



# Dorchester Town Council

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7 January 2015

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 13 January 2015** 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 11 November 2014 (adopted by Council on 25 November 2014). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### 3. Management Arrangements

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

#### **4. 2015-2016 Estimates and Special Items**

To consider the Committee's Estimates and Special Items for 2015-2016 (enclosed).

*If any Member has any detailed queries or questions regarding the proposed 2015-16 budget please contact the office prior to the meeting.*

#### **5. Review of Charges**

(a) Recreation Facilities

To consider revised charges for recreation facilities (existing and proposed charges enclosed).

(c) Borough Gardens House and Weymouth Avenue Pavilion

To consider revised charges for the Borough Gardens House and Weymouth Avenue Pavilion (existing and proposed charges enclosed).

(d) Cemetery Fees

To consider revised charges for Dorchester, Fordington and Poundbury Cemeteries (existing and proposed charges enclosed – these charges have been discussed with local funeral directors).

#### **6. 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.

#### **7. Monitoring Report**

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

**8. Paid Invoices**

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

**9. Information Reports**

To note the Minutes of the Dorchester Arts Board Meeting held on 10 November 2014 which are presented for information (enclosed).

**10. Urgent Items**

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

**11. 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".

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

To consider a report by the Town Clerk (to follow).

## 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 - *completed*
- Strim grass surrounds to mini tennis green monthly - *completed*
- 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 - *completed*
- Mow all lawns weekly/fortnightly - *completed*
- Cut hedges x 2 during period –*ongoing*
- 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 – *ongoing*
- 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 completed*
- 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 –*completed*
- 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 –
- Prepare for Christmas Carol concert – *completed*
- Borough Gardens – Love parks week various additional events planned - *completed*
- Borough Gardens – Green flag, - *awarded with a higher pass result in 2014*

## **Weymouth Ave Recreation Ground**

- Mow field area weekly – *completed*
- Hand mow field edges – *completed*
- Strim field perimeter – *completed*
- 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 – *ongoing*
- 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-*ongoing*
- Treat park benches-*completed*
- Mark winter sports pitches, check for dogs mess-*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 – *completed*
- Mow perimeters hand mower, fortnightly – *completed*
- Strim perimeter fortnightly – *completed*
- 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, check for dog mess-*ongoing*
- Install dog poo pick up bag holders x 2 – *completed*
- Replace chain link fencing to the side of the bowling green - *completed*

## **Kings Road and Salisbury Field**

- Mow field areas on a weekly basis – *completed*
- Mow perimeters hand mower, fortnightly – *completed*
- Strim perimeter fortnightly – *completed*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – check for dog mess – *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 – *ordered planting late January*
- 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 – *completed*
- Tree works, fell three diseased and dying Horse Chestnuts – *completed*
- Remove unwanted stanchions and chains by WDDC offices – *completed*
- Using repaired and repainted stanchions fill in gaps on South Walks – *completed*
- Install dog poo pick up bag holders x 1 – *completed (River Walk only)*
- Leaves removal - *completed*

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

- Litter pick and empty bins x 3/5 per week – check for dog mess – *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 – *completed*
- Provide trailer to remove green waste- as per schedule – *2014 completed*
- Repairs to leaking water system Herringston/Alington – *completed*
- Strim and clear unlet plots at various sites – *completed*
- Turn off water at all sites for winter - *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 - *completed*

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

- Maumbury Rings – prepare and rip down after event August B/holiday – *completed*
- Painting play ground equipment, various sites -*completed*
- Fire extinguishers servicing all sites, external contractor –*completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *completed*
- PAT testing, all Town Council buildings – *completed*
- Riverside reserve, strim pond area and path sides-*completed*
- Install pick up poo bag dispensers – *completed*- Maumbury Rings
- Turn off fountain Roman fountain prepare for the winter- *completed*

### **The Great Field**

- Mow field areas gangmower, every 10 days – *completed*
- 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, inspect for dogs mess – *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 – *completed 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 – *completed 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*
- Repair as required public benches - *completed*

### **Poundbury Cemetery**

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



# DORCHESTER TOWN COUNCIL

## MANAGEMENT COMMITTEE – 13 JANUARY 2015

### REVENUE BUDGET 2015/16

1. A draft budget for services provided by this Committee is attached. The budget has been recast this year to take account of changes to Pensions, a new coding structure, and some other adjustments.
2. The **key changes** to budgets for services operated by the Committee are: -
  - A part time Park Keeper relief post, added to the establishment several years ago due to health issues, is no longer required (£10k saving)
  - National Insurance contributions were too high, and are reduced by £4k
  - Cemeteries Grass Cutting has been reduced by a further £4k
  - Incomes have been varied to take account of latest data, with Cemeteries income up by £10k, Weymouth Avenue Pavilion by £3k
  - No change has been made to budgets at the Municipal Buildings until a decision about its future use by Dorchester Arts has been determined. Based on current usage the Income budget for the Municipal Buildings is, however, currently around £6k too high
  - Christmas Lights budgets have been adjusted to clarify that the Town Council plays a co-ordinating role rather than being the key operational funder
  - Generally inflation has been allowed where necessary rather than automatically. The January 2015 pay award (2.2%), which runs until March 2016, has been built into the budget
  - Contributions to Reserve have been increased, to the Municipal Buildings by £7,000 in order to replenish the Reserve following its use for Cathodic protection, and to Cemeteries by £14,000 initially to fund digital mapping and data capture, then in future years to fund road, wall and other infrastructure at Poundbury Cemetery.
3. Allowing for all of the above, but excluding Special Items, the budget for services run by the Committee (£857,000) has reduced by £500.
4. **Special one off items** of £18k have been allowed for in the Council's overall budget, but this sum does not all have to be allocated at this time. Possible items that have been raised through various processes during the year are identified below and total £33.5k, should the Committee wish to make a proposal to Council: -

	£	Priority
Municipal Buildings – Town Hall LED Lighting & Hearing Loop	5,500	H
Municipal Buildings – Corn Exchange Flooring	1,500	H
Municipal Buildings – New Tables	6,000	M/L
Open Spaces – South Walks posts refurbishment	2,000	L
Open Spaces – John's Pond lower sluice gates	7,500	M
Cultural – Advance planning for HM Queen's 90 <sup>th</sup> birthday	1,000	M

Cultural – WW1 Commemorations	3,000	H
Cultural – Contribution towards new Christmas Lights	5,000	H/M
Cultural – Refurbishment of Thomas Hardy statue	2,000	L

5. **Earmarked Reserves**, mainly for infrastructure associated with services overseen by this Committee, will total £398k by April 2015, with an additional £133k added in 2015/16. A number of major items of expenditure are planned for 2015/16: -

	£
Cemeteries – Repairs to North Chapel	10,000
Cemeteries – Electronic database and mapping of graves	15,000
Municipal Buildings – Cathodic protection of clock tower	25,000
Play Equipment – General Replacement	10,000
Vehicles and Equipment – Replace Transit Van	12,000
Maumbury Rings s106 – Completion of works	15,000
Cultural – New Christmas Lights	5,000

At March 2016 Earmarked Reserves are estimated to reach £438k.

6. If the Estimates are accepted as drafted they will form part of the **Council's overall budget**, which is being set within the following context: -
- A 2% increase in Council Tax will be proposed that, coupled with a 2% growth in Council Tax Base, will produce a precept of £1,209k, up £47k (4%) from 2014/15
  - Budgets overseen by the Policy Committee will fall from £291k to £254k, mainly as a result in reductions in debt charges and CCTV spending
  - These factors give the Council an operating surplus of £80,000 for 2015/16, i.e. the Council could expand its current services, take on new services, take on new debt, or reduce its Council Tax next year to the value of £80,000, or top up its Reserves
  - While that leaves the Town Council in a strong position in the short term the longer term situation is more complicated. Any budget decision needs to take account of a wider context
    - West Dorset District Council is already starting to develop ideas to cut its budgets due to reductions in government grant
    - Dorset County Council is also considering cuts in services, and cuts to grants by other government departments and agencies are also being felt locally
    - The Town Council is currently benefiting from income from tax base growth that will eventually be needed to fund services on Poundbury and in other parts of town which are currently still provided by developers
    - The Town Council is gradually developing a vision for Dorchester's future, which other agencies will struggle to find funding for
7. Taking account of all of the information above it is **RECOMMENDED** that: -
- a. The budget as laid out is submitted to the Policy Committee for inclusion within the Council's overall budget for 2015/16

- b. A list of Special Items not exceeding £18,000 is proposed to the Policy Committee for their consideration, based broadly around the following

	£
Municipal Buildings – Town Hall LED Lighting & Hearing Loop	5,500
Municipal Buildings – Corn Exchange Flooring	1,500
Cultural – WW1 Commemorations	3,000
Cultural – Contribution towards new Christmas Lights	5,000
Municipal Buildings – New Tables	2,000
Cultural – Advance planning for HM Queen’s 90 <sup>th</sup> birthday	1,000

Adrian Stuart  
Town Clerk

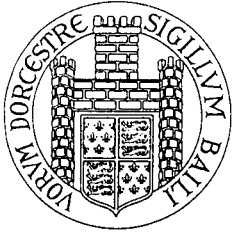
	2014/15 Budget £	2015/16 Budget £
<b>PARKS &amp; OPEN SPACES</b>		
Gas	1,800	1,800
Electricity	12,000	12,000
Water	13,000	13,000
Rent	3,200	3,200
Rates	15,500	15,500
Premises Repairs & Maintenance	10,500	10,500
Other Repairs & Maintenance	42,900	42,700
Walks - Tree Maintenance	12,000	12,000
Maintain Highway Trees	3,500	3,500
Special: Skatepark Fencing	6,500	-
Walks Cleaning Contract	20,000	20,000
Office Team	64,352	62,372
Outdoor Services Team	350,923	344,522
To Reserves - Play Equipment	12,000	12,000
To Reserves - Parks Premises	5,000	5,000
To Reserves - Walks	25,000	25,000
<b>Total Expenditure</b>	<b>598,175</b>	<b>583,093</b>
Recharge - Outside Organisations	-1,000	- 1,000
Tennis	-3,600	- 3,000
Football	-5,800	- 5,900
Cricket	-2,100	- 2,500
Wayleave	-630	- 630
Rent of Borough Gardens Flat	-2,850	- 3,000
Hire of Borough Gardens House	-5,000	- 5,000
Hire of Weymouth Avenue Pavilion	-3,000	- 6,000
Sundry	-1,000	-
<b>Total Income</b>	<b>-24,980</b>	<b>- 27,030</b>
<b>Met by Precept on Taxpayer</b>	<b>573,195</b>	<b>556,063</b>
<b>ALLOTMENTS</b>		
Water	1,800	1,800
Rent	1,000	1,000
Repairs, Maintenance, Pests & Subscriptions	810	455
Office Team	5,005	4,851
Outdoor Services Team	10,949	10,749
<b>Total Expenditure</b>	<b>19,564</b>	<b>18,855</b>
<b>Rents &amp; Wayleaves</b>	<b>-8,000</b>	<b>- 8,000</b>
<b>Met by Precept on Taxpayer</b>	<b>11,564</b>	<b>10,855</b>

	2014/15 Budget £	2015/16 Budget £
<b>MUNICIPAL BUILDINGS</b>		
Salaries	47,262	57,567
Overtime	15,000	5,000
National Insurance	3,545	4,030
Pensions	10,211	10,323
Training Courses	600	600
Repairs & Maintenance	17,800	18,000
Materials & Equipment	3,500	3,800
Special: Works Investigations	3,500	-
Water	500	500
Electricity	12,500	12,800
Gas	10,000	10,000
Rates	18,000	17,500
Telephone	900	900
Performing Rights & Other Licences	1,500	1,500
Promotion & Stationery	1,500	1,500
Office Team	43,899	42,547
Outdoor Services Team	10,330	10,142
To Earmarked Reserve	13,000	20,000
<b>Total Expenditure</b>	<b>213,546</b>	<b>216,709</b>
Room Hire	-66,000	- 66,000
Bar Franchise	-5,000	- 5,000
<b>Total Income</b>	<b>-71,000</b>	<b>- 71,000</b>
<b>Met by Precept on Taxpayer</b>	<b>142,546</b>	<b>145,709</b>
<b>CEMETERIES</b>		
Electricity	2,700	2,700
Water, Service Charges & Cesspit	500	500
Rates	2,500	2,500
General Maintenance	5,000	5,000
Special: Memorial Testing	2,000	-
Cemetery Grass Cutting	20,000	16,000
Office Team	29,347	28,444
Outdoor Services Team	40,822	40,078
To Cemeteries Reserve	16,000	30,000
<b>Total Expenditure</b>	<b>118,869</b>	<b>125,221</b>
Burial Fees	-12,000	- 20,000
ERBs, Memorials & Inscriptions	-18,000	- 20,000
Chapel	-500	- 500
<b>Total Income</b>	<b>- 30,500</b>	<b>- 40,500</b>
<b>Met by Precept on Taxpayer</b>	<b>88,369</b>	<b>84,721</b>

	2014/15 Budget £	2015/16 Budget £
<b>CULTURAL &amp; TWINNING</b>		
Borough Gardens Events	6,500	6,500
Maumbury Rings Events	9,000	10,000
Christmas Lighting	7,000	3,000
Dorchester Arts Centre	5,000	6,000
Events & Sponsorship	8,500	10,000
Grants Panel	3,300	3,500
Twinning Grants, Receptions etc	1,900	2,000
Special: Twinning/WW1 Commemorations	5,000	-
Offices Team	16,165	15,667
Arts Festival Reserve	3,000	3,000
Christmas Lighting Reserve	2,500	-
<b>Total Expenditure</b>	<b>67,865</b>	<b>59,667</b>
Christmas Lights	-9,000	-
<b>Total Income</b>	<b>-9,000</b>	<b>-</b>
<b>Met by Precept on Taxpayer</b>	<b>58,865</b>	<b>59,667</b>

#### **OUTDOOR SERVICES TEAM**

Salaries	241,508	238,698
Overtime	8,800	9,000
NI	18,113	14,322
Super	42,203	40,870
Training & Subsistence	3,100	2,000
Subscriptions	1,000	1,000
Vehicle Costs	13,900	14,000
Mower Repairs	5,200	5,200
Vehicle / Mower Fuel	7,100	7,200
Cleaning - Materials & Equipment	2,600	2,700
Tools, Equipt, H&S, Signs	9,000	9,200
Waste Services	12,500	12,800
Equipment Service	6,200	6,400
Protective Clothing	2,300	2,400
Printing, Stationery, etc	300	-
Telephone	2,200	2,200
Depot Loan Reserve	20,000	20,000
Vehicles & Equipment Reserve	17,000	17,500
<b>Total Expenditure</b>	<b>413,024</b>	<b>405,490</b>



**DORCHESTER TOWN COUNCIL**  
**PARKS, GARDENS & OPEN SPACES**

**CHARGES FOR RECREATIONAL FACILITIES**  
**April 2015 – March 2016**

		<i>Existing</i>	<i>Proposed</i>
<b><u>TENNIS</u></b>	Per Court per hour – all times	£6.00	<b>£7.00</b>
	Tennis Court Fob Membership	£25.00	<b>£25.00</b>
<b><u>FOOTBALL</u></b>	Weymouth Avenue Recreation Ground -		
	Senior Pitch	£48.00	<b>£49.00</b>
	- with showers		
	- Junior use	£39.12	<b>£40.00</b>
	Weymouth Avenue Junior Pitch	£29.04	<b>£30.00</b>
	Weymouth Avenue Mini Pitch	£14.40	<b>£15.00</b>
	Sandringham Sports Centre		
	- Senior Pitch	£48.00	<b>£49.00</b>
	- Junior Pitch	£29.04	<b>£30.00</b>
	Sandringham / Hardye's Mini Pitch	£14.40	<b>£15.00</b>
	King's Road Playing Field and The Great Field Junior Pitches	£20.52	<b>£21.00</b>
<b><u>CRICKET</u></b>	Evening Matches (6.30p.m. start)	£48.00	<b>£49.00</b>
	Afternoon Matches (2.00p.m. - 6.00p.m.)		
	Adult use	£63.00	<b>£65.00</b>
	Under 18 use	£39.12	<b>£40.00</b>
	Artificial wicket (maximum of 2 hours)	£14.40	<b>£15.00</b>
	All Day Matches	£82.44	<b>£85.00</b>
	(11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)		
	Sunday Matches (2.00p.m. - 6.00p.m)	£82.44	<b>£85.00</b>

*The prices above are all inclusive of VAT*

With effect from 1st April, 2015.



# DORCHESTER TOWN COUNCIL

## BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2015 until 31st MARCH, 2016

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only). Session times for Weymouth Avenue Pavilion are 8.00am – 1.00pm, 1.00pm – 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.

All prices are inclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

Town Clerk / Deputy to have discretion on session charges in order to attract new business or to retain existing business. These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

### *Proposed Charges in Bold Italics*

#### ◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£48.00 / <b>£49</b>	£27.48 / <b>£32</b>	£21.96 / <b>£23</b>
<b>Weymouth Avenue Pavilion</b>	£40.92 / <b>£42</b>	£24.00 / <b>£32</b>	£18.30 / <b>£19</b>

#### ◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£60.00 / <b>£62</b>	£33.00 / <b>£35</b>	£24.72 / <b>£25</b>
<b>Weymouth Avenue Pavilion</b>	£52.20 / <b>£55</b>	£26.16 / <b>£35</b>	£21.96 / <b>£23</b>

#### ◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
<b>Borough Gardens House</b>	£82.44 / <b>£85</b>	£48.00 / <b>£60</b>	£34.38 / <b>£35</b>
<b>Weymouth Avenue Pavilion</b>	£67.38 / <b>£70</b>	£41.28 / <b>£60</b>	£28.32 / <b>£29</b>



# DORCHESTER TOWN COUNCIL

## Dorchester, Fordington and Poundbury Cemeteries

### FEES, PAYMENTS AND SUMS EXISTING FROM 27 MAY 2014 and PROPOSED FROM 1 APRIL 2015

INTERMENTS	Existing	Proposed
<b>A For the interment of the body of:</b>		
a) a stillborn child or a child whose age at the time of death did not exceed 2 years	No Charge	<b>No Charge</b>
b) a child whose age at the time of death exceeded 2 years but did not exceed 16 years	£150	<b>£155</b>
c) a person whose age at the time of death exceeded 17 years	£525	<b>£540</b>
d) for the interment of a casket of ashes	£150	<b>£155</b>
<b>SCATTERING OF ASHES</b>		
a) Scattering of ashes under turf on a full grave	£54	<b>£55</b>
b) Scattering of ashes in the Garden of Remembrance	£20	<b>£25</b>
c) Dispersal of ashes in the pit at Poundbury	£54	<b>£55</b>
<b>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</b>		
For the grant of an exclusive right of burial for 50 years, including Memorial Rights in an earthen grave:		
a) A person whose death exceeded 2 years	£780	<b>£800</b>
End of term Renewal for 25 years	£650	<b>£670</b>
b) Infant under the age of 2 years	£175	<b>£180</b>
End of term Renewal for 25 years	£650	<b>£670</b>
c) Ashes plots	£310	<b>£320</b>
End of term Renewal for 25 years	£150	<b>£155</b>
<b>OTHER</b>		
USE OF SOUTH CHAPEL, DORCHESTER CEMETERY	£150	<b>£155</b>

### Casket type coffins

Double fees will be charged for casket type coffins.

### Non-residents

The fees, payments and sums settled and fixed in the foregoing charges will be doubled where the person to be interred (this does not apply to children under the age of 2), or the person to whom the right is granted is, or was immediately before death, not an inhabitant or parishioner of those parts of the parishes of Dorchester or Winterborne Herrington within the area for which Dorchester Joint Burial Committee acts, excepting that any person who has resided within the area administered by the Joint Committee within the previous **ten** years or was a resident of that area for at least **twenty-five** years will be subject to the charges set out.

### MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Single fees apply to all fees for memorials

Existing **Proposed**

For the right to erect or place:

- |                                                                                                                                                                    |      |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------|
| a) a headstone, footstone, tablet, flat stone, plaque or monument in any other form                                                                                |      |                                      |
| - included in an exclusive right of burial                                                                                                                         |      |                                      |
| - if not included in an exclusive right of burial – pre 27 <sup>th</sup> May, 2014                                                                                 | £175 | <b>£180</b>                          |
| - where the exclusive right of burial has not been granted (not available at Poundbury)                                                                            | £175 | <b>£180</b>                          |
| - an inscription, after the first, on a gravestone, tablet or other memorial (for each deceased)                                                                   | £85  | <b>£90</b>                           |
| N.B. For this fee an additional inscription is defined as an inscription added to an <b>existing</b> memorial. Any additional stones are defined as a new memorial |      |                                      |
| b) a tablet measuring 25 centimetres by 20 centimetres in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery                            | £83  |                                      |
| c) a flat stone not exceeding 30 centimetres by 30 centimetres which must not project above ground level in the Garden of Remembrance at Fordington Cemetery       | £83  | <b>Now included within (a) above</b> |
| d) brass or bronze plaques 15.8 centimetres by 10 centimetres (only available at Poundbury)                                                                        | £83  |                                      |

VAT is not chargeable on any of the above fees.

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE - 13 JANUARY 2015

#### EXCLUSIVE RIGHT OF BURIAL

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

<b>Name</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>		
<b>Poundbury Cemetery</b>		
Roger Stuart Holt	2864	C147 + C147A
Nicholas Capel Thompson	2865	552T
Noreen Theresa Drake-Stoker	2866	468T
Doris Morris	2867	491T
Julie May Trickey	2868	C12
David Matthews	2869	C182
Julie McDermott	2870	492T
<b>Fordington Cemetery</b>		



**MANAGEMENT COMMITTEE**  
**13 January 2015**  
**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.

	November 2013	Nov 2014 Paid	FOC	December 2013	Dec 2014 Paid	FOC
Corn Exchange	18	18	0	13	12	1
Dressing Room	4	6	4	2	3	2
Town Hall	9	12	0	8	11	3
Magistrates Room	7	7	4	4	5	0
Council Chamber	1	3	10	1	2	0
Overall Total	39	46	18	28	33	6
Weymouth Ave Pavilion	9	9	1	5	5	1
Borough Gardens House	4	5	0	6	4	0

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

	NOVEMBER		DECEMBER	
	2013	2014	2013	2014
	£	£	£	£
Corn Exchange	3200.55	3488.09	2735.06	2398.17
Dressing Rooms	481.14	368.73	116.10	85.10
Town Hall	868.14	1235.19	826.82	1007.08
Magistrates Room	567.93	947.91	421.81	277.05
Council Chamber	60.90	301.45	33.20	42.00
Overall Total £	5178.66	6341.37	4132.99	3809.40
<b>2014/2015 Cumulative Total £</b>		<b>39,687.45</b>		<b>43,496.85</b>
<b>Percentage of Estimated Income 2014/15</b>		<b>60.13%</b>		<b>65.9%</b>
Weymouth Avenue Pavilion	612.48	708.92	312.91	400.14
Borough Gardens House	298.90	513.33	448.53	360.00
	NOVEMBER		DECEMBER	
Bar Franchise 10%	312.20	347.82	509.62	

**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.

November 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Perform	4	6			-	-	-	-	-	-
Live Music Events	-	-			-	-	-	-	-	-
Farmers/Sales	-	-			-	-	5	4	-	-
Commercial	3	3		-	-	-	-	-	-	-
Birthday/Socials	2	1			-	-	-	-	-	-
Dance Classes	5+5hr	4 + 1hr			5	5 + 2hr	-	-	-	-
Wedding Recept.	-	-			2	-	-	-	-	-
Wedding Cere.	-	-			-	-	-	-	-	-
Training Events	-	2	11	9	3+15hr	3 + 12hr	2	20	-	7
Meetings	9	10	4	6	7	10 + 3hr	8	5	1	2
Exhibitions	3	3	-	-	-	-	1	-	-	-
<b>Total:</b>	26+8hr	29 + 2hr	15	15	15+5hr	18 + 17hr	16	29	1	9
Income £	3200.55	3488.09	481.14	368.73	868.14	1235.19	567.93	947.91	60.90	301.45

December 2014	Corn Exchange		Dressing Rooms		Town Hall		Magistrates Room		C. Chamber	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Shows/Perform	3	4	-	-	-	-	-	-	-	-
Live Music Events	-	-			-	-	-	-	-	-
Farmers/Sales	-	-	3		-	-	3	3	-	-
Commercial	4	2	-	-	-	-	-	-	-	-
Birthday/Socials	1	4 + 1hr	-		-	-	-	-	-	-
Dance Classes	4+5hr	4 + 1hr	-		5	1 + 2hr	-	-	-	-
Wedding Recept.	-	-	-		-	-	-	-	-	-
Wedding Cere.	-	-	-		-	1	-	-	-	-
Training Events	-	-	1	3	3+12hr	12hr	6	4	-	-
Meetings	7	7	-	1	7	11	3	2	1	2
Exhibitions	2	-	-	-	-	-	-	-	-	-
<b>Total:</b>	21+5hr	21 + 2hr	4	4	15+12hr	13 + 14hr	12	9	1	2
Income £	2735.06	2398.17	116.10	85.10	826.82	1007.08	421.81	277.05	93.20	42.00

## DORCHESTER MUNICIPAL BUILDINGS

### Planned Maintenance/Projects and Urgent Works

13 January 2015

#### Corn Exchange

- ❖ Stage Units Serviced – *Sico Europe Limited - 3 year contract 2012 -2015.*
- ❖ Floor needs some minor repairs – *June 2014.*
- ❖ Stage Lights and rigging tested – *Complete December 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 – *contribution received to keep existing clock. Waiting to be repaired.*
- ❖ A buzzer system - *so as to enable visitors to contact the Town Hall Keepers – completed August 2014.*

#### Kitchen

- ❖ All Appliances Serviced.
- ❖ Ventilation System Serviced – *Rentokill – 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 – November 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 – completed November 2014.*
- ❖ Light diffusers replaced – *February 2013.*
- ❖ Drainage grating in the kitchen has been cleaned – *requires repairs – January 2015.*
- ❖ Investigate whether it is possible to paint the kitchen walls – *January 2015.*

#### 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 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 – completed Dressing Room 1 – December 2014.*
- ❖ *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 Stitches, 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 – *Completed January 2015.*
- ❖ 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/M. Jackson.*
- ❖ Paint work on back exterior to the Corn Exchange when scaffold in situ.
- ❖ Statutory work to clock tower.

# DORCHESTER TOWN COUNCIL

## Management Committee – 13 January 2015

### Direct Debits for November and December 2014

Transaction Date	Type	Transaction Description	Amount
31/12/2014	DD	BT RETAIL 00211380/001	6.00
29/12/2014	PAY	SERVICE CHARGES REF : 158527127	50.70
23/12/2014	PAY	SERVICE CHARGES REF : 159619384	10.00
22/12/2014	DD	SOUTHERN ELECTRIC 188880511	337.08
22/12/2014	DD	SOUTHERN ELECTRIC 109140530	325.80
22/12/2014	DD	SOUTHERN ELECTRIC 157787711	258.91
22/12/2014	DD	SOUTHERN ELECTRIC 332428131	80.67
22/12/2014	DD	SOUTHERN ELECTRIC 898140530	62.64
19/12/2014	DD	CORONA ENERGY 20408520	277.55
15/12/2014	DD	BACS Salaries	34210.27
15/12/2014	DD	WHOLESALE PAYMENTS OEU05055-004	312.14
12/12/2014	DD	SOUTHERN ELECTRIC 131805101	598.12
12/12/2014	DD	SOUTHERN ELECTRIC 045738131	315.79
12/12/2014	DD	SOUTHERN ELECTRIC 417640730	134.93
12/12/2014	DD	SOUTHERN ELECTRIC 033049131	121.41
12/12/2014	DD	SOUTHERN ELECTRIC 740596321	20.71
12/12/2014	DD	SOUTHERN ELECTRIC 875540430	13.90
11/12/2014	DD	SOUTHERN ELECTRIC 998140530	58.73
11/12/2014	DD	SOUTHERN ELECTRIC 009140530	25.22
04/12/2014	DD	E.ON 013623610750A	1529.65
04/12/2014	DD	INFORMATION COMISS 27416358	35.00
03/12/2014	DD	BT RETAIL 00211380/001	6.00
02/12/2014	DD	SAGE UK LTD A47943100/01	0.01
28/11/2014	PAY	SERVICE CHARGES REF : 156325921	85.55
28/11/2014	DD	E.ON 013625404170A	308.57
27/11/2014	DD	EDF ENERGY 1 LTD 18603224	77.16
25/11/2014	DD	CORONA ENERGY 20408520	14.02
24/11/2014	PAY	SERVICE CHARGES REF : 157378882	10.000
19/11/2014	DD	DANWOOD CONTRACT R U0904195 T2854017	1589.45
19/11/2014	DD	BT GROUP PLC ST64903952-000002	18.13
17/11/2014	DD	WHOLESALE PAYMENTS OEU05055-003	495.13
17/11/2014	DD	BT DIRECT DEBITS ST64618147Q113	367.81
14/11/2014	PAY	BACS Salaries	33309.93
06/11/2014	DD	E.ON 013623610750A	1529.15
03/11/2014	DD	E.ON 013625404170A	381.76
			76977.89

Signed - Chairman .....

Vice-Chairman .....

13 January 2015

Date: 05/01/2015  
Time: 09:51:40

**Dorchester Town Council**

Page: 1

**Day Books: Paid Invoices (Summary)**

Supplier Reference From : a Payment Date From : 01/11/2014  
Supplier Reference To : ZZZZZZZZ Payment Date To : 31/12/2014

<u>Tran Number</u>	<u>Date</u>	<u>Account Ref</u>	<u>Inv Ref</u>	<u>Reference</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	<u>Paid this Period</u>
74255	10/10/2014	WPS	DORC03CC02	030843	117.02	0.00	117.02	117.02
74256	26/10/2014	PHSGROUP	61763016	030844	191.10	38.22	229.32	229.32
74257	27/10/2014	CONCORDE	24376	030845	476.00	95.20	571.20	571.20
74258	30/09/2014	JOHNSTAR	15/261	030846	372.39	74.47	446.86	446.86
74271	28/10/2014	DOWNTURF	9222	030842	10.42	2.08	12.50	12.50
74281	24/10/2014	ORANGE	01141246746	030847	83.24	16.65	99.89	99.89
74282	25/10/2014	ECOCOMPO	302695	030848	199.10	39.82	238.92	238.92
74283	31/10/2014	CHANNEL	102293	030849	128.29	25.66	153.95	153.95
74284	15/10/2014	JAMIEHUT	630	030850	137.00	27.40	164.40	164.40
74285	30/10/2014	JAMIEHUT	734	030850	43.03	8.61	51.64	51.64
74286	30/10/2014	JAMIEHUT	727	030850	65.87	13.17	79.04	79.04
74287	30/10/2014	JAMIEHUT	725	030850	61.93	12.38	74.31	74.31
74288	27/10/2014	JAMIEHUT	697	030850	73.21	14.64	87.85	87.85
74289	13/10/2014	JAMIEHUT	617	030850	933.79	186.76	1120.55	1120.55
74290	27/10/2014	JAMIEHUT	698	030850	134.57	26.91	161.48	161.48
74291	02/11/2014	EE	V01028705468	030851	42.92	8.58	51.50	51.50
74292	21/10/2014	BLACKCAT	2198	030852	240.00	48.00	288.00	288.00
74323	06/11/2014	MKSERV	455	030854	1295.00	259.00	1554.00	1554.00
74324	17/10/2014	TRIM	00699	030855	686.03	137.21	823.24	823.24
74325	03/11/2014	DOMESTIC	1/103675	030853	70.99	14.20	85.19	85.19
74357	30/10/2014	JAMIEHUT	735	030882	60.92	12.19	73.11	73.11
74358	31/10/2014	LYRECOUK	6390196524	030870	538.92	107.78	646.70	646.70
74359	31/10/2014	LYRECOUK	6390196524	030870	40.10	8.02	48.12	48.12
74360	31/10/2014	SIMONMOO	61295	030869	631.20	126.24	757.44	757.44
74361	31/10/2014	SIMONMOO	61296	030869	89.10	17.82	106.92	106.92
74362	12/11/2014	GMB	UNION	030856	12.14	0.00	12.14	12.14
74363	12/11/2014	UNISON	K BARNETT	030857	9.70	0.00	9.70	9.70
74364	12/11/2014	UNISON	L COFFIN	030857	9.70	0.00	9.70	9.70
74365	12/11/2014	UNISON	I HOMER	030857	7.85	0.00	7.85	7.85
74366	12/11/2014	FIRSTDOR	G WAKELY	030858	100.00	0.00	100.00	100.00
74367	12/11/2014	FIRSTDOR	J HOLLINGS	030858	30.00	0.00	30.00	30.00
74368	12/11/2014	INLANDRE	PAYE	030859	3395.52	0.00	3395.52	3395.52
74369	12/11/2014	INLANDRE	NI	030859	4250.90	0.00	4250.90	4250.90
74370	12/11/2014	INLANDRE	STUDENT LOAN	030859	72.00	0.00	72.00	72.00
74371	12/11/2014	DCC	PENSION	030860	8537.55	0.00	8537.55	8537.55
74372	30/10/2014	TUDOREN	134338	030880	167.72	33.54	201.26	201.26
74373	04/11/2014	TUDOREN	134489	030880	19.25	3.85	23.10	23.10
74374	31/10/2014	HAULWAST	0001068511AB	030876	140.19	28.04	168.23	168.23
74375	04/11/2014	FOOTPRIN	MAYORAL	030861	15.00	0.00	15.00	15.00
74376	29/09/2014	NISBETS	0002836978	030862	61.52	12.30	73.82	73.82
74377	31/10/2014	TVLICENS	3446823326	030863	145.50	0.00	145.50	145.50
74378	31/10/2014	TVLICENS	3446821870	030863	145.50	0.00	145.50	145.50
74379	12/11/2014	TAYLORJA	2847	030864	25.00	0.00	25.00	25.00
74380	12/11/2014	TAYLORJA	2847	030864	25.00	0.00	25.00	25.00
74381	12/11/2014	TAYLORJA	2847	030864	15.00	0.00	15.00	15.00
74382	12/11/2014	TAYLORJA	2847	030864	5.00	0.00	5.00	5.00
74383	12/11/2014	TAYLORJA	2847	030864	15.00	0.00	15.00	15.00
74384	30/09/2014	SIMONMOO	60983	030869	360.46	72.09	432.55	432.55

74385	31/10/2014	BARRETTS	01/11282	030865	177.60	35.52	213.12	213.12
74386	31/10/2014	BREWERS	DCT/335179	030866	7.64	1.53	9.17	9.17
74387	31/10/2014	BREWERS	DCT/335181	030866	42.87	8.57	51.44	51.44
74388	31/10/2014	BREWERS	DCT/335177	030866	74.33	14.87	89.20	89.20
74389	01/11/2014	JAMIEHUT	750	030882	49.39	9.88	59.27	59.27
74390	01/11/2014	JAMIEHUT	749	030882	57.97	11.60	69.57	69.57
74391	01/11/2014	JAMIEHUT	748	030882	94.48	18.90	113.38	113.38
74392	07/11/2014	JAMIEHUT	766	030882	89.93	17.98	107.91	107.91
74393	31/10/2014	LODESMO	201400001763	030867	138.43	27.69	166.12	166.12
74394	31/10/2014	LODESMO	201400001764	030867	40.01	8.00	48.01	48.01
74395	10/11/2014	JOHNMAGG	5206	030868	135.00	27.00	162.00	162.00
74396	31/10/2014	ECOCOMPO	302824	030871	147.20	29.44	176.64	176.64
74397	08/10/2014	HIQ	34106629	030872	40.95	8.19	49.14	49.14
74398	28/10/2014	HIQ	34106766	030872	78.33	15.67	94.00	94.00
74399	29/10/2014	GWELETRI	39547	030873	56.00	11.20	67.20	67.20
74400	05/11/2014	PORTWEY	5107	030874	1470.00	294.00	1764.00	1764.00
74401	05/11/2014	PORTWEY	5108	030874	670.00	134.00	804.00	804.00
74402	29/10/2014	TRAVISPE	9209AGU132	030875	14.95	2.99	17.94	17.94
74403	04/11/2014	TRAVISPE	9209AGU430	030875	19.00	3.80	22.80	22.80
74404	31/10/2014	HAULWAST	0000036258AA	030876	559.20	111.84	671.04	671.04
74405	31/10/2014	HAULWAST	0001053803AB	030876	10.00	2.00	12.00	12.00
74406	31/10/2014	ECOCOMPO	302824	030871	147.20	29.44	176.64	176.64
74407	10/11/2014	EONICLTD	INV-2625	030877	599.00	119.80	718.80	718.80
74408	04/11/2014	CONSORTI	A121104	030878	40.92	8.18	49.10	49.10
74409	06/11/2014	CONSORTI	A126410	030878	18.94	3.79	22.73	22.73
74410	01/11/2014	JOYS	002147	030879	15.40	0.00	15.40	15.40
74411	29/10/2014	TUDOREN	134269	030880	154.52	30.90	185.42	185.42
74412	27/10/2014	TUDOREN	134155	030880	59.95	11.99	71.94	71.94
74413	27/10/2014	TUDOREN	134155	030880	19.20	3.84	23.04	23.04
74414	29/10/2014	DORTIMBE	57475	030881	116.10	23.22	139.32	139.32
74415	20/10/2014	DORTIMBE	57365	030881	32.64	6.53	39.17	39.17
74416	02/10/2014	DORTIMBE	57907	030881	28.18	5.64	33.82	33.82
74488	11/11/2014	SLATTER	6712	030900	3733.80	746.76	4480.56	4480.56
74489	30/10/2014	JAMIEHUT	731	030907	141.40	28.28	169.68	169.68
74490	13/11/2014	JAMIEHUT	791	030907	146.96	29.39	176.35	176.35
74491	15/11/2014	JAMIEHUT	800	030907	56.82	11.36	68.18	68.18
74492	13/11/2014	JAMIEHUT	792	030907	18.24	3.65	21.89	21.89
74493	15/11/2014	JAMIEHUT	801	030907	57.35	11.47	68.82	68.82
74494	23/09/2014	TAMPENTA	1409293	030901	76.18	15.24	91.42	91.42
74519	10/11/2014	LAM-ART	22626	030883	320.00	64.00	384.00	384.00
74520	07/11/2014	PORTLAND	110474	030884	90.00	18.00	108.00	108.00
74522	10/11/2014	HAGSMP	033485	030886	34.40	6.88	41.28	41.28
74524	21/10/2014	POUNDGAR	104357	030885	45.00	9.00	54.00	54.00
74525	08/11/2014	ECOCOMPO	302917	030887	223.30	44.66	267.96	267.96
74528	09/10/2014	WESSEXIN	35285	030888	266.00	53.20	319.20	319.20
74529	13/11/2014	WESSEXIN	35346	030888	516.00	103.20	619.20	619.20
74530	10/11/2014	DCC	2800036521	030889	612.60	0.00	612.60	612.60
74531	10/11/2014	DCC	2800036522	030889	17.28	0.00	17.28	17.28
74532	07/11/2014	DCC	2800036361	030889	280.24	56.05	336.29	336.29
74533	29/10/2014	GWELETRI	39547	030890	56.00	11.20	67.20	67.20
74534	31/10/2014	GWELETRI	39562	030890	21.10	4.22	25.32	25.32
74535	13/11/2014	FCFROST	ARQ27771-00-00	030891	127.00	25.40	152.40	152.40
74536	14/11/2014	WALLGATE	00001952	030892	50.00	10.00	60.00	60.00
74537	14/11/2014	ACCESSAL	AAA262	030893	250.00	0.00	250.00	250.00
74538	14/11/2014	RSWELDIN	0208	030894	100.00	0.00	100.00	100.00
74539	04/11/2014	GIBBS&DA	3770/01029391	030895	18.74	3.75	22.49	22.49
74540	29/09/2014	DOWNTURF	9217	030896	10.42	2.08	12.50	12.50
74541	12/11/2014	ANDYWHIT	27893	030897	86.35	17.27	103.62	103.62

74542	11/11/2014	BTPLC	ST67150835	030898	38.48	7.70	46.18	46.18	
74543	06/10/2014	SCATS	60914016	030899	33.32	6.66	39.98	39.98	
74544	23/10/2014	SCATS	61920533	030899	903.10	180.62	1083.72	1083.72	
74545	14/10/2014	SCATS	61917388	030899	22.69	0.00	22.69	22.69	
74546	14/10/2014	SCATS	61917388	030899	26.44	5.29	31.73	31.73	
74547	22/10/2014	SCATS	61920172	030899	11.14	2.23	13.37	13.37	
74548	07/10/2014	SCATS	61914439	030899	19.55	3.91	23.46	23.46	
74549	13/10/2014	SCATS	61916815	030899	19.58	3.92	23.50	23.50	
74550	07/10/2014	SCATS	61914436	030899	3.91	0.78	4.69	4.69	
74551	07/10/2014	SCATS	61914387	030899	28.11	5.62	33.73	33.73	
74552	07/11/2014	JAMIEHUT	769	030907	76.09	15.22	91.31	91.31	
74553	11/11/2014	JAMIEHUT	777	030907	80.50	16.10	96.60	96.60	
74554	11/11/2014	JAMIEHUT	776	030907	67.31	13.46	80.77	80.77	
74555	11/11/2014	JAMIEHUT	778	030907	23.46	4.69	28.15	28.15	
74575	19/11/2014	ATLASUKS	13130	030903	1625.00	325.00	1950.00	1950.00	
74577	30/10/2014	OLIVERTI	201450302	030902	100.00	0.00	100.00	100.00	
74581	06/11/2014	MKSERV	455	030904	695.00	139.00	834.00	834.00	
74633	24/11/2014	RSWELDIN	0209	(BACS)	2310.00	0.00	2310.00	2310.00	
74655	23/10/2014	P.MANN	MAYORAL	030929	369.10	0.00	369.10	224.12	
74718	07/11/2014	TUDORROS		(BACS)	1699.12	339.82	2038.94	2038.94	
74722	19/11/2014	WPS	86653	030924	2714.01	0.00	2714.01	2714.01	
74723	01/11/2014	DORWASTE		030909	411.00	0.00	411.00	411.00	
74724	24/11/2014	AFANASIE	COMPENSATION	030910	30.00	0.00	30.00	30.00	
74725	24/11/2014	JOHNSTAR	14/98	030911	1627.67	325.53	1953.20	1953.20	
74729	21/11/2014	HAYMARK	4000751042	030912	125.00	12.50	137.50	137.50	
74730	26/11/2014	SECURITY	92959	030923	45.00	9.00	54.00	54.00	
74731	14/11/2014	AUTOBITZ	N765435	030913	48.61	9.72	58.33	58.33	
74732	22/11/2014	HARNESSD	2070	030914	495.00	99.00	594.00	594.00	
74733	19/11/2014	JAMIEHUT	815	030907	84.02	16.80	100.82	100.82	
74734	12/11/2014	ANDYWHIT	27908	030915	66.50	13.30	79.80	79.80	
74735	26/11/2014	DORTIMBE	56249	030916	45.00	9.00	54.00	54.00	
74736	01/11/2014	DORTIMBE	57533	030916	26.97	5.39	32.36	32.36	
74737	12/11/2014	DORTIMBE	56086	030916	144.65	28.93	173.58	173.58	
74738	24/11/2014	BEEREX	SPONSORSHIP	030917	80.00	0.00	80.00	80.00	
74739	14/11/2014	DORSARTC	1128	030918	739.30	0.00	739.30	739.30	
74740	24/11/2014	ORANGE	01149429218	030922	83.60	16.72	100.32	100.32	
74741	02/12/2014	EE	V01037717227	030906	43.17	8.63	51.80	51.80	
74742	29/11/2014	JOYS	002194	030919	15.40	0.00	15.40	15.40	
74743	28/11/2014	PARKLAUN		030921	29.90	5.98	35.88	35.88	
74744	30/11/2014	TRIM	00702	(BACS)	1173.00	234.60	1407.60	1407.60	
74745	24/11/2014	WDDC	0041216332	030920	180.00	0.00	180.00	180.00	
74746	25/11/2014	TUDORROS		(BACS)	680.00	136.00	816.00	816.00	
74747	17/11/2014	ANDYWHIT	27924	030915	50.00	10.00	60.00	60.00	
74748	24/11/2014	DCC	1800456767	030908	3082.00	616.40	3698.40	3698.40	
74749	25/11/2014	DCC	2800038253	030908	1665.18	333.04	1998.22	1998.22	
74771	14/11/2014	GROVESCM	9771	030925	62.00	0.00	62.00	62.00	
74772	15/11/2014	ECOCOMPO	303023	030926	107.80	21.56	129.36	129.36	
74773	18/11/2014	ECOCOMPO	303058	030926	65.60	13.12	78.72	78.72	
74774	20/11/2014	ECOCOMPO	303118	030926	68.80	13.76	82.56	82.56	
74775	25/11/2014	ECOCOMPO	303223	030926	72.00	14.40	86.40	86.40	
74778	19/11/2014	TRADEUK	633164007015362	2	(BACS)	29.99	0.00	29.99	29.99
74779	30/11/2014	ATLASUKS	13229	(BACS)	105.00	21.00	126.00	126.00	
74780	28/11/2014	STANNAHL	C030052109	(BACS)	104.66	20.93	125.59	125.59	
74784	22/10/2014	GCS	165965/1	030927	12.75	2.55	15.30	15.30	
74794	03/12/2014	TRAVERS	0576	030928	1908.51	0.00	1908.51	1908.51	
74876	05/12/2014	R&BTROPH	M2014200	030937	100.00	0.00	100.00	100.00	
74877	01/10/2014	DORSLTA	1-3522553097	030938	100.00	0.00	100.00	100.00	
74878	25/11/2014	WPS	86768	030931	51.48	0.00	51.48	51.48	

74879	25/11/2014	WPS	86769	030931	229.73	0.00	229.73	229.73
74880	25/11/2014	WPS	86765	030931	26143.49	0.00	26143.49	26143.49
74881	25/11/2014	WPS	86767	030931	124.66	0.00	124.66	124.66
74882	25/11/2014	WPS	86770	030931	1243.83	0.00	1243.83	1243.83
74883	03/12/2014	WPS	86911	030931	383.64	0.00	383.64	383.64
74884	05/12/2014	WHISTL	12380	030939	609.70	121.94	731.64	731.64
74885	03/12/2014	JAMIEHUT	898	030957	27.00	5.40	32.40	32.40
74886	03/12/2014	JAMIEHUT	897	030957	56.48	11.30	67.78	67.78
74887	03/12/2014	JAMIEHUT	899	030957	58.57	11.72	70.29	70.29
74888	04/12/2014	JAMIEHUT	907	030957	58.83	11.77	70.60	70.60
74889	04/12/2014	JAMIEHUT	909	030957	75.76	15.15	90.91	90.91
74890	01/12/2014	JAMIEHUT	891	030957	45.00	9.00	54.00	54.00
74891	22/11/2014	HIGHWOOD	134791	030940	635.57	127.12	762.69	762.69
74892	30/11/2014	CHANTAP	145753	030941	365.55	73.11	438.66	438.66
74893	28/11/2014	PORTLAND	110981	030942	90.00	18.00	108.00	108.00
74922	30/11/2014	HAULWAST	0001080847AB	030943	10.00	2.00	12.00	12.00
74923	30/11/2014	HAULWAST	0000037073AA	030943	602.40	120.48	722.88	722.88
74924	02/12/2014	DCC	2800038605	030944	490.08	0.00	490.08	490.08
74925	02/12/2014	DCC	2800038606	030944	4.00	0.00	4.00	4.00
74926	28/11/2014	SIMONMOO	61536	030945	340.00	68.00	408.00	408.00
74927	28/11/2014	SIMONMOO	61537	030945	49.80	9.96	59.76	59.76
74928	03/12/2014	SECURITY	93014	030946	425.00	85.00	510.00	510.00
74930	28/11/2014	SCATS	61935628	030947	22.67	4.53	27.20	27.20
74931	20/11/2014	SCATS	61931945	030947	55.54	11.11	66.65	66.65
74932	20/11/2014	SCATS	61931941	030947	15.75	3.15	18.90	18.90
74933	13/11/2014	SCATS	61928957	030947	10.95	2.19	13.14	13.14
74934	03/10/2014	SCATS	61912743	030947	13.89	2.18	16.07	16.07
74935	12/11/2014	SCATS	61928586	030947	17.25	3.45	20.70	20.70
74936	12/11/2014	SCATS	61928730	030947	52.10	10.42	62.52	62.52
74937	05/11/2014	SCATS	61925832	030947	5.05	1.01	6.06	6.06
74938	28/11/2014	SCATS	61935549	030947	19.20	3.84	23.04	23.04
74939	30/11/2014	BREWERS	DCT/336061	030948	21.34	4.27	25.61	25.61
74940	30/11/2014	BREWERS	DCT/336063	030948	29.08	5.82	34.90	34.90
74941	30/11/2014	BREWERS	DCT/336062	030948	20.18	4.04	24.22	24.22
74942	30/11/2014	LODERSMO	201400001944	030949	160.88	32.17	193.05	193.05
74944	03/12/2014	ECOCOMPO	303364	030950	138.60	27.72	166.32	166.32
74945	08/12/2014	LOUDSMIL	188306	030951	17.02	3.40	20.42	20.42
74946	10/12/2014	TAYLORJA	2867	030930	50.00	0.00	50.00	50.00
74947	10/12/2014	TAYLORJA	2867	030930	28.50	0.00	28.50	28.50
74948	10/12/2014	TAYLORJA	2867	030930	15.00	0.00	15.00	15.00
74949	10/12/2014	TAYLORJA	2867	030930	5.00	0.00	5.00	5.00
74955	15/12/2014	FIRSTDOR	December	030932	100.00	0.00	100.00	100.00
74956	15/12/2014	FIRSTDOR	December	030932	30.00	0.00	30.00	30.00
74957	15/12/2014	GMB	Union Deductions	030933	12.14	0.00	12.14	12.14
74958	15/12/2014	UNISON	December	030934	9.70	0.00	9.70	9.70
74959	15/12/2014	UNISON	December	030934	9.70	0.00	9.70	9.70
74960	15/12/2014	UNISON	December	030934	7.85	0.00	7.85	7.85
74961	15/12/2014	INLANDRE	December	030935	3741.52	0.00	3741.52	3741.52
74962	15/12/2014	INLANDRE	December	030935	4632.46	0.00	4632.46	4632.46
74963	15/12/2014	INLANDRE	December	030935	87.00	0.00	87.00	87.00
74964	15/12/2014	DCC	December	030936	8855.45	0.00	8855.45	8855.45
74974	08/12/2014	ANDYWHIT	28000	030952	142.00	28.40	170.40	170.40
74975	09/12/2014	CORONAEN	09781673	030953	85.62	4.28	89.90	89.90
74976	09/12/2014	CORONAEN	09781697	030953	44.04	2.20	46.24	46.24
74977	09/12/2014	CORONAEN	09781683	030953	134.68	6.73	141.41	141.41
74978	30/11/2014	SICOEURO	INV0093884	030954	1000.00	200.00	1200.00	1200.00
75003	16/12/2014	SCOUTS	MAYORAL 633164007015362	030955	50.00	0.00	50.00	50.00
75005	05/12/2014	TRADEUK	2	030956	15.36	3.07	18.43	18.43

75115	05/12/2014	ACCESSAL	AAA280	030958	1475.00	0.00	1475.00	1475.00
75116	16/12/2014	CHISHOLM	FEE	030959	273.44	0.00	273.44	273.44
75146	13/12/2014	ROYALMAI	1109026279	030961	35.55	0.00	35.55	35.55
75147	11/12/2014	BTPLC	37955952	030962	14.97	2.99	17.96	17.96
75148	19/12/2014	ALLPACKP	219455	030963	494.10	98.82	592.92	592.92
75149	16/12/2014	RENTOKIL	70598463	030964	121.52	24.30	145.82	145.82
75150	17/12/2014	DCC	1800463645	030965	850.00	0.00	850.00	850.00
75151	17/12/2014	DCC	1800463646	030965	228.00	45.60	273.60	273.60
75152	05/08/2014	ANDYWORT	DTCHARDY1401	030966	80.00	0.00	80.00	80.00
75153	17/12/2014	ANDYWORT	DTCREMEM1402	030966	100.00	0.00	100.00	100.00
75154	17/12/2014	TRINITYF	0027	030967	1970.00	0.00	1970.00	1970.00
75155	10/12/2014	STYLISHS	17114	030968	243.90	48.78	292.68	292.68
					<u>119084.71</u>	<u>8126.19</u>	<u>127210.90</u>	<u>127065.92</u>

## Dorchester Arts (DA)

### Minutes of a Board meeting held at 5.45pm on 10 November 2014

1. In attendance: Louise Sheaves (Chair) (LS); 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 Shackleford (JS); Mark Tattersall (Artistic Director – MT);  
LS welcomed everyone to the meeting

2. Apologies: Wendy Petitdemange (WP) Simon Barber (SB) Selina Malins (SM)

3. Conflicts of interest - there were no new conflicts of interest

4. Minutes: the minutes of the meeting of 8 September 2014 were approved without amendment

5. Matters arising: The attendance of Mike Hoskin at a Board meeting would be replaced by RH/TH having lunch with him. All other matters arising would be covered in the agenda

6. DTC Arts Panel

The possibility of relocating DA to the Corn Exchange had been followed up since the last meeting and a paper had been put together by Adrian Stuart the Town Clerk and MT. This paper highlighted the key issues for Dorchester Town Council (DTC) and DA.

The key issues for DA are the adaptation of the venue to accommodate smaller audience shows and the ability to use the Magistrates Room for the DA offices. Both of these were achievable without too much expense. In the case of the auditorium it would involve the use of a curtain. In the case of the Magistrates Room both the offices and the ticket office could be accommodated which, with appropriate signage, would be a significant advantage due to the location of the Corn Exchange in the centre of town.

If the bar operation could pass to DA this would be a significant advantage and would help make up some of the additional income required by DA due to the loss of ACE funding. The current contract on the bar comes up for renewal in July 2015. The equipment position will need to be clarified as much of it has been in place for some time and its ownership is uncertain. The Board agreed that the running of the bar would have to be done on a professional basis and involve proper control systems.

The need for a visual arts space was a concern particularly for use as a prize for the Open Art Competition. Although the foyer space could be a possibility a better option might be the Borough Gardens House.

DTC are fully aware of the prospect of DA moving to the Maltings but this arrangement would only be for a minimum of three years.

The proposal is to be put to the DTC Management Committee on 11 November 2014 and from there to the DTC Council meeting two weeks later. Whilst it could be considered as a confidential item at both meetings it is likely to become public knowledge and a draft statement has been prepared in case comment is needed.

The Board agreed in principle to the relocation to the Corn Exchange. Assuming approval is received from DTC then a detailed report covering costs and benefit sharing and management sharing will be put together by MT and Adrian Stuart. This report will be ready by early January 2015 for consideration at a special DA Board meeting on 12 January 2015. Final DTC approval will then be awaited later in January 2015

There is a need to inform our current landlords, the Duchy of Cornwall, and in this regard LS and MT had met with Simon Conibear. Simon had acknowledged the current arrangement of a month-to-month extension of the



lease with DA possibly moving out in May/June 2015. Both parties hoped that the dilapidations would be minimal due to the terms of the lease. This will be confirmed by LS in an email to Simon.

The need to notify members was discussed and it was agreed that this would be done at the AGM

## 7. Artistic Director's Report

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

- the early autumn shows had poor box office attendance but sales had now picked up
- the role of marketing was discussed and possibility of using multi event ticketing
- MT requested notification to DA management of suitable locations where there were no brochures/fliers
- The outreach officer, who is to be recruited, will now be shared with Bridport and will be arranged with the new Director at Bridport who has just started.
- The new box office system was a great success. The information available was vastly superior and already making a great difference to marketing. Online donations can be done through this system.
- MT had circulated the Spring 2015 programme and confirmed that a suitable opera item had not yet been identified. Otherwise the programme looked exciting and balanced. Forest Forge were returning in addition to Miracle Theatre.
- The Youth Theatre were well set up and would be a significant focus through the West Dorset Youth Theatre Consortium. It is likely that a GfA application will be made in this area.
- Staff appraisals had all been completed and were very good. It was agreed that members of staff would be invited to give reports to Board meetings in future, starting in early 2015.

## 8 Finance

TH referred to the annual accounts which had been circulated. They showed strong financial performance for the year to 31 March 2014. Reserves had increased but weren't at the three month level.

The bank reconciliation difference had been written back to income. A new system had been instituted to assist with the recording of deposits. This will help eliminate differences such that bank reconciliations should now work out. However the postings were not yet up to date and when they are the reconciliations will be completed.

Subject to two minor wording changes the accounts were approved

The accounts to 30 September 2014 had been circulated. It was noted that the figures will be confirmed once the postings are up to date. These showed a surplus due to the success of the festival. Hopefully the box office result for the rest of the year will improve and come up to budget. In addition fundraising has yet to kick in.

## 9 Fundraising

The revised Fundraising and Development Strategy had been worked on and extracts were tabled at the meeting. Also tabled was the detailed plan for the Gala event in 2015. Also tabled were examples of how DA is to present itself.

The wording of the vision and mission statements still have to be finalised. SL had been consulted for her views.

The revised document will be considered at the upcoming fundraising meeting. Timelines for monetised actions will be confirmed at this meeting.

#### 10 New Board members

It was noted that the following are retiring from the Board: CH, SM, WP and SR. There are existing vacancies so possibly five new members are required. A number of potential candidates were discussed and potential names will be circulated on which a vote will be held. The top names will then be approached to establish their interest with a view to them coming onto the Board after the AGM. It was felt that the inclusion of a youth member was very desirable.

**Post meeting note:** LS emailed all board members after the meeting, explaining that on reflection, she felt it was disrespectful to "vote" on people without their knowledge or consent and she therefore proposed the names of three people she would approach a week after the email, once the other members had had an opportunity to object (which none of them did)

#### 11 Maltings

The Feasibility Study has been presented to WDDC in compliance with the terms of the Section 106 agreement covering The Maltings. Louise and Mark meet monthly with Andrew Wadsworth and the next move will be for Oliver Letwin to speak to WDDC following a meeting between Andrew, Oliver, Mark and Deirdre Hopkins on December 5<sup>th</sup>.

#### 12 Any other business

No other business was raised

13 Date of next meeting: this was set for 12 January 2015 to consider the Corn Exchange proposal. The AGM is to be held on 15 January 2015 after which there would be a short Board meeting.

TGMH

11 November 2014