proposed eastern allotments plot for additional units of affordable housing instead of as allotments.”
2. In principle there is no issue with converting the provision of the play equipment into a contribution. At an appropriate stage during the construction of the scheme this can be formalised.

#### **Footbridge**

3. With regard to the idea of a footbridge enquiries have been made with the Environment Agency as to whether this would be possible. It would seem that it would not be possible to install a simple ‘off the shelf’ type footbridge. If a bridge was to be installed it would need to be designed taking into account the following:-
  - a. The lowest part of the bridge would need to be 600mm above the design flood level or 1m above maximum known flood level if hydraulic calculations for the design flood level are not available.
  - b. The bridge would need to be built above the 1:100 year flood level.
  - c. The bridge would have to span the channel (no piers would be allowed in the watercourse).
  - d. The ground on either side should not be raised as it is floodplain.
  - e. The bridge must also allow flows greater than the upstream bridges.
  - f. All future maintenance will be the landowner’s responsibility (including blockage removal).
4. It should also be noted that the Environment Agency’s records indicate that water voles maybe in present in the area. From 6 April 2008 the water vole became fully protected under Schedule 5, Section 9, of the Wildlife and Countryside Act 1981 (as amended) which makes it illegal to intentionally kill, injure or take water voles or intentionally or recklessly damage, destroy or obstruct access to any structure or place used for shelter or protection, or to disturb water voles while they are using such a place.
5. The number of design restrictions and the possible presence of water voles points to a very expensive project. If Members were minded to pursue the idea further it would be

necessary to engage a professional engineer to draw up some design ideas and give an indication as to likely total cost.

#### **Affordable Housing on Allotment Land**

6. With regard to resolution b. work has taken place with Hastoe Housing Association and West Dorset District Council's Affordable Housing Officer to develop a proposal that the Policy Committee will consider next week, the main components of which are:-
  - a. A Charitable Trust be created to manage the development of 10 x 1 bed flats on land allocated for recreational purposes east of the bypass
  - b. The Duchy of Cornwall be approached with a request to release the land at nil cost to the Trust. The land was previously to be given to the Town Council at Nil cost as part of the recreational planning gain on the Red Cow Farm
  - c. WDDC be approached with a request for a grant to fund pre-planning works to build on the site, approximately £5,000
  - d. Hastoe be commissioned to manage the development of the scheme to planning application stage
  - e. If successful Hastoe would then be commissioned to manage the construction of the scheme, cost of which is estimated to be c. £900,000
  - f. WDDC be approached to lend funding for construction and subsequently for any long term lending associated with tenanted property
  - g. Hastoe would also be commissioned to identify prospective tenants and purchasers, and manage any disposals (at c. £90 - 95,000 per unit, c. 70% of their market value) or ongoing tenancies (below the current affordable rent threshold), and also to act for the Trust when purchasers wish to resell their property
  
7. The above is for information only. Should members have any questions regarding the mechanics of the Affordable Housing scheme these will be dealt with at Policy Committee.
  
8. Should the scheme not go ahead the Council will still take on the land for allotment purposes.

Steve Newman  
Deputy Town Clerk

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 11 NOVEMBER 2014

#### ALLOTMENT FEES 2015

1. The Council needs to revise its fees for allotments for 2015. In 2014-15 the service was subsidised by approximately £13,000.
2. Discussions have been held with the allotment representatives about how this subsidy could be reduced in future years by way of reducing costs (as opposed to significantly increasing allotment charges) including stopping green waste removal, reduce water bills etc. Notes of the meeting are attached.
3. The meeting with the allotment representatives identified a number of ways of reducing costs and it was agreed to consult all allotment holders on these ideas and for the forthcoming year increase fees in line with inflation.
4. Existing and proposed fees are set out below:-

	<u>Existing</u>	<u>Proposed (from 1 January 2015)</u>
<b>Allotments</b>		
Half Plot - Frome Terrace	£16.90	£17.50
Half Plot - Other Sites	£17.40	£18.00
Full Plot - All Sites	£32.50	£33.50
<b>Green Waste Removal</b>		
Full Plot	£5.20	£5.50
Half Plot	£3.20	£3.50
<b>One off Administration Fee</b>		
All Sites and Plots	£40.00	£41.00

5. Members are asked to note the proposed consultation with allotment holders and consider the proposed charges for 2015.

Steve Newman  
Deputy Town Clerk

## NOTES ON AN ALLOTMENT REPS MEETING HELD ON 24 SEPTEMBER 2014

Attendance:-

Ken Lambert – Herringston Road Allotments  
Arthur Cox – Alington Ave Allotments  
Reg Deverill – Hawthorn Road Allotments  
Doug Chainey – Louds Mill / St George's Road

Adrian Stuart – Town Clerk  
Steve Newman – Deputy Town Clerk  
Pete Mullins – Compliance Manager

1. The following matters were raised by allotments reps and discussed:-

- Rents - for 2015 there will be no significant increase but they will be increased in line with inflation for all existing allotment holders. Bills to be paid within 14 days of receipt or terminated.
- The true cost of allotments would be established and it might be necessary for future allotments holders to pay more.
- Making the service more efficient would reduce costs and any need for higher charges – various ideas were discussed, more efficient administration, better process for termination, allotment holders doing more themselves, removal of certain water taps, closing down water between 1 Oct and 31 March, encouraging allotment holders to collect their own water.
- Move allotment inspections to April and June.
- Green Waste Removal is a significant cost to the service and was being abused on occasions. Consideration to be given to ceasing this activity and instead encouraging composting and allowing bonfires under certain circumstances.
- Vacant plots would be strimmed and re-let as soon as possible – it was noted that the waiting list for allotments was very low at present.
- Some site specific issues were raised which would be addressed including new padlock and track maintenance at Alington and new road route at St George's to be identified.

2. Allotment Associations

- There was no appetite amongst the reps to form allotment associations but there might be allotment holders willing to take this on.

3. Annual Letter

- The annual letter this year would consult allotment holders on some of those issues discussed namely:-
  - How to reduce costs
  - Possibility of stopping green waste removal
  - Possibility of having controlled bonfires
  - How to reduce water bills
  - Anyone interested in pursuing the Allotment Association initiative

Steve Newman  
Deputy Town Clerk







**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE - 11 NOVEMBER 2014**

**WAR GRAVE PLAQUE PROJECT – FORDINGTON AND DORCHESTER CEMETERIES**

1. The following request has been received from the Commonwealth War Graves Commission:-

Dear Sir/Madam

I would like to introduce myself as the regional supervisor for the Commonwealth War Graves Commission.

In this centenary year of the First World War we are endeavouring to place war grave plaques at the entrance to sites to inform the public that war graves are within. This incentive has been in operation in mainland Europe for many years and has proved very successful, hence the decision to introduce them within the UK area. I would therefore like to request permission to undertake this work at your [two sites](#).

I have attached a schematic drawing of the plaque and a photograph of a plaque in situ, so that you can see the nature and scale of the plaques which are 430mm x 230mm.

I look forward to hearing from you.

Ian Thornett  
Regional Supervisor South West  
Commonwealth War Graves Commission

2. A photograph and a schematic of the proposed plaques is attached for information.
3. Members are asked to agree to the erection of the plaques subject to the Commonwealth War Graves Commission being responsible for obtaining any consents that might be required.

Steve Newman  
Deputy Town Clerk

At this location there are

# Commonwealth War Graves

[www.cwgc.org](http://www.cwgc.org)



**MANAGEMENT COMMITTEE**  
**11 November 2014**  
**September/October 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.

	Sept 2013	Sept 2014 Paid	FOC	October 2013	October 2014 Paid	FOC
Corn Exchange	15	11	1	14	14	1
Dressing Room	3	2	0	2	2	0
Town Hall	13	9	0	10	11	2
Magistrates Room	10	5	9	7	5	5
Council Chamber	0	1	12	1	2	0
<b>Overall Total</b>	<b>41</b>	<b>28</b>	<b>22</b>	<b>34</b>	<b>34</b>	<b>8</b>
Weymouth Avenue Pavilion	6	6	0	4	5	0
Borough Gardens House	9	7	2	8	5	0

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

**INCOME**

	SEPTEMBER		OCTOBER	
	2013	2014	2013	2014
	£	£	£	£
Corn Exchange	2778.34	2204.09	2691.45	2940.77
Dressing Rooms	132.00	164.45	200.86	153.40
Town Hall	1448.74	1424.09	1061.84	1201.72
Magistrates Room	534.99	720.35	541.16	560.07
Council Chamber	0.00	139.00	44.40	31.02
<b>Overall Total £</b>	<b>4894.07</b>	<b>4651.98</b>	<b>4539.71</b>	<b>4818.78</b>
<b>2014/2015 Cumulative Total £</b>		<b>28,527.30</b>		<b>33,346.08</b>
<b>Percentage of Estimated Income 2014/15</b>		<b>43.2%</b>		<b>50.5%</b>
Weymouth Avenue Pavilion	479.68	468.70	361.88	445.83
Borough Gardens House	561.90	620.00	472.90	480.00
		<b>September</b>	<b>October</b>	
Bar Franchise 10%	£473.14	<b>£120.14</b>	344.73	

**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.

September 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	3	3	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	4	-	-	-
Commercial Bookings	2	-	-	-	1	-	-	-	-	-
Birthday/Socials	3+1 hr	-	-	-	-	-	-	-	-	-
Dance Classes	4+4hr	5	-	-	1	4	-	-	-	-
Wedding Receptions	1	-	-	-	1	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	3	1	-	-	-	1
Training Events	-	2+4hr	6	2	15 hrs	15	8	15	-	-
Meetings	11	9	7	4	8	9	7	7	-	-
Exhibitions	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>24+8hr</b>	<b>19+4hr</b>	<b>13</b>	<b>6</b>	<b>14+15hr</b>	<b>29</b>	<b>19</b>	<b>22</b>	<b>-</b>	<b>1</b>
<b>Income £</b>	<b>2778.34</b>	<b>2204.09</b>	<b>132.00</b>	<b>164.45</b>	<b>1448.74</b>	<b>1424.09</b>	<b>534.99</b>	<b>720.35</b>	<b>0.00</b>	<b>139.00</b>

October 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Performances	1+1hr	4	-	-	-	-	-	-	-	-
Live Music Events	-	-	-	-	-	-	-	-	-	-
Farmers Markets/Sales	-	-	-	-	-	-	4	5	-	-
Commercial Bookings	1	2	-	-	1	-	-	-	-	-
Birthday/Socials	3+5hr	2+2HR	-	-	-	-	-	-	-	-
Dance Classes	5+5hr	5	-	-	1	5	-	-	-	-
Wedding Receptions	1	3+2HR	-	-	-	-	-	-	-	-
Wedding Ceremonies	-	-	-	-	1	-	-	-	-	-
Training Events	1	5HR	4	1	4+14hr	14	-	7	-	-
Meetings	9	7+2HR	4	4	3+5hr	8	16	5	1	2
Exhibitions	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>21+11hr</b>	<b>23+11HR</b>	<b>8</b>	<b>5</b>	<b>10+15hr</b>	<b>27</b>	<b>20</b>	<b>17</b>	<b>1</b>	<b>2</b>
<b>Income £</b>	<b>2691.45</b>	<b>2940.77</b>	<b>200.88</b>	<b>153.40</b>	<b>1061.84</b>	<b>1201.72</b>	<b>541.16</b>	<b>560.07</b>	<b>44.60</b>	<b>31.02</b>

## DORCHESTER MUNICIPAL BUILDINGS

### Planned Maintenance/Projects and Urgent Works

11 November 2014

#### Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015.*
- ❖ *Floor repairs to Foyer completed October 2014. Floor needs some minor repairs in the Corn Exchange – November 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.*
- ❖ Repair work to roof – *Tudor Rose – completed September 2014.*
- ❖ *Outside benches refurbished.*

#### Kitchen

- ❖ All Appliances Serviced.
- ❖ 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 – 2 October 2014*
- ❖ *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 4<sup>th</sup> 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 to be 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: 31<sup>st</sup> 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 – *replaced October 2014 – Dressing Room 1*
- ❖ 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.*

### **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 – November 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 24<sup>th</sup> August 2011. Additional training required by Mr A. Bagwell and Matthew Jackson.*
- ❖ *Paint work on back exterior to the Corn Exchange when scaffold in situ.*
- ❖ *Statutory work to clock tower.*
- ❖ *Inspection of all hearing loops – November 2014*

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 11 NOVEMBER 2014**

**MUNICIPAL BUILDINGS MARKETING – WEBSITE DEVELOPMENT AND WEDDINGS**

1. Members will be reminded that at its last meeting it was agreed that the group already established to investigate marketing and promotion plus Councillor D. Taylor meet again in the near future to discuss future charging, marketing and promotion.
2. This group has now met and consideration was again given to whether to establish a stand-alone website for the Municipal Buildings, this website to have a greater visual impact to potential customers, improved links with social media and have a less corporate feel.
3. Investigations have been undertaken and a proposal is attached for Members consideration.
4. The group also considered a new strategy for weddings; increased promotion via the proposed new website was necessary but it was also felt that a weddings package should be developed and a number of dates set aside each year just for weddings. As well as marketing through the new website it was felt that the venue dates should be sold via attendance at an established wedding fayre or possibly establish our own fayre.
5. A proposed weddings package is attached for Members consideration.
6. The Committee will also be reminded that usage of the Municipal Buildings could potentially be significantly higher depending upon the outcome of discussions in respect of the report on joint usage later on the agenda. Members will need to take a view as to whether they want to pursue those ideas suggested above now or hold back until occupancy levels are more established next year when additional marketing might not be necessary.
7. Members are asked to consider:-
  - (a) Whether or not to establish a stand-alone website for the Municipal Buildings in the short term or wait and review the situation next year.
  - (b) Whether to implement the weddings package for 2016.

Steve Newman  
Deputy Town Clerk

## Website Design Proposal 17/10/2014

**Client Name - Dorchester Town Council**  
**Adrian Stuart / Steve Newman**

### Current Situation

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Dorchester Town Council own and operate several venues in the town. This includes the Corn Exchange, a Historic building situated in the centre of Dorchester.

The building is a public space used by many different organisations and individuals to hold regular and one off events.

The Corn Exchange offers four main hire rooms with capacity ranging from 40 to 300 people. There are smaller rooms that can accommodate up to 20 people that are hired for meetings or seminars. The building has a bar/reception area and catering facilities.

The building is currently under used by the community. This is partly is down to the local community's understanding and perception of the building and the variety of uses it is able to cater for.

The current Dorchester Town Council website, [www.dorchester-tc.gov.uk](http://www.dorchester-tc.gov.uk), does not showcase the Corn Exchange at its best. The site's primary focus is as an information and record service for the Town Council rather than as a brochure for its amenities.

The website is not optimised for mobile devices and so can be difficult to read and navigate for phone users. Data shows that access via mobile devices now accounts for up to 60% of website traffic.

The pages devoted to the Corn Exchange lack visual impact. They have a corporate feel and are not always easy to find for a potential customer searching the Internet.

Searching is further compromised as all the information is on a single page and fails to target specific search terms, e.g. wedding venue, rooms for hire, civil ceremony, concert hall, etc.

Events at the venue can also suffer from lack of on-line visibility. Currently events are listed in a separate section of the website.

Facebook pages for the already exist for both the Town Council and The Corn Exchange. However the Corn Exchange page is infrequently updated. There are no dedicated Google+ or Twitter accounts. As such social media is not currently being used to promote the venue.

The Corn Exchange faces competition within the town from venues such as The Dorford Centre. The Dorford Centre benefits from being a modern building with advanced audio and visual facilities. The Corn Exchange does however have the advantage of a drinks licence as the Dorford Centre is an alcohol free site.

## Recommended Solution

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A new and separate website dedicated to the Corn Exchange.

The website will function primarily as an on-line brochure to showcase the Corn Exchange and events taking place there.

Integrate links between existing social media and the new website to enable automatic cross posting. Set-up of new Google+ and Twitter accounts for the Corn Exchange (this could be done by council staff).

With the aims of:

- Highlighting the facilities and flexibility of the building.
- Attracting new customers to hire The Corn Exchange.
- Raise community awareness of the facilities available.
- Provide up to date listing of forthcoming events.
- Give the Corn Exchange a dedicated and modern web presence.
- Enhance social media involvement.
- Present the building at its best using larger and enhanced images and possibly video in an online brochure.
- Enable potential users to easily find the venue online and present them with any information required by enhancing the search listing visibility.
- Making the website accessible on all devices.
- Provide easy ways to contact the administrative and booking staff.

## Proposal

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Design and build a new web site. That will:

- Have logical menu structure to provide clear navigation and highlight main areas of business.
- Identify and add the individual pages required and their position within the site.
- Be mobile and tablet friendly while still displaying all site content.
- Identify and build functions needed within the site, e.g. contact forms, printable information, events diary, etc.
- Ensure that the on-page content is optimised for the chosen keywords for search engines (SEO)

- Implement a content management system to allow for the client to directly update information on the website.
- Deliver website tracking metrics to allow for measuring user visits and actions on the site.

The new website should have a modern uncluttered look and make good use of images and other media. It will have a modular system allowing functionality, content and appearance to be added, removed or amended within the delivered framework.

### Additional Options

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As well as the basic website there are some additional options that should be considered.

Firstly the site will need administration, updating and maintenance. These tasks can be done by the client depending on the technical knowledge and available time. I can also offer to do these on the clients behalf or split the tasks between myself and the client.

- *Site administration. I can provide a full administration service that manages all website changes.*
- *Site security. Websites need monitoring to ensure that the latest security patches are applied in a timely manner and any unauthorised access attempts are blocked. In addition regular backups should be made and stored securely.*
- *Training. I can provide training and manuals to enable council staff to update the website directly.*

Social Media has become an important tool for promoting brands, in this case the brand is The Corn Exchange. This is typically not a one off job but requires regular input and interaction for best effect. I can set-up accounts and/or assist with the ongoing running of the various pages.

- *Set-up of new Google+ and Twitter accounts for the Corn Exchange (this could be done by council staff). Integrated links between social media and the new website to enable automatic cross posting.*
- *Management / Administration of social media accounts.*

Mailing list and newsletter management. Asking website and Facebook visitors to sign up to a mailing list will enable promotion of upcoming events and any special offers. Your previous customers are best prospects to be future customers thus past hirers can be asked to join the mailing list.

- *Set-up third party list management service such as "Mailchimp" to integrate with the Website and Facebook.*
- *Design and compose newsletters using content supplied by client.*

## Assumptions & Prerequisites

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The client will supply the basic text for use on the website. I will review the text and where appropriate adapt it for website use. This ensures that it is optimised for a web viewing and matched to the target searches for a particular page.

The client will supply images and videos for use on the site and will be responsible for ensuring any copyright is obtained. If additional stock images are used these are charged at £5 per image.

A new domain name for the website will be purchased by the client. This will be either a .co.uk or a .com domain.

Existing email addresses will be used on the website. i.e no new email addresses are needed.

The client will assist in identifying the keywords (search terms) they wish website pages to target. e.g. Dorchester venue hire, Dorchester wedding venue. Ideally the site would have one primary and up to three secondary keywords per page.

Website Hosting. All websites need a server connected to the internet to be hosted on. The software I propose using has a number of specific requirements in order to function. I can provide hosting or if the client has an existing partner they want to continue with I can check the requirements are met.

## Pricing

I have set out below the basic cost for the website along with the pricing for the individual elements and options listed in the sections above.

Service Item	Cost	
Website design and development	£600.00	
Web hosting (if required)	£7.50	monthly
Full site administration service (if required)	£10.00	hourly
Site security service. (if required)	£10.00	monthly
Social media and newsletter management (if required)	£10.00	hourly
Training on how to do basic updates to website for one person (approx 2hours)	£50.00	session
Set-up of mailing list service and integrate with website and Facebook <i>(use of service is free for up to 2,000 subscribers and 12,000 emails per month)</i>	£50.00	
Stock photography images, if required, will be supplied at cost price approx £5 each	£5.00	each
Additional design/development work or training not included in this proposal. I will always agree any chargeable work beforehand.	£20.00	hourly

Note: VAT not chargeable

## Next Steps

Adrian Stuart and Steve Newman to get agreement from Town Councillors for new website project.

Once it has been agreed to go ahead with the project I will require an initial payment of £100 to cover any costs incurred during development of the website. This will be deducted from the final amount which will be due when the website goes live.

Hold an initial design meeting to agree options, collate text, images and video that are required for the site. Agree a general site structure and important search keywords. Set timescales.

Client to register a domain name.

## Dorchester Town Council

### The Corn Exchange

The Corn Exchange is a distinctive feature of the town, Grade II\* Listed and dating back to the mid nineteenth century. Since 1995 the Building has been an approved venue for Civil Ceremonies. There are a number of different rooms in the building which enables you to hold your complete wedding celebration under one roof.

#### *The Wedding Package*

**£999.00 Inc. Vat**

**Exclusive Hire of the Municipal Building from 8.00am—Midnight  
Includes Hire of the Town Hall, Council Chamber, Corn Exchange,  
Reception Room & Kitchen**

**Town Hall**—A spacious room accommodating up to 120 guests. The Town Hall has a fine vaulted ceiling and oriel window.

**Council Chamber**—For the more intimate ceremony. This room accommodates up to 50 guests and is historically decorated and features a fine display of Civic Insignia and wall plaques recording the Mayors of Dorchester and significant events since 1793.

**Corn Exchange**—with a capacity of 180 for a seated reception: Located at ground level, a spacious hall equipped with a wide range of modern features and facilities, which can be arranged to meet the requirements of most large functions.

#### **Also included in the hire are:**

Franchised Bar with Staff  
Services of the Town Hall Keeper  
Fully Equipped Kitchen  
Dressing Rooms  
Magistrates Room  
Stage Lighting  
PA System  
Staging  
Tables, Chairs & Flower Pedestals  
30 Free Car Park Spaces (no overnight parking available)

The franchised Bar is operated by the Kings Arms Hotel located just next door to the Corn Exchange and they will be able to provide you with bespoke drinks packages. Contact them direct on 01305 265353 for drink options. All alcohol consumed on site must be discussed with them.

With a Civil Ceremony you will need to contact The Registration Office, 01305 225153—The Registrars request that you confirm your date and venue before contacting the office. They will then advise you on the charges and arrange an appointment where you can meet them and discuss your requirements for that day.

#### **Other Options**

*You may only wish to have a Civil Ceremony or Wedding Reception which can be arranged. All bookings contact the Buildings Administrator who will treat your enquiry on a friendly, personal basis. For further information, to discuss, view or book any of the rooms please telephone 01305 265840 or email [cornexchange@dorchester-tc.gov.uk](mailto:cornexchange@dorchester-tc.gov.uk)*



**Whether you are Catering for yourselves with friends & family or would like some additional useful information to help you build your perfect day**

*(Dorchester Town Council is unable to recommend any particular organisation but offer the following for you to contact personally.)*

**Caterers**

Helen Furness Catering

The Kings Arms

Exclusive Beales Gourmet Catering

Hardye's Caterers

County Caterers

The Crusty Cob

Tudor Catering

Manor Catering

Posh Pig Hog Roast

Giants Cottage, Wills Lane, Cerne Abbas -01300 34 1212/342128

30 High East Street, 01305 265353 info@kingsarmsdorchester.com

01202 700992 or visit [www.bealesgourmet.com](http://www.bealesgourmet.com)

07977222147

34 Fourgates Road, Dorchester - 01305 268909

16 Maud Road, Dorchester - 01305 263472

45 Monmouth Avenue, Weymouth - 01305 776696

Manor Farm, Grimstone, Dorchester - 250999

<http://www.poshpigshogroast.com/what.html>

**Florists/Event Hire**

M & E Event Hire

N.H.W. Weddings

Cudmore Event Hire

Stems Flower Shop

P & M Read Florists

07544 696745 - [www.meeventhire.com](http://www.meeventhire.com)

01305 269911 - Slip covers & Event hire -

[www.nkweddings.co.uk](http://www.nkweddings.co.uk)

Tableware for Any Occasion - 01308 488440

15 Antelope Walk, Dorchester - 01305 262460

685 Dorchester Road, Upwey - 01305 812932

**Hotels and Guesthouses**

Casterbridge Hotel,

Kings Arms Hotel,

Premier Inn, Dorchester

Wessex Royal Hotel,

49 High East Street - 01305 264043

30 High East Street - 01305 265353

5 Pope Street, Dorset, DT1 1GA - 0871 527 9376

32 High West Street - 01305 262660

**Disco/Bands**

<http://tonyjamesdisco.co.uk/djs/>

Phone: 01305 266254

Email: [tony@tonyjamesdisco.co.uk](mailto:tony@tonyjamesdisco.co.uk)

<http://www.discoagency.co.uk/discos-dorset.html>

<http://www.banddirectory.co.uk/>

**[www.dorchester-tc.gov.uk](http://www.dorchester-tc.gov.uk)**

**visit for more information and brochures**

**Dorchester Town Council**

**Management Committee – 11 November 2014**

**Corn Exchange Clock**

1. The Committee at its July 2014 meeting agreed that a new low cost clock be purchased for use in the Corn Exchange and a report on the original clock be presented to a future meeting of the Committee.
2. The clock has been inspected by Duke and Son Auctioneers of Dorchester. In summary, the clock was made by a local clockmaker, Saunders of Dorchester, it has a very good mechanism (there were three types of mechanism in use and the Corn Exchange clock has the best of the three) but the case is very plain. The clock would be of interest as a complete piece to a clock collector. The estimated value is £800.
3. Being locally made the clock does have some heritage value to the town. Discussions have been held with Dorset County Museum who would like to take responsibility for the clock and look after it for future generations.
4. Members will be asked to consider donating the clock to Dorset County Museum.

Steve Newman  
Deputy Town Clerk

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 11 NOVEMBER 2014**

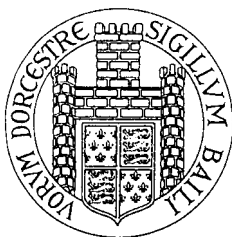
#### **MUNICIPAL BUILDINGS – CHARGES 2015-16**

1. Members will be aware that it was previously agreed to review the charges for hiring the Municipal Buildings with the aim on making them simpler and more attractive to hirers. This matter has now been discussed by the group established to look at charging, marketing and promotion.
2. The existing charges are attached for information. The present charging regime breaks the day down into three sessions, morning, afternoon and evening and hirers are charged a session rate which varies depending upon what room is hired, weekday or weekend and whether the hirer is 'Charity / Voluntary', 'Non Commercial' or 'Commercial'. Hirers can add additional hours to their evening session if they wish to finish late.
3. The evening sessions work well, although there is still the issue of having three different charges depending upon the type of organisation and no flexibility for attracting new business or retaining customers. Potential daytime hirers are often put off by having to pay for a full session or sometimes two sessions if their booking runs over lunchtime.
4. It is therefore proposed to significantly simplify the daytime charges by introducing a single hourly rate which is the same for all rooms. The minimum hire period will be 1.5 hours.
5. For the evenings and weekends it is proposed to keep the sessions but to simplify the number of different charges that are applied.
6. In order to give flexibility to attract new business or retain existing business it is proposed that the charges proposed can be varied:-
  - For bookings where there is a local community connection to Dorchester.
  - For repeat bookings.
  - For where more than one session is booked at the weekends.
7. With regard to weddings it is proposed to introduce a 'wedding package' which offers exclusive use of the buildings for a set number of Saturdays each year (a separate report has been prepared on this matter). If couples want to use the Buildings solely for a wedding ceremony outside of those reserved dates they will still be able to at a charge of £400 inclusive of VAT for use of any of the three wedding rooms.
8. The proposed revised charges are attached. All of the prices shown are inclusive of VAT. Weekend charges commence on Friday evening. A non-refundable £75 deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the

Corn Exchange) and a Town Hall Keeper in attendance throughout your event. These charges exclude Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

9. Members are asked to consider the revised charging regime which, if agreed, will be implemented from 1 April 2015.

Steve Newman  
Deputy Town Clerk



# DORCHESTER TOWN COUNCIL

## MUNICIPAL BUILDINGS CHARGES

1st APRIL, 2014 until 31st MARCH, 2015

*Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m*

All prices are inclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

### ◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£104.28	£31.62	£43.62
<b>- Weekend</b>	£130.38	£42.66	£54.90
<b>Dressing Rooms</b>	£40.92		£18.30
<b>(When other functions are on)</b>	£20.40		£18.30
<b>Corn Exchange Kitchen</b>	Full use £42.90		£20.70
	Part Use £24.60		£20.70
<b>Town Hall</b>	£54.90	£31.62	£24.60
<b>Magistrates Room</b>	£40.92	£24.00	£18.30
<b>Council Chamber</b>	£54.90	£31.62	£24.60

◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£138.60	£35.04	£44.76
<b>- Weekend</b>	£166.20	£42.60	£56.40
<b>Dressing Rooms</b>	£52.20		£21.96
<b>(When other functions are on)</b>	£35.04		£21.96
<b>Corn Exchange Kitchen</b>	Full use £42.60		£20.70
	Part Use £24.60		£20.70
<b>Town Hall</b>	£68.58	£39.42	£27.42
<b>Magistrates Room</b>	£52.20	£26.16	£21.96
<b>Council Chamber</b>	£68.58	£39.42	£27.42

◆ Civil Weddings/Civil Partnerships

<b><i>Town Hall/Corn Exchange</i></b>		
	Monday - Thursday	£200.40
	Friday - Saturday	£274.80

<b><i>Council Chamber</i></b>		
	Monday - Thursday	£166.80
	Friday - Saturday	£247.20

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Corn Exchange - Weekday</b>	£175.02	£56.40	£75.54
<b>- Weekend</b>	£216.90	£72.00	£96.00
<b>Dressing Rooms</b>	£67.20		£28.32
<b>(When other functions are on)</b>	£50.82		£28.32
<b>Corn Exchange Kitchen</b>	Full use £43.98		£21.30
	Part Use £26.10		£21.30
<b>Town Hall</b>	£96.00	£56.40	£42.60
<b>Magistrates Room</b>	£67.38	£41.28	£28.32
<b>Council Chamber</b>	£96.00	£56.40	£42.60

PROPOSED REVISED CHARGES AS FROM 1 APRIL 2015

MUNICIPAL BUILDINGS CHARGES										
	MON	TUE	WED	THU	FRI	SAT		SUN		
MORNING	All rooms (Corn Exchange, Town Hall, Magistrates Room, Dressing Rooms, Council Chamber) £20 per Hour. Minimum Period 1.5 hours = £30.					Corn Ex. £100	Mag Rm/ Dress Rm/ Council Chamber £60	Reserved for use by Dorchester Town Council or Dorchester Family Church		
							Corn Ex. £220			
AFTERNOON						Corn Ex. £100	Mag Rm/ Dress Rm/ Council Chamber £60	Reserved for use by Dorchester Town Council or Dorchester Arts		
EVENING							Corn Exchange £180 per night. Town Hall £100 per night. Magistrates Room, Dressing Rooms, Council Chamber, all £60 per night.			
						Town Hall £100				

Notes

The above charges include VAT

The Deputy Town Clerk has authority to vary the charge for bookings where there is a local community connection to Dorchester

The Deputy Town Clerk has authority to vary the charge for repeat bookings

The Deputy Town Clerk has authority to vary the charge for weekend bookings where more than one session is used

An additional charge will be made for all bookings beyond midnight

A separate schedule of charges will apply to Weddings



**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 11 NOVEMBER 2014**

**DIRECT DEBITS FOR 1 SEPTEMBER 2014 – 31 OCTOBER 2014**

Date	Details	Amount
01/09/2014	BWBSL	16.37
01/09/2014	BWBSL	46.28
01/09/2014	BWBSL	78.89
01/09/2014	BT	367.20
01/09/2014	BWBSL	1,992.42
01/09/2014	BWBSL	6,150.20
03/09/2014	Brit Gas	34.69
05/09/2014	E.On	572.73
05/09/2014	E.On	2,449.45
09/09/2014	BT	15.43
12/09/2014	Southern Electric	13.90
12/09/2014	Southern Electric	21.52
12/09/2014	Southern Electric	278.88
15/09/2014	Southern Electric	110.12
15/09/2014	Southern Electric	115.52
15/09/2014	Southern Electric	118.74
15/09/2014	WDDC	165.94
15/09/2014	Wholesale Payments	315.65
15/09/2014	Southern Electric	587.32
15/09/2014	Salaries	33,588.84
17/09/2014	BT	6.00
18/09/2014	Southern Electric	13.14
18/09/2014	Southern Electric	22.20
18/09/2014	Southern Electric	52.64
18/09/2014	Southern Electric	215.18
18/09/2014	Southern Electric	258.80
29/09/2014	Southern Electric	28.94
	Total for Month	<u>47,636.99</u>

Date	Details	Amount
01/10/2014	BT	6.00
01/10/2014	Public Works Loan	42644.88
02/10/2014	E.On	338.21
03/10/2014	EDF Energy	39.04
08/10/2014	E.On	1926.23
15/10/2014	Wholesale Payments	317.71
15/10/2014	Salaries	33738.77
	Total for Month	<u>79010.84</u>

**Signed:-**

Chairman.....

Vice-Chairman.....

Date.....

**Dorchester Town Council**

Page: 1

Payment Date  
 From : 01/09/2014  
 Payment Date To : 31/10/2014

<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Reference</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>	<u>Amount Paid this Period</u>
28/08/2014	SANDERSJ	17541	030679	225.00	0.00	225.00	225.00
28/08/2014	SANDERSJ	17541	030679	225.00	0.00	225.00	225.00
10/08/2014	NEWSCOMM	9270887	030681	1360.00	272.01	1632.01	1632.01
18/08/2014	GROVESCM	9765	030682	49.00	0.00	49.00	49.00
23/08/2014	A2E	232248	030683	752.00	0.00	752.00	752.00
26/08/2014	EVENTSEC	INV#0812	030684	481.00	96.20	577.20	577.20
28/08/2014	TOILETSL	147585/001	030685	715.00	143.00	858.00	858.00
28/08/2014	TOILETSL	147586/001	030685	260.00	52.00	312.00	312.00
28/08/2014	TOILETSL	147587/001	030685	260.00	52.00	312.00	312.00
27/08/2014	WESTERNM	3897	030686	447.18	89.44	536.62	536.62
29/08/2014	QWIKFAST	210487:1	030687	17.00	3.40	20.40	20.40
11/08/2014	TUDORROS		030688	2950.00	590.00	3540.00	3540.00
13/08/2014	CONSORTI	9938888	030689	31.12	6.23	37.35	37.35
13/08/2014	CONSORTI	9938888	030689	31.12	6.22	37.34	37.34
13/08/2014	CONSORTI	9938888	030689	31.11	6.22	37.33	37.33
18/08/2014	TUDOREN	130808	030690	265.80	53.16	318.96	318.96
26/08/2014	ANDYWHIT	27372	030691	325.00	65.00	390.00	390.00
23/08/2014	WESSEXWA	M09014482	030692	637.22	0.00	637.22	637.22
22/08/2014	BROXAPLI	INV151750	030693	125.78	25.16	150.94	150.94
26/08/2014	WDDC	0041204399	030694	189.00	37.80	226.80	226.80
27/08/2014	SECURITY	91415	030695	210.00	42.00	252.00	252.00
03/09/2014	SIMONWIL	DORCHESTER PRISON	030696	1052.20	0.00	1052.20	1052.20
03/09/2014	KERNOCKP	85768	030698	28.50	0.00	28.50	28.50
03/09/2014	KERNOCKP	85767	030698	120.55	24.11	144.66	144.66
03/09/2014	KERNOCKP	85767	030698	28.50	0.00	28.50	28.50
31/08/2014	HAULWAST	0000985779AB	030699	10.00	2.00	12.00	12.00
31/08/2014	HAULWAST	0000034145AA	030699	333.60	66.72	400.32	400.32
05/08/2014	HIGHWOOD	132248	030700	1293.81	258.76	1552.57	1552.57
29/08/2014	BARRETTTS	01/11163	030701	41.89	8.38	50.27	50.27
15/08/2014	TOTALACC	88962	030702	415.00	83.00	498.00	498.00
20/08/2014	SCATS	61895833	030703	52.10	10.42	62.52	62.52
07/08/2014	SCATS	61891259	030703	72.10	14.42	86.52	86.52
11/08/2014	SCATS	61892676	030703	52.10	10.42	62.52	62.52
31/08/2014	LODESMO	201400001397	030704	154.72	30.95	185.67	185.67
31/08/2014	LODESMO	201400001398	030704	62.62	12.52	75.14	75.14
30/08/2014	ECOCOMPO	301496	030705	86.90	17.38	104.28	104.28
29/08/2014	CHANNEL	101338	030706	128.29	25.66	153.95	153.95
29/08/2014	CHANNEL	101348	030706	190.78	38.16	228.94	228.94
29/08/2014	CHANNEL	101349	030706	242.00	48.40	290.40	290.40
29/08/2014	CHANNEL	101349	030706	128.29	25.66	153.95	153.95
02/09/2014	DUCHYCOR	93986	030707	3280.00	656.00	3936.00	3936.00
02/09/2014	DUCHYCOR	93969	030707	4.00	0.80	4.80	4.80
02/09/2014	DUCHYCOR	93982	030707	897.50	179.50	1077.00	1077.00
02/09/2014	DUCHYCOR	93995	030707	500.00	100.00	600.00	600.00
02/09/2014	DUCHYCOR	93983	030707	675.00	135.00	810.00	810.00
01/09/2014	ALLPACKP	216745	030708	549.00	109.80	658.80	658.80

01/08/2014	HIQ	34I06249	030709	138.00	27.60	165.60	165.60
29/08/2014	CONCORDE	24286	030710	388.00	77.60	465.60	465.60
27/08/2014	LOUDSMIL	184611	030711	15.09	3.02	18.11	18.11
31/08/2014	SYDENHAM	280290	030712	51.00	10.20	61.20	61.20
29/08/2014	SIMONMOO	60654	030713	340.00	68.00	408.00	408.00
31/08/2014	LYRECOUK	6390195233	030714	180.00	36.00	216.00	216.00
02/09/2014	PARKLAUN		030715	77.28	0.00	77.28	77.28
24/08/2014	ORANGE	01123787144	030716	94.04	18.81	112.85	112.85
30/08/2014	JOYS	002030	030717	15.40	0.00	15.40	15.40
26/08/2014	POSTAGEB	42380115	030718	450.00	0.00	450.00	450.00
26/08/2014	POSTAGEB	42380115	030718	9.00	1.80	10.80	10.80
11/09/2014	UNITYTRU	Fly Trap	030720	98.49	19.70	118.19	118.19
11/09/2014	UNITYTRU	Opne air cinema	030720	150.00	0.00	150.00	150.00
11/09/2014	UNITYTRU	HF07 FXE	030720	227.50	0.00	227.50	227.50
11/09/2014	UNITYTRU	Amazon	030720	12.98	2.60	15.58	15.58
11/09/2014	UNITYTRU	Amazon	030720	8.33	1.66	9.99	9.99
11/09/2014	UNITYTRU	Amazon	030720	1.50	0.30	1.80	1.80
11/09/2014	UNITYTRU	Amazon	030720	1.50	0.30	1.80	1.80
11/09/2014	UNITYTRU	Union Jak Flag	030720	26.61	5.32	31.93	31.93
11/09/2014	UNITYTRU	Party Delights	030720	21.89	0.00	21.89	21.89
11/09/2014	UNITYTRU	Snapfish	030720	40.18	0.00	40.18	40.18
11/09/2014	UNITYTRU	Paypal	030720	46.75	0.00	46.75	46.75
11/09/2014	UNITYTRU	EBuyer	030720	79.99	0.00	79.99	79.99
11/09/2014	UNITYTRU	Alto	030720	0.50	0.00	0.50	0.50
13/08/2014	PERFORMI	4306658	030721	594.84	118.97	713.81	713.81
31/08/2014	BREWERS	DCT/333283	030722	146.38	29.28	175.66	175.66
31/08/2014	BREWERS	DCT/333282	030722	93.31	18.66	111.97	111.97
29/08/2014	EVACCHAI	INV73901	030723	165.00	33.00	198.00	198.00
01/07/2014	HIQ	34I06054	030724	132.82	26.56	159.38	159.38
15/09/2014	FIRSTDOR	Sept 2014	030725	100.00	0.00	100.00	100.00
15/09/2014	FIRSTDOR	Sept 2014	030725	30.00	0.00	30.00	30.00
15/09/2014	GMB	Sept 2014	030726	12.14	0.00	12.14	12.14
15/09/2014	DCC	Sept 2014 LGPS	030727	8732.24	0.00	8732.24	8732.24
15/09/2014	INLANDRE	Sept 2014	030728	3698.52	0.00	3698.52	3698.52
15/09/2014	INLANDRE	Sept 2014	030728	4689.79	0.00	4689.79	4689.79
15/09/2014	INLANDRE	Sept 2014	030728	72.00	0.00	72.00	72.00
15/09/2014	UNISON	Sept 2014	030729	9.70	0.00	9.70	9.70
15/09/2014	UNISON	Sept 2014	030729	9.70	0.00	9.70	9.70
15/09/2014	UNISON	Sept 2014	030729	7.85	0.00	7.85	7.85
05/09/2014	DCC	1800436379	030730	850.00	0.00	850.00	850.00
12/09/2014	DORSARTC	1105	030731	1000.00	0.00	1000.00	1000.00
09/09/2014	DORSARTC	1104	030731	4877.40	0.00	4877.40	4877.40
12/09/2014	WALLISDE	DTC012	030732	195.00	39.00	234.00	234.00
10/09/2014	SIMONJAC	10536	030733	150.00	30.00	180.00	180.00
08/09/2014	DCC	2800028930	030730	43.84	0.00	43.84	43.84
08/09/2014	DCC	2800028929	030730	676.00	0.00	676.00	676.00
18/09/2014	BRIANBAT	Expenses	030735	60.68	0.00	60.68	60.68
18/09/2014	RNADORCH		030736	330.00	0.00	330.00	330.00
18/09/2014	RNADORCH		030736	300.00	0.00	300.00	300.00
15/09/2014	DRSTDOWN	9699	030737	31.25	6.25	37.50	37.50
11/09/2014	BISHOPSP	SI-0000204070	030738	541.60	108.32	649.92	649.92
30/09/2014	TRIM	00695	030750	988.14	197.63	1185.77	1185.77
15/09/2014	HARNESSD	2002	030739	1465.00	293.00	1758.00	1758.00
04/09/2014	PARKRDUT	SI092509	030740	1111.00	222.20	1333.20	1333.20
15/09/2014	JOURNEYT		030741	40.00	0.00	40.00	40.00
11/09/2014	WESSEXGR	WGS 263	030742	1400.00	280.00	1680.00	1680.00

19/08/2014	JAMIEHUT	270	030743	30.00	6.00	36.00	36.00
21/08/2014	JAMIEHUT	287	030743	192.06	38.41	230.47	230.47
02/09/2014	COLEGRAV	95542209	030744	178.27	35.65	213.92	213.92
08/09/2014	DCC	2800028931	030745	318.72	0.00	318.72	318.72
02/09/2014	PORTLAND	109081	030746	90.00	18.00	108.00	108.00
04/09/2014	GIBBS&DA	3770/01027437	030747	82.42	16.48	98.90	98.90
09/09/2014	SMPPLAY	032320	030748	305.80	61.16	366.96	366.96
10/09/2014	HARNESSD	1986	030739	510.00	102.00	612.00	612.00
16/09/2014	ECOCOMPO	301875	030749	81.40	16.28	97.68	97.68
05/09/2014	ECOCOMPO	301790	030749	223.30	44.66	267.96	267.96
05/09/2014	ECOCOMPO	301839	030749	55.00	11.00	66.00	66.00
19/09/2014	DCC	2800032739	030760	3500.00	700.00	4200.00	4200.00
15/09/2014	NOMIXENV	SI/02458423	030754	89.99	18.00	107.99	107.99
15/09/2014	SHERTURF	23860	030755	450.00	90.00	540.00	540.00
16/09/2014	JAMIEHUT	446	030756	225.00	45.00	270.00	270.00
19/09/2014	A.PCHANT	143474	030757	80.00	16.00	96.00	96.00
18/09/2014	TUDOREN	132305	030758	604.04	120.81	724.85	724.85
24/09/2014	TAYLORJA	2834	030759	50.00	0.00	50.00	50.00
24/09/2014	TAYLORJA	2834	030759	48.50	0.00	48.50	48.50
18/09/2014	DCC	2800032700	030760	1468.64	293.73	1762.37	1762.37
01/10/2014	CAFEPANI	TWINNING	030753	324.50	0.00	324.50	324.50
27/09/2014	BRITREDC	650065118	030752	150.00	30.00	180.00	180.00
30/09/2014	RATESREC	103630	030761	888.95	177.79	1066.74	1066.74
24/09/2014	DAPTC	14/247	030762	50.00	0.00	50.00	50.00
08/09/2014	BDOLLP	1313628	030763	2000.00	400.00	2400.00	2400.00
09/09/2014	CHUBBFIR	4807178	030764	870.48	174.09	1044.57	1044.57
08/09/2014	P&MREAD	33158	030765	12.00	0.00	12.00	12.00
23/09/2014	TUDOREN	132459	030766	121.50	24.30	145.80	145.80
19/09/2014	JRBENTER	13315	030767	855.00	171.00	1026.00	1026.00
24/09/2014	ORANGE	01132695398	030768	104.87	20.97	125.84	125.84
08/09/2014	TNTPOSTL	10841	030769	667.42	133.48	800.90	800.90
16/09/2014	RENTOKIL	70593915	030770	121.52	24.30	145.82	145.82
11/09/2014	BTPLC	WM37955952Q021AQ	030771	14.97	2.99	17.96	17.96
12/09/2014	KINGSARM	48668	030772	218.34	43.66	262.00	262.00
02/10/2014	PETTYCAS	TWINNING	030773	300.00	0.00	300.00	300.00
02/10/2014	CASH	Carpet	030774	278.83	55.76	334.59	334.59
03/10/2014	FOX	Carpet Fitting	030775	56.76	0.00	56.76	56.76
30/09/2014	LODESMO	20140001576	030776	240.23	48.05	288.28	288.28
30/09/2014	LODESMO	201400001577	030776	41.82	8.37	50.19	50.19
26/09/2014	JRBENTER	13345	030777	660.00	132.00	792.00	792.00
23/09/2014	ROFFEYBR	1144879	030778	152.32	0.00	152.32	152.32
23/09/2014	ROFFEYBR	1144879	030778	685.64	137.13	822.77	822.77
23/09/2014	ROFFEYBR	1144879	030778	34.44	6.89	41.33	41.33
23/09/2014	GIBBS&DA	3770/01028156	030779	171.61	34.32	205.93	205.93
24/09/2014	GIBBS&DA	3770/01028196	030779	55.61	11.12	66.73	66.73
27/09/2014	ECOCOMPO	302108	030780	108.90	21.78	130.68	130.68
27/09/2014	ECOCOMPO	302108	030780	38.50	7.70	46.20	46.20
27/09/2014	ECOCOMPO	302108	030780	61.60	12.32	73.92	73.92
30/09/2014	ECOCOMPO	302160	030780	64.90	12.98	77.88	77.88
30/09/2014	ECOCOMPO	302165	030780	77.00	15.40	92.40	92.40
30/09/2014	BREWERS	DCT/334190	030781	90.49	18.10	108.59	108.59
30/09/2014	BREWERS	DCT/334189	030781	24.30	4.86	29.16	29.16
30/09/2014	BREWERS	DCT/334189	030781	3.23	0.65	3.88	3.88
30/09/2014	BREWERS	DCT/334188	030781	142.97	28.59	171.56	171.56
30/09/2014	BREWERS	DCT/334192	030781	167.32	33.46	200.78	200.78
30/09/2014	BREWERS	DCT/334191	030781	53.39	10.68	64.07	64.07

30/09/2014	PARKLAUN	Launder	030782	22.78	4.56	27.34	27.34
16/09/2014	HIGHWOOD	133237	030783	387.18	77.44	464.62	464.62
22/09/2014	HIGHWOOD	133427	030783	115.50	23.10	138.60	138.60
04/09/2014	DORTIMBE	57202	030784	57.58	11.52	69.10	69.10
22/09/2014	DORTIMBE	57642	030784	155.74	31.15	186.89	186.89
26/09/2014	DORTIMBE	57817	030784	37.62	7.52	45.14	45.14
05/09/2014	SCATS	61901941	030786	52.10	10.42	62.52	62.52
11/09/2014	SCATS	61904124	030786	89.94	17.99	107.93	107.93
16/09/2014	SCATS	61906144	030786	16.00	3.20	19.20	19.20
04/09/2014	SCATS	61901597	030786	11.64	2.33	13.97	13.97
25/09/2014	SCATS	61909692	030786	69.97	13.99	83.96	83.96
30/09/2014	SCATS	61911531	030786	27.49	5.50	32.99	32.99
28/09/2014	EWINS	280914	030785	192.00	38.40	230.40	230.40
16/06/2014	CORONAEN	09344871	030787	59.34	2.97	62.31	62.31
16/06/2014	CORONAEN	09344872	030787	75.18	3.76	78.94	78.94
16/06/2014	CORONAEN	09344873	030787	47.92	2.40	50.32	50.32
13/08/2014	CORONAEN	09504081	030787	46.59	2.33	48.92	48.92
13/08/2014	CORONAEN	09504082	030787	52.41	2.62	55.03	55.03
13/08/2014	CORONAEN	09504083	030787	41.57	2.08	43.65	43.65
12/09/2014	CORONAEN	09566123	030787	48.28	2.41	50.69	50.69
12/09/2014	CORONAEN	09566124	030787	56.23	2.81	59.04	59.04
12/09/2014	CORONAEN	20408520	030787	42.59	2.13	44.72	44.72
04/10/2014	JOYS	1038	030794	19.25	0.00	19.25	19.25
08/10/2014	GCS	186202	030795	30.09	6.02	36.11	36.11
01/10/2014	BARRETTS	01/11222	030796	111.82	22.36	134.18	134.18
03/10/2014	ICCM	6157	030797	125.00	25.00	150.00	150.00
03/10/2014	ICCM	6157	030797	125.00	25.00	150.00	150.00
02/10/2014	TUDOREN	132999	030798	38.63	7.73	46.36	46.36
02/10/2014	ALINE	BOVINGTON BUSINESS PARK	030799	50.00	0.00	50.00	50.00
06/10/2014	LAM-ART	DTC15919	030800	370.00	74.00	444.00	444.00
03/10/2014	DCC	2800033206	030801	5.00	0.00	5.00	5.00
03/10/2014	DCC	2800033205	030801	569.76	0.00	569.76	569.76
10/10/2014	DAPTC	14/297	030793	30.00	0.00	30.00	30.00
03/10/2014	OFCOM	77758096	030792	75.00	0.00	75.00	75.00
03/10/2014	ALPHASUP	03/125055	030788	294.58	58.92	353.50	353.50
29/09/2014	GIBBS&DA	3770/01028321	030789	39.78	7.96	47.74	47.74
13/10/2014	SECURITY	92189	030790	4.50	0.90	5.40	5.40
30/09/2014	A.PCHANT	143869	030791	728.00	145.60	873.60	873.60
09/09/2014	STYLISHS	16887	030803	53.95	10.79	64.74	64.74
17/10/2014	INLANDRE	PAYE	030804	3549.71	0.00	3549.71	3549.71
17/10/2014	INLANDRE	NI	030804	4339.87	0.00	4339.87	4339.87
17/10/2014	INLANDRE	Student Loan	030804	72.00	0.00	72.00	72.00
17/10/2014	DCC	Pension	030805	8962.62	0.00	8962.62	8962.62
17/10/2014	UNISON	K Barnett	030806	9.70	0.00	9.70	9.70
17/10/2014	UNISON	L Coffin	030806	9.70	0.00	9.70	9.70
17/10/2014	UNISON	I Homer	030806	7.85	0.00	7.85	7.85
17/10/2014	GMB	S Atkinson	030810	12.14	0.00	12.14	12.14
17/10/2014	FIRSTDOR	G Wakely	030807	100.00	0.00	100.00	100.00
17/10/2014	FIRSTDOR	J Hollings	030807	30.00	0.00	30.00	30.00
17/10/2014	WOODS	Reimbursement	030808	350.00	0.00	350.00	350.00
13/10/2014	FILMBANK	06115515	030809	133.00	26.60	159.60	159.60
10/10/2014	CORONAEN	09651080	030817	59.79	2.99	62.78	62.78
10/10/2014	CORONAEN	09651079	030817	48.44	2.42	50.86	50.86
10/10/2014	CORONAEN	09651081	030817	41.39	2.07	43.46	43.46
10/10/2014	ECOCOMPO	302417	030818	99.00	19.80	118.80	118.80
10/10/2014	QWIKFAST	214386:1	030819	36.15	7.23	43.38	43.38

14/10/2014	DORSARTC	1116	030820	330.00	0.00	330.00	330.00
15/10/2014	OLIVERTI	201402151	030821	70.00	0.00	70.00	70.00
17/10/2014	VIKINGDI	494936	030822	3.18	0.63	3.81	3.81
17/10/2014	VIKINGDI	494936	030822	60.74	12.15	72.89	72.89
19/08/2014	ANDYWHIT	27664	030823	1395.50	279.10	1674.60	1674.60
10/10/2014	WESSEXGR	WGS 304	030824	1400.00	280.00	1680.00	1680.00
03/10/2014	KINGSWEY		030825	131.28	0.00	131.28	131.28
24/10/2014	THEKEEPM	GRANT	030826	200.00	0.00	200.00	200.00
24/10/2014	VOLUNTEE	GRANT	030827	100.00	0.00	100.00	100.00
15/10/2014	EASYGATE	0000002053	030828	137.50	27.50	165.00	165.00
15/10/2014	EASYGATE	0000002053	030828	137.50	27.50	165.00	165.00
08/10/2014	CONSORTI	A076847	030829	29.40	5.88	35.28	35.28
01/10/2014	CONSORTI	A061467	030829	146.13	29.22	175.35	175.35
01/10/2014	CONSORTI	A061467	030829	146.14	29.23	175.37	175.37
01/10/2014	CONSORTI	A061467	030829	146.13	29.22	175.35	175.35
09/10/2014	CONCORDE	24349	030830	27.10	5.42	32.52	32.52
21/10/2014	BLACKCAT	2197	030831	435.00	87.00	522.00	522.00
30/09/2014	JOHNSTAR	15/212	030832	234.88	46.97	281.85	281.85
13/10/2014	TUDORROS	12/81	030833	1699.12	339.82	2038.94	2038.94
16/10/2014	DORVEHIC	174958	030834	81.67	16.33	98.00	98.00
16/10/2014	DORVEHIC	174955	030834	81.67	16.33	98.00	98.00
16/10/2014	DRSTCOMM	2862	030835	850.00	170.00	1020.00	1020.00
17/10/2014	TRIM	00698	030836	556.62	111.32	667.94	667.94
30/09/2014	HAULWAST	0001020977AB	030816	10.00	2.00	12.00	12.00
10/10/2014	TRAVISPE	9209 AGT056	030815	0.82	0.16	0.98	0.98
18/10/2014	ECOCOMPO	302567	030818	211.20	42.24	253.44	253.44
17/10/2014	TUDOREN	133682	030814	78.36	15.67	94.03	94.03
17/10/2014	TUDOREN	133682	030814	33.81	6.76	40.57	40.57
07/10/2014	TUDOREN	133190	030814	12.25	0.00	12.25	12.25
07/10/2014	TUDOREN	133190	030814	158.68	31.74	190.42	190.42
14/10/2014	GIBBS&DA	3770/01028780	030813	92.00	18.40	110.40	110.40
17/10/2014	GIBBS&DA	3770/01028889	030813	32.87	6.58	39.45	39.45
22/10/2014	SECURITY	92352	030812	143.25	28.65	171.90	171.90
22/10/2014	A.PCHANT	144274	030811	80.00	16.00	96.00	96.00
21/10/2014	A.PCHANT	144237	030811	205.50	41.10	246.60	246.60
30/09/2014	A.PCHANT	144078	030811	117.00	23.40	140.40	140.40
28/10/2014	PETTYCAS	Cash	030837	45.68	0.00	45.68	45.68
29/10/2014	RBLPOPPY	104/14	030838	55.50	0.00	55.50	55.50
28/10/2014	TUDORROS	CENOTAPH	030839	3000.00	600.00	3600.00	3600.00
26/10/2014	PHSGROUP	61763015	030840	12.48	2.50	14.98	14.98
02/08/2014	EE	V01003178774	030841	42.92	8.58	51.50	51.50
02/09/2014	EE	V01011183852	030841	42.92	8.58	51.50	51.50
02/10/2014	EE	V01019535252	030841	42.92	8.58	51.50	51.50
				<u>108562.65</u>	<u>11600.18</u>	<u>120162.83</u>	<u>120162.83</u>

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE – 11 NOVEMBER 2014**

### **INFORMATION REPORTS**

	<b>Page</b>
Dorchester Arts Board Meeting Minutes – 8 September 2014	1
Dorchester Markets Joint Informal Panel Notes of a Meeting – 25 June 2014	3

## **Dorchester Arts (DA)**

Minutes of a Board meeting held at 5.45pm on 8 September 2014

1. **In attendance:** Louise Sheaves (Chair) (LS); Simon Barber (SB); Jane Burden (JB); Tina Hicks (CH); Rod Hoare (RH); Terry Hooley (TH); Susie Hosford (WDDC rep. - SH); Tess James (DTC rep. - TJ); Sara Lock (SL); Suzy Rushbrook (SR); Jem Shackelford (JS); Mark Tattersall (Artistic Director – MT);

LS welcomed everyone to the meeting

2. **Apologies:** Selina Malins (SM) Wendy Petitdemange (WP)

3. **Conflicts of interest:** there were no new conflicts of interest

4. **Minutes:** the minutes of the meeting of 7 July 2014 were approved without amendment

5. **Matters arising:** all matters arising would be covered in the agenda

### **6. DTC Arts Panel**

A recent meeting of the panel had been held and the main issues raised were

- The loss of the NPO status by DA
- The third co promotion of the year was agreed as the performance of *Dr Livingstone I Presume* by Miracle Theatre
- There may be an opportunity for DA regarding the operation of or profit share in the bar at the Corn Exchange when the contract expires next year
- DA may be able to get more involved in the programming for the Corn Exchange
- The possible relocation of offices to the Corn Exchange was felt to be impractical but shouldn't be entirely discounted
- There was a query as to why DA was not present at events held in the Park to which it was pointed out that this presented organisational challenges but the Board felt it should be considered
- It was confirmed to DTC that there would be no biennial festival without a separate funding application being made

### **7. Artistic Director's Report**

This report had been circulated before the meeting and MT highlighted the following

- The autumn programme was very extensive but there had been two cancellations in the programme mainly due to unsuccessful bids for Arts Council funding for the companies involved
- There are funds available from WDDC relating to the West Dorset Youth Theatre Consortium and the Youth Arts Forum. These funds might help towards funding a joint outreach and learning post with Bridport and the Marine. MT will explore further.
- The new box office system is due to go in on 24 and 25 September 2014
- The new post for an intern in fundraising and marketing had been advertised
- G4A applications were being considered but clarity will be sought about what can be applied for.
- MT and LS will attend a WDDC meeting on 12 September 2014 the objective of which is a review of services. Our presentation will address the transition from NPO status, partnership working, increasing the benefits of collaboration and the move towards the Maltings. It was agreed that advocacy of DA was paramount particularly with regard to the development of youth and our role as an umbrella organisation. Also DA had a crucial role in giving effect to The Maltings. The economic impact of DA in Dorchester was discussed and members will consider any possible sources of data. It was noted that WDDC funding was secure through to June 2016 but then the impact of cuts in overall funding may be felt.



- The factors considered around the proposal for a Joint AD position with Bridport were highlighted. However the proposal had been rejected as impractical.

### **8. Finance**

TH indicated that a Finance committee meeting had been held on 26 August 2014 and that the main issues dealt with were

- The annual report is nearing completion but there is a bank reconciliation problem which needs to be resolved. The final report will be tabled at the next Board meeting. There was a surplus of approximately £8 000
- The June results show a surplus of £5610 after taking account of a festival surplus of £11 000.
- The overall financial position of DA was therefore satisfactory
- The financial prospects of DA for 2015/16 had been considered and there was a shortfall which would have to be covered by fundraising and an increase in earned income

### **9. Fundraising**

The revised fundraising and development strategy was considered and the following points raised:

- The wording of the vision and mission could be improved (made more dynamic) and **SL** will be consulted for her views
- The fundraising costs should include the salary costs of the fundraiser

Subject to the above and certain minor wording corrections the strategy was agreed and **RH** will monitor its implementation on behalf of the Board

### **10. Maltings**

The feasibility report has not yet been finalised but will be once final input is received from Andrew Wadsworth. It will then be presented to WDDC

### **11. Any other business**

- The possibility of appointing an honorary patron was considered and Oliver Letwin was suggested as a candidate.
- Regarding duty managers it was confirmed that staff are considered first and then Board members but there is no obligation regarding Board members carrying out the role
- It was suggested that Mike Hoskin be invited to attend a Board meeting **LS**
- Board members were asked to consider ways they could help with fundraising

**12. Date of next meeting:** this was set for 10 November 2014 (AGM 15 January 2015)

TGMH

9 September 2014

**DORCHESTER MARKETS JOINT INFORMAL PANEL**

**NOTES OF MEETING HELD ON 25 JUNE 2014**

**Present:**

**West Dorset District Council:** S J East, I C Gardner, C Payne and N M Penfold (Chairman)

**Dorchester Town Council:** D T Jones, S Hosford, A J Lyall (Vice-chairman) and M E Rennie

**Officers present (for all or part of the meeting)**

**West Dorset District Council:**

K Critchel (Democratic Services Officer), R Greene (Head of Property & Litigation), D Kemp (Interim Assets and Infrastructure Manager), D Martin (Senior Accountant), M Osborne (Estates Officer), G Northcote (Head of Estates) and S Ward-Rice (Community Development Team Leader)

**Dorchester Town Council:**

A Stuart (Town Clerk and Honorary Clerk of the Market)

**Election of Chairman**

1. It was proposed by S J East seconded by M E Rennie

**Decision**

2. That Cllr N M Penfold be elected Chairman for the period until the first meeting of the joint market panel following the annual meeting of the West Dorset District Council in May 2015.
3. Cllr Penfold thanked the joint market panel and took the Chair.

**Apologies**

4. Apologies for absence were received from D Barrett, A J Canning, A Chisholm, T M Frost, M Lawrence and E Whyte.

**Election of Vice-Chairman**

5. It was proposed by M E Rennie and seconded by D T Jones

**Decision**

6. That Cllr A J Lyall be elected Vice-chairman for the period until the first meeting of the joint market panel following the annual meeting of the West Dorset District council in May 2015.

#### **Declarations of Interest**

7. There were no declarations of interest to report.

#### **Note of Last Meeting**

8. The notes of the last meeting held on 29 January 2014 were agreed as a correct record and signed by the Chairman.
9. In response to a question, the Clerk of the Town Council confirmed that he had received no further feedback to his report. In respect of the market customer satisfaction survey, the panel hoped that this could be arranged for sometime in the autumn.

#### **Outturn report 2013/14**

10. The Senior Accountant advised the Panel that the budgeted expenditure for 2013/14 was £73,164 and the outturn expenditure was £59,518, with an under spend of £13,646. The main area of under spend was in recharges from West Dorset District Council.
11. Members also noted that the actual expenditure on repairs and maintenance was £8,807 and £18,258 had been transferred into an earmarked reserve in respect of future work on the North Linneys, as agreed at the last meeting of the Panel.
12. In response to a question, the Panel were advised that Auditing arrangements were carried out as part of the district council's general Audit. However the operator employed an independent professional auditor, in accordance with the terms of the lease. The panel also had the right to request that the accounts be inspected.
13. The budgeted income for 2013/14 was £275,039 and the outturn income was £223,587, £51,452 less than budgeted. The panel were reminded that in previous years the income figures had been based on a best estimate for the 4<sup>th</sup> quarter as the actual information had not been available from the operator. This year they had been adjusted to take into account the difference between actual income 2012/13 and the best estimate used at the close of accounts.
14. The panel also noted that the market operator received £33,334 for 2013/14 for the operation of the market.

#### **Decision**

15. That the outturn for 2013/14 be approved.

### **Market Management Report**

16. Members considered a report of the Estates Officer presenting the market operators report and update on the progress with the Cornhill Market trader's Co-Operative (CMTC).
17. It was noted that there had been further changes to the constitutional structure of the CMTC with Simon Tyler taking over the position of Chair and Joy Chapmen becoming vice-chair.
18. Concerns that were raised at the last meeting regarding possible restrictive practices by the traders appeared to have been addressed and a number of new traders had been trialled during recent months. The Panel were pleased with progress and agreed that the situation had been stable and the market site continued to be tidy.
19. Communication with the Chamber of Commerce regarding their promotion of Continental markets continued and members noted the current situation in respect of Dukes lease renewal. The Estates Officer confirmed that following a sale of part of Dukes business it was intended that Sarah Gordon Wild would also be party to the lease in addition to the existing owners.
20. Members discussed the persistent problem with litter on the market site and the Estates Officer assured them that he reminded the market operator of their duty in this respect on a regular basis.
21. It was noted that concerns had been raised regarding the increased evidence of vandalism in the Lower Fairfield car-park. Meetings had been held with the Police, West Dorset District Council car parks team, Brewery Square and Community Protection to address the issue.
22. A member felt that better car park lighting should be provided on the site and the Estates Officer agreed to bring the matter to the attention of the car parking team.

### **Decision**

23. (a) That members note the market management and market operators report
- (b) That Cornhill Market trader's Co-operative annual licence be renewed with effect from 1 September 2014 and the CMTC be reminded that stability in the structure of the organisation was important in maintaining the confidence of the Panel.

### **Revision of Sunday Car Boot Protocol**

24. Members considered a report of the Head of Property and Litigation which sought approval of the Variation of protocol aimed to formalise certain revised arrangements agreed at the previous meeting of the joint panel.

**Decision**

25. (a) That the Variation of protocol be approved;
- (b) That West Dorset District Council and Dorchester Town arrange for the protocol to be signed by the respective authorities

**Distribution of Grants from Dorchester Market Car Boot Fund**

26. The Panel considered a report of the Community Development Team Leader which provided members with an overview of the distribution of the Dorchester Market Car Boot Funds for the financial year 2013-2014.
27. The Dorchester Market Car Boot Panel met on 10 June 2014 to consider the applications and a total of 40 community and voluntary organisations were successful. The total amount awarded was £33673.22 and a list of the successful organisations was shared with the panel and attached at appendix A to the report.

**Decision**

28. (a) That the report be received and noted.
- (b) That S J East, N M Penfold, S Hosford and M E Rennie be appointed to the panel responsible for allocating the funds of the car boot grants for 2014/15.

**Exempt Business**

29. It was proposed by M E Rennie seconded by I C Gardner

**Decision**

30. That, under section 100 (4) of the Local government Act 1972, the press and public be excluded from the following items of business on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 2 & 3 of schedule 12A to the act (as amended)

**Dorchester Market Update**

31. The Panel considered a report on the discussions with the market operator regarding the future of the Dorchester Market.

**Decision**

32. (a) The joint panel agreed to the proposals set out within the report and request both West Dorset District Council and Dorchester town Council to support the proposed action.

- (b) However, it was accepted that the joint panel may need to meet in September/October 2014 to agree the details once these had been finalised.

**Date of Next Meeting**

- (c) Scheduled for 28 January 2015

**Duration of the meeting:** 7.00 pm – 8.15 pm

Chairman .....