

Dorchester Town Council

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10 June 2015

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 16 June 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 C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, M. Rennie, K. Rice, P. Stein, 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 10 March 2015 (adopted by Council on 24 March 2015). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Community Activities Panel

To consider the Minutes of the meeting of the Community Activities Panel held on 9 June 2015 (enclosed).

4. Sports Arena

To give initial consideration to a request from a member of the public for sports arena type equipment in the area of Mountain Ash / Hawthorn Roads (correspondence enclosed).

5. Management Arrangements

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

6. Borough Gardens Bowling Green

Further to Minute No 26/2014 to consider a report by the Deputy Town Clerk (enclosed).

7. Borough Gardens Notice Boards

At the last meeting of the committee it was agreed that "That a sum of money be set aside in special items in the 2016-17 budget for the purchase of three new notice boards unless savings in the 2014-15 or 2015-16 financial year can be identified to fund the notice boards."

Pleasingly, funding of the new notice boards can be found from within this year's budget, helped by a grant of £500 from the LTA, so long as a part of one of them is used to promote tennis in the Gardens.

A representative from the Friends of the Borough Gardens has been consulted about the style of notice boards to be used and the general location of them and is supportive. A copy of the proposed notice board design is enclosed and the proposed locations are:-

- Just inside the Cornwall Road gate to the right as you walk in.
- Just inside the West Walks gate to the left as you walk in.
- Just outside of fence to the left, as you walk in, of the Albert Road/Princes Road main gate.

The advantage of these locations is that they will be seen by all of those people entering the gardens

Members are asked to agree that three new notice boards be purchased at a cost of £714 each less the grant from the LTA any contribution from the Friends of the Borough Gardens.

8. Restoration of John's Pond

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

9. Dorchester Cricket Club

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

10. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) 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.

11. Municipal Buildings

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

(b) To receive a report from the Town Clerk updating the Committee on the Dorchester Arts move to the Corn Exchange (enclosed).

12. Paid Invoices

To note that the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee will, from now on, be presented to the Policy Committee as a part of its regular financial monitoring reports.

13. Information Reports

To note the Minutes of the Dorchester Arts Board meetings held on 9 February 2015 and 27 April 2015 (enclosed).

14. Urgent Items

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

Dorchester Town Council

Community Activities Panel

10 June 2015

Present: Mayor R. Potter and Councillors T.C.N. Harries, S.C. Hosford, E.S. Jones, F.E. Kent – Ledger, M.E. Rennie (Chairman).

1. Financial Assistance Applications

The Panel considered grant applications which had been received.

Recommended

(1) That the request from Volunteer Centre Dorset be deferred until a completed grant application form and the set of accounts is received.

(2) That a grant of £70 be awarded to Dorchester and District Gardening Club to meet their insurance costs. The Panel recommended that the Dorchester and District Gardening Club contact other agencies, such as Transition Town Dorchester, to help with their sustainability issues.

(3) That £300 be awarded to the Rotary Club of Dorchester to help fund the Picnic in the Park Event on the proviso that a full set of accounts are provided for any further requests for funding.

(4) That £150 be awarded to AsOne Theatre for a development community workshop on the proviso that the workshop be a free event for a Dorchester school and / or youth organisation. The Panel agreed to award the cost of one day's hire of the Corn Exchange if the facility was used for the workshop.

(5) That the request from the Duchy of Cornwall be deferred until a completed grant application form and the set of accounts is received.

(6) That the application from the Dorset One World Festival be approved and the sum of £500 be awarded.

The Panel requested that the existing grant application process and application form and process and criteria be reviewed.

(Note – Councillor R Potter declared a personal interest in respect of 1. (1) above and Councillor F Kent-Ledger declared a personal interest in respect of 1. (6) above, neither interest was a disclosable pecuniary interest as set out in the adopted Code of Conduct and both Members remained in the meeting and voted.)

29th May, 2014

Dear Dorchester Town Council,

RE Mountain Ash Road Play Area

As you will see if you take the time to read the attached letters, I have been lobbying for the last five years for a play area to be built in this part of the town. In that time I have managed to establish that there is an under provision of play area space within the town, but also that our planning system favours land owners and developers and that it has no powers to rectify a shortfall in play areas, even though it recognises that there is one!

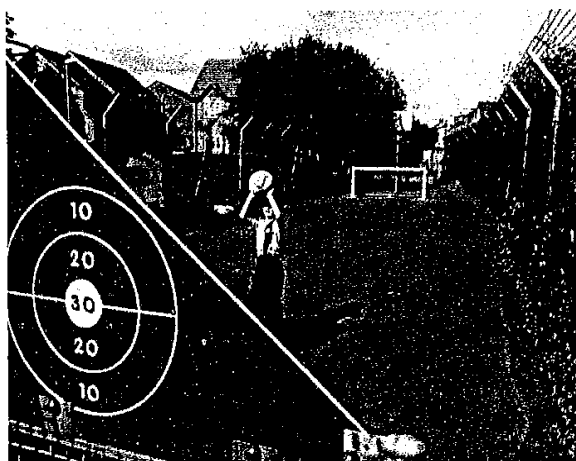
As you will see I have written to local councillors, I have spoken to local councillors, I have written to the District Council, the County Council and even to Lord Coe, but all to no avail. In the response to my last letter, Dave Franks suggests that I canvas a petition to build up support for my claim. Not only is this time consuming but I feel it is unnecessary too, as I know without campaigning that there is popular local support for such a facility. Instead I am writing to the town council, as you are a body that holds joint responsibility for providing play areas.

Dave Franks also implies that in this time of austerity there is little chance of a play area to be built. I personally don't think this should be a reason not to provide the young people of this town with a good experience and a good memory of living in this town. Many residents know that a lot of public money was found to build a health centre in the Dorchester Prison that was barely used before the prison was closed. Enough money to build more than one play area!

Indeed as I have pointed out before, healthy and happy children will actually save lots of public money from the future health budget. So in fact there has never been a better time or a better project to spend money on, and this one would definitely get used for many years to come.

I think despite what Hilary Jordan says, that the allotment space at the end of Prospect Road would be a perfect location for our play area. It is level, it is easily accessible and it would give a broader community use to that piece of land. I understand that the allotments are in demand but in my view there are other spaces of land in and around the town that could be earmarked for allotment use, and it is easier for an adult to travel to their allotment grounds than it is for a young child to get to a play area.

We are not asking for a massive play area to be provided, just a small one as pictured below would be perfectly adequate.



I do hope that at last my letter will have landed on the right table, and that you are the group of people with the right level of expertise that can take this forward.

Yours faithfully,

Simon Scotchmer

DORCHESTER TOWN COUNCIL

GROUNDS WORK SPRING/SUMMER 2015

Borough Gardens

- Cut old bowling green x 2 per week - *ongoing*
- Fertilise old bowling green x 1 during period –
- Cut grass edges to old bowling green fortnightly - *ongoing*
- Strim grass surrounds to old bowling green monthly - *ongoing*
- Litter pick and empty bins daily - *ongoing*
- Clean toilets daily – *ongoing*
- Collect fees occasional tennis as required - *ongoing*
- Remove Spring bedding plants –*completed*
- Dig and prepare beds compost added –*ongoing*
- Plant out summer bedding plants – *ongoing*
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required – *ongoing*
- Strim lawn edges fortnightly - *ongoing*
- Mow all lawns weekly/fortnightly - *ongoing*
- Prune spring flowering shrubs –
- Cut hedges x 2 during period –
- Weed kill hard surface areas as required – *ongoing*
- Weed bedding displays and shrub beds x 2 –
- Seeding winter bedding plants in greenhouse –
- Potting up winter bedding –
- Watering greenhouse – *daily*
- Rub down and oil seats & bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –*ongoing*
- Clean fountain as required – *reduced to fortnightly contract now*
- Plant out shield beds –
- Tree inspections –
- Install repaired heritage bench - *completed*
- Reinstate repaired benches to putting green surrounds – *completed*
- Clean as required new toilet block –*ongoing*
- Plant up new bed (Mediterranean) – *ongoing awaiting plants to finish*
- Glazing repairs to greenhouses – *ongoing*
- Love Parks event – *planning stage*
- Legionella and fire testing – *ongoing*
- Prepare area for grass free lawn – *completed*
- Assist in planting and maintaining grass free lawn – *ongoing*
- Repainting as required playequipment as required – *ongoing*
- Replace shackles on swings – *completed*
- Borough Gardens House Lift serviced – *completed*
- Borough Gardens House Fire extinguisher's serviced – *completed*

- Borough Gardens House Fire alarm serviced - *completed*

Weymouth Ave Recreation Ground

- Mow field area weekly – *ongoing*
- Hand mow field edges – *ongoing*
- Strim field perimeter – *ongoing*
- Mow cricket square – *ongoing*
- Fertilise cricket square x 2 *applications completed*
- Mow out wickets as required – *weekly as required*
- Mark out wickets and boundary lines – *weekly as required*
- Roll wickets – *ongoing*
- Scarify and repair wickets after play – *ongoing*
- Clean changing rooms after use – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Paint goal posts – *ongoing*
- Mark out from scratch winter pitches –
- Take down football posts and store –
- Repair winter pitches –
- Erect goal posts –
- Weed Sawmills shrub areas by railway bridge – 1 x *completed*
- Prepare cricket nets for play, mark artificial wicket creases – *completed*
- Legionella and fire testing – *ongoing*
- Pavilion Fire extinguisher's serviced – *completed*
- Pavilion Fire alarm serviced - *completed*
- 3 Hours test on emergency lighting - *completed*

Sandringham Sports Ground

- Take down football posts and store – *completed*
- Paint goal posts – *ongoing*
- Mark out from scratch winter pitches –
- Erect goal posts –
- Mow field area on a weekly basis – *ongoing*
- Mow perimeters hand mower, fortnightly – *ongoing*
- Strim perimeter fortnightly – *ongoing*
- Weed kill boules court – *ongoing*
- Weed kill car park edges – *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc – *completed*
- Legionella and fire testing – *ongoing*
- Fire extinguisher's serviced – *completed*
- 3 Hours test on emergency lighting – *completed*

Kings Road and Salisbury Field

- Mow field areas on a weekly basis - *ongoing*
- Mow perimeters hand mower, fortnightly - *ongoing*

- Strim perimeter fortnightly - *ongoing*
- Inspect play equipment weekly - *ongoing*
- Litter pick and empty bins x 3 per week – *ongoing*
- Play equipment painting (roller prior to event 27th June) – *completed*

Walks System including Grove Bank

- Sweep paths, litter pick and empty bins (mon/wed/fri) WDDC contract
- Grove bank, following HSE direction, flail mow (contractor) bottom section, DTC staff top areas only – *booked for three /four cuts 2015, May, July, August, October?*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Lime trees remove epicormic growth –
- Prune shrub/tree overgrowth –
- Rub down and oil seats –
- Tree inspections (leaf on inspections) –
- Mow additional DCC areas (Junction, skatepark verges etc) – *ongoing*

Other Public Open Space/Play Areas

- Litter pick and empty bins x 3/5 per week – *ongoing*
- Mow grass areas, hand mower fortnightly - *ongoing*
- Strim grass edges, obstacles etc fortnightly - *ongoing*
- Inspect play equipment weekly – *ongoing*
- Install information board Maumbury Rings? –
- Prepare info structure for Bank Holiday event Maumbury Rings –
- Break out concrete lump, soil and seed after M/R – *completed*
- Repairs and painting play equipment as required - *ongoing*

Allotments

- Cut grass paths tractor/rotary on a fortnightly basis – *ongoing*
- Provide trailer to remove green waste- as per schedule – *ongoing*
- Strim and clear unlet plots at various sites – *ongoing*
- Replacement of Perspex to notice board Frome Terrace – *completed*
- Frome Terrace, removal of non-green waste 2 x transit loads – *completed*
- Alington Allotments, replace leaking water butt - *completed*

Hanging Baskets Town Centre

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

Additional Work Planned or Completed

- Borough Gardens – Love parks week various additional events planned 29/7/15
- Borough Gardens – Green flag, -
- Maumbury Rings – prepare and rip down after event August B/holiday –
- Painting play ground equipment, various sites *-ongoing*
- Fire extinguishers servicing all sites, external contractor *-completed*
- Weekly/monthly Legionella & Fire testing – *ongoing*
- 3 hour emergency lights testing – *ongoing*
- PAT testing, all Town Council buildings –
- Riverside reserve, strim pond area and path sides *-ongoing*
- Clean and paint two finger posts the Grove – *completed*
- Seat refurbishment public seat High East by bus shelter – *completed*
- Replace broken slats on walkway Riverside Reserve – *completed*
-

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 – *ongoing*
- Prepare site for cricket – *completed*
- Fertilise field area –
- Mark out football pitches –
- Erect football posts –

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 –
- Annual cutting to steep banking –

Weymouth Avenue Cemetery (due to staff sickness outside services staff completed all burials in the first week of April 2015)

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

Poundbury Cemetery (due to staff sickness outside services staff completed all burials in the first week of April 2015)

- Grass mowing rota, - *ongoing*
- Wildflower area mowing –
- 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 – 16 JUNE 2015

BOROUGH GARDENS BOWLING GREEN

1. At the last meeting of the Committee Members requested that a consultation take place with users of the Gardens regarding future options for the bowling green area. At present the area is being used for the grass free lawn project and will also be marked out for short tennis / badminton.
2. A number of options have previously been discussed by Committee and it is proposed to put those, together with a suggestion from the Friends of the Borough Gardens, to as many members of the public as possible on Love Parks day which always attracts a large number of visitors and is being held on Wednesday 29 July.
3. Options that will be consulted upon include:-
 - A wildflower area / extension of grass free lawn
 - Seating / picnic area
 - Sculpture area
 - A self-regulated 9 or 18 hole Crazy Golf course
 - Bee hives
 - A grass mound
 - A Tea Shop or Kiosk
 - A Multi Games Area
4. The Friends of the Borough Gardens suggestion is that there should be no activity facilities on site and that the area be designated with older members of the community in mind – a quiet area with scented plants with a variety of textured foliage etc, together with wheelchair friendly paths.
5. An informal discussion with the Mayor and the Chairmen of the Management Committee and Borough Gardens Panel has highlighted a further proposal to create two new tennis courts on the bowling green and look at ways to make more of the Borough Gardens clock and improve sight lines into the Gardens from the Borough Gardens House.
6. To ensure that a good number of visitors are consulted it would be helpful if Councillors could spare some time on Love Parks day to help gather the views of members of the public.
7. The results of the consultation will be analysed and reported back to the September cycle of meetings with a view to a final decision being made at that meeting. It should be noted that the grass free lawn can be relocated if necessary.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JUNE 2015

BOROUGH GARDENS NOTICE BOARDS

Size – 1350mm x 1000mm wide (suitable for 16 x A4 sheets)

External Header to include the Town Council Seal and the words Borough Gardens

Colour – Black

Cost - £714 plus VAT



DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JUNE 2015

RESTORATION OF JOHN'S POND AND LOWER SLUICE GATE

1. At the January 2015 meeting of the Committee Members considered a number of projects to be undertaken during 2015-16. One of those projects proposed was the restoration of John's Pond and the sluice gate. The Committee asked that a further report be prepared on the work required, the cost and available funding.

2. For the information of new Members on the Committee, John's Pond is an old irrigation well along the Mill Stream behind the old prison and is reputedly named after a prisoner who escaped from HMP Dorchester via a well and then fell into the pond and drowned.

3. Despite the efforts of the Council and volunteers to keep the pond in good order a number of serious issues have now been identified as follows:-

- There is nearly a metre of silt covering the cobbled bottom of the pond which needs removing.
- During the summer of 2009 the outlet sluice gate collapsed causing flooding to allotments and land downstream. The Council repaired the sluice gate metal work so as to allow the sluice to be lifted and lowered. However, a new problem has arisen with the brick work which holds the sluice breaking up and the concrete sill having been completely eroded away allowing water to escape under the sluice.
- Some areas of the walls of the pond are in poor repair.

4. The Dorchester Joint Heritage Committee has, over the past couple of years, undertaken refurbishments of the two inlet sluices, introduced an information board about the pond and surrounding area and refurbished the metal railings around the pond but funds are presently not available for it to undertake the work required to address the issues identified above.

5. The work to be carried out to complete restoration to resolve the issues identified above have been identified as follows (including obtaining Environment Agency consents, Services Search, the construction of coffer dams as necessary, tools, materials etc) :-

- To repair walls, repointing to the sides of the outlet sluice gate and removal of tree roots.
- To repair the sill of the sluice gate to enable it to close properly.
- To clean the pond of silt and debris using a 3 ton slew digger and to remove the waste.

6. The cost of the above work has been estimated at £6,080 and will be undertaken by a specialist contractor.

7. The Council has applied and been awarded a grant of £500 from The Grid Community Award scheme towards the project subject to the Council funding the remainder. As Members may be aware the Council's general reserve is presently higher than it is required to be and it is recommended that Policy Committee be asked to consider funding the remainder of the project from that reserve so as to enable the pond to be brought back to its former glory for the benefit of the local community and visitors.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JUNE 2015

DORCHESTER CRICKET CLUB

1. Dorchester Town Council staff have been working alongside colleagues from West Dorset District Council on an audit of sports and cultural facilities provision in the town, as a preliminary to decisions being made on the allocation of section 106 monies to develop appropriate infrastructure for sport in the town.
2. In undertaking the work we have met twice with Dorchester Cricket Club (DCC) and also with the Dorset County Cricket Association, while District officers have also met with the clubs at Charlton Down and Martinstown.
3. One conclusion is that the provider/user relationship we have with DCC is less able to adapt to the needs both of the Council and DCC than the self-contained Club approach of the two village clubs. In simple terms this means that the Town Council undertakes almost all of the work, at our cost, the approach to management of facilities is prescriptive and bureaucratic, and the Club is unable to develop with limited opportunities to volunteer, socialise, or encourage growth or benefit from.
4. Discussions with DCC have indicated a desire on their part to play a greater role in management and maintenance of the site, although at present they are limited by their size. We have discussed the creation of an Action Plan that progressively involves them more in running the Weymouth Avenue facility with the aim, over roughly a five year period, of the club being capable of managing cricket provision on the site, giving them a much greater profile and reducing the cost to the taxpayer.
5. There are risks associated with such an approach, hence the medium term target. In the short term we have agreed to some modest internal alterations to allow the club to improve their social arrangements, including locking up after matches and the operation of a bar and television on match days. Depending on how these arrangements progress we will consider what role club members might play in assisting the groundsman to manage pitches in the future.
6. As part of our work it has been identified that a number of our current arrangements for the building may be carried out more efficiently, including: -
 - Disposing of waste from the Pavilion using an on-site facility – we are calculating the cost/benefit of connecting to the main sewer on Weymouth Avenue
 - Heating the rooms in the Pavilion – we are calculating the cost/benefit of installing gas powered heating and options to use solar to generate electricity

- Security – we are relocating the alarm and shutter operation system out of the garage so that the building can be alarmed without accessing the garage area, reducing the need to be present to lock the building at the end of matches – cost £1,300.
7. Depending on the success of the modest changes identified at 5. above we will report back at the end of this season on the likelihood of success of a plan to give the Club a greater role in managing the site over the next few years.
 8. There is one other club that uses the cricket facilities on the site, St Georges CC, and we will look for similar discussions with them.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE - 16 JUNE 2015
EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

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

Name	Grant No:	Grave Number
Dorchester Cemetery		
Mary Jennifer Ashdown	2873	2257/b
Veronica Baker	2875	2256/a
Carol Barnard	2876	499T
Poundbury Cemetery		
Carole & Brian Thornley	2874	594T
Ian Dominic Mongini	2877	593T
Ian Dominic Mongini	2878	628T
Ian Dominic Mongini	2879	665T
Ian Dominic Mongini	2880	698T
Michael Richard Mongini	2881	562T
Michael Richard Mongini	2882	530T
Jessica Larder	2884	Child's Ashes 6A
Ann Norman	2885	C58
David & Jennifer Jardine	2886	361T
Fordington Cemetery		
Jeanie Chubb	2883	GOR59

2. Since the last meeting of the Committee there has been the following interments, ashes etc at Dorchester's Cemeteries:-

	Dorchester	Fordington	Poundbury
Interments	10	1	2
Ashes	6	2	4
Garden of Remembrance	1	2	n/a
Dorchester South Chapel	2	n/a	n/a
Poundbury Chamber	n/a	n/a	0

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JUNE 2015

Municipal Buildings

Chargeable Bookings 2015-16					Chargeable Bookings 2014-15				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
April	25	23	9	£4,338	16	11	12	£3,907	£431
May	29	22	13	£5,231	10	10	15	£5,152	£79
Total	54	45	22	£9,568	26	21	27	£9,059	£509

Bar Income 2015-16			Bar Income 2014-15		
April		£183	April	£425	(£241)
May		£426	May	£466	(£39)
Total		£610	Total	£890	(£281)

Non Chargeable Bookings 2015-16				Non Chargeable Bookings 2014-15			
	Council	Partners	Total		Council	Partners	Total
April	7	6	13	April	4	4	8
May	6	9	15	May	12	8	20
Total	13	15	28	Total	16	12	28

Civil Marriages									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	16	6			

Weymouth Avenue Pavilion 2015-16				Weymouth Avenue Pavilion 2014-15			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
April	15	0	£552	5	1	£585	(£32)
May	15	1	£723	9	0	£473	£250
Total	30	1	£1,276	14	1	£1,058	£218

Borough Gardens House 2015-16				Borough Gardens House 2014-15			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
April	14	0	£286	4	1	£240	£46
May	9	2	£674	6	2	£374	£300
Total	23	2	£960	10	3	£614	£346

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JUNE 2015

MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS

1. At the last meeting of the Committee Members requested that the Municipal Buildings Monitoring reports be reviewed and simplified. A separate report has been prepared in respect of monitoring bookings, this report offers proposals for monitoring maintenance and projects.
2. Regular External Contracts - there are a number of regular contracts for work to be undertaken in the Buildings, these tend to fall into two categories, to ensure compliance with health and safety requirements and regular maintenance which is not covered by the Town Hall Keepers.

Contracts related to health and safety include:-

- Lighting rig testing
- Portable Appliance Testing
- Ventilation system cleaned and serviced
- Boiler servicing
- Lightning conductor testing
- Electric fixed wire testing (5 yearly)
- Fire alarm annual test and service
- Emergency lighting annual test and service
- Evacuation chairs annual test and service
- Passenger lift serviced and tested

Contracts related to more general maintenance include:-

- Servicing of stage units
- Kitchen appliance servicing
- Annual kitchen deep clean
- Provision of toilet sanitary receptacles and emptying
- Servicing of Galpin's Foley clock

For future reports it is proposed that these regular and ongoing contracts are included within the monitoring reports giving the date of the last test/service and the date of the next scheduled test/service.

3. Internal Maintenance and Minor Projects under £1,000 - the Town Hall Keepers undertake numerous small regular and one off maintenance jobs such as minor repairs, changing lightbulbs, cleaning, painting and decorating etc as well as setting up before and tidying up after events. Regular health and safety checks are also carried out by staff including weekly fire alarm testing, emergency light testing, legionella testing etc. There will be occasions when contractors are employed to undertake minor projects such as small repairs to the Corn Exchange floor, electrical and plumbing work etc. This type of activity is not usually reported to the Committee as it generally relates to everyday maintenance and will therefore not be included within future monitoring reports.

Occasionally there will be projects under a £1,000 such as the creation of a new 'Corn Exchange' website which was specifically requested by Members and the project's progress

will be included within future monitoring reports even though the cost was less than a £1,000.

4. Recent, Current and Planned Maintenance and Projects over £1,000 - these larger projects are generally agreed by the Committee, although some maintenance work will not be, and will be included as a part of the monitoring reports as follows:-

- Installation of cathodic protection system in the clock tower - £24,000 – work largely complete, system being monitored for six months to September and will then be complete.
- Repair to hearing loop and new efficient lighting system in the Town Hall – budget allocated £5,500 – New hearing loop installed in May. Proposals for energy efficient and more sympathetic lighting scheme being prepared.
- Installation of new curtain tracking in the Corn Exchange – not funded by the Council - completed May 2015.
- Five yearly fixed wiring inspection - £1,828 – work to be commenced shortly.

5. Members are asked to consider the revised arrangements for the Municipal Buildings Maintenance and Projects section of the regular monitoring reports.

Steve Newman
Deputy Town Clerk

Minutes of DA Board Meeting 9th February 2015

1: Present:

Mark Tattersall MT, Louise Sheaves LS, Simon Barber SB, Terry Hooley TH, Rod Hoare RH, Fiona Pearson FP, Jane Burden JB, Jem Shackelford JS, Trevor Ware TW, Jo Archer JA, Susie Hosford SH, Tess James TJ, Dan Thomas DT

2: Apologies from Sarah Lock

3. Interest

Jo Archer registered interest as Mark Smith is her partner.

4. Approval of minutes:

Minutes from 11th Nov 2014 were approved.

5. Matters arising:

LS pointed out that the 12th January date was not correct with regard to the Corn Exchange as Adrian Stuart had been ill.

TH commented that the vision statement was not on minutes.

6. DTC Arts Panel +Corn Exchange:

MT, LS, TH and RH met with DTC panel on Tuesday 20th January (see list of members). The agreed timeline is 17th February for the next meeting with an expected 'accept or reject' decision announced on 24th Feb.

TJ said that she was confident that we would get support for our move to Corn Exchange.

TH asked about the rental position on the Magistrate's Room, **MT** said the likelihood was for a deal involving low rent for the office space and continued event-by-event rent for the Corn Exchange itself but it still had to be decided.

TW asked about our liabilities at The Corn Exchange: **MT** answered that the buildings insurance was covered by DTC but DA's insurance would need to be checked to ensure that it has sufficient cover for contents and liability when we move in.

RH said he felt that all the boxes were not yet ticked.

MT had met with Adrian Stuart (from Corn Exchange) about the Risk Register and it was 'nearly there'.

LS said that when all 'heads of agreement' are set the vote would be sent out digitally to all board members.

MT reminded us that a sub-group is involved so it is not all in his hands.

Adrian Stuart had said that 'the building needs to be treated with respect' and all this is assumed and covered on the 'utilities list'.

It was commented that the bar taking forecast was conservative and a discussion about raising profits for DA through other sales (chocolate, crisps, ice creams etc) followed. **MT** reminded us that a separate company is to be set up for trading which is not within DA's core charitable business.

MT told the board that programming is getting very complicated for **MT** and DTC. Some detail about the clashes and complications were outlined.

7. HR. JA left the room.

LS outlined the HR situation to the board.

RH said that HR procedures need to be improved and **LS** asked for support for an HR team. **LS** suggested that the first job is policy and the second is reviews. **FP** is to chair with **TH** and **TW** on the sub-committee.

***A** separate **Confidential** minutes file is to be sent to those board members not having a conflict of interests in this issue.

JA returned to the meeting.

8. AD's Report.

MT gave his AD's report (see attachment).

He added his optimism about bar takings to increase DA profit and also gave a special thank you to the volunteers who make DA big savings in terms of staff time and accommodation for performers - Judy and Richard Thompson in particular who frequently take 4 people at nocost other than free DA tickets.

The new Outreach Officer is anticipated with excitement. The overlap in the office with space issues is to be sorted out.

Jo Treves is hoping to set up another Connect group in Bridport.

*Minute taking by **JB** finishes here and is taken over by **TH**...*

The AD was thanked for organising an opera event (Swansea City Opera) which is included in the summer season

9 Finance

The Finance Committee had not met since the last Board meeting. At its next meeting the budget for 2015/16 will be considered taking into account of the move to the Corn Exchange. **MT** reported that the financial position and cashflow of the organisation is currently sound.

10 Fundraising

The Fundraising Committee had met recently. Individual giving is now available on line and a message of thanks is sent to each donor. Unfortunately a direct debit system is not currently available but Savoy Systems are working on it.

The event strand of the fundraising is focussed on the Gala which is now well in hand. British Solar Renewables is the Headline Sponsor. There are very good auction lots. Although there are still tickets to sell it is estimated that between £3-6 000 will be raised. A number of persons who can't attend have made donations instead.

A very successful corporate dinner had been held recently. This had been hosted by Oliver Letwin. This has raised the profile of Dorchester Arts in the local business community.

Contact is being made with Dorset Volunteers as there is a meeting in April where funding bids are being considered.

Work on the Trusts and Grants strand of fundraising will start in the spring after the Gala event. Legacies will be a long-term project and TW has experience in this area.

The next members breakfast will be on 26 February 2015 at which the Chairman will be giving a discourse.

(Post-meeting note: this was postponed to March)

Mark Woodhouse will be hosting a cheese and beer/cider tasting to be held on 31 March 2015.

(Post-meeting note: this was postponed to autumn)

There was discussion on the status of the vision and mission statements which were then agreed as follows

Vision "Where the Arts thrive, people and places do too"

Mission "Involve, Inspire, Entertain"

11 Dorchester Festival

The concept of the Dorchester Festival had been raised at the business dinner. It was agreed that a steering committee would be set up comprising

Mark Tattersall (Chair), Simon Barber, Wendy Petitdemange, Fiona Pearson, Dan Thomas and Louise Sheaves

Concepts that need to be considered by this committee include

- Whether annual or biennial starting 2016
- Based on building partnerships

- Spreading the sites
- Profit making

A questionnaire will be developed to elicit views from key stakeholders

12 Maltings

The regular monthly meeting with Andrew Wadsworth will be held on 10/2/15. The prime focus of this meeting will be the completion of a form for WDDC relating to the Section 106 funding. A briefing document for Oliver Letwin needs to be developed by MT/ Andrew Wadsworth.

There was no news on the feasibility study although it is believed Matt Prosser is following up. **SH** agreed to make enquiries as to its status.

13 Any other business

- The options regarding attracting the 'youth market' will be considered at the next meeting. DT and JA were asked to collaborate on ideas for this area, and to report on them at the next board meeting.

14 Date of next meeting

This was set for 13 April 2015

TGMH

Minutes of
DORCHESTER ARTS BOARD MEETING
MONDAY 27th APRIL 2015
DORCHESTER ARTS CENTRE, 5.45pm

1. Present: Mark Tattersall (MT), Louise Sheaves (LS), Trevor Ware (TW), Tess James (TJ) & Susy Hosford (SH) (DTC and WDDC respectively), Fiona Pearson (FP), Terry Hooley (TH), Dan Thomas (DT), Jane Burden (JB , minutes), Rod Hoare (RH), Sara Lock (SL).

2. Apologies were received from Jem Shackleford and Simon Barber.

3. A declaration of interest was made by Dan Thomas as his brother Will is to become an Intern at DA in the near future.

4. The Minutes from 9th Feb 2015 were approved. Proposed and seconded by TH and RH.

5. Matters arising:

Item 6 (Corn Exchange) to include a 'memorandum of understanding' or 'heads of agreement' to explain and spell out each side's responsibilities and our legal requirements. This should be seen by the board before our move to the Corn Exchange.

Item 10: confirmation that the Gala fundraiser raised £8,000 was received with praise. KM is attending a Funding Fair on May 18th.

6. DTC Arts Panel + Corn Exchange move.

A vote of thanks was made to DTC for their support and approval of DA's move to The Corn Exchange. MT told us about an extension of DA's time at The Grove until July 17th which would allow Pop Club, Connect and other associations to carry on their work for a few weeks until the end of the Summer term (their club fees will pay the extension rent). This scheme will also relieve strains on storage and removals as it can be done over a more extended time.

The theatre curtains are being taken down on 18th May and sent to Hawthorns for alterations. The tracks will be installed at the CE ready to be in place for w/c 25th May. MT said that so far no unexpected issues had arisen and teams were being put in place to clear out the Grove.

Sam Wood has been appointed as the Administrator and Bar Manager, and once she starts issues of bar volunteers and bar staff will be addressed.

A question about new signage was answered and provoked some lively discussion and excitement. MT has made mock ups which have been well received by DTC. Temporary signage will be rigged up across the street while the new banners are (hopefully) approved and produced. Current metal signs in the town need to be sorted out (or turned round as TJ suggested!)

It was emphasised that the CE bar is to be a fully owned subsidiary of DA and that the breakdown of bar costs/ spreadsheet is to be sent to board members.

ACTION MT

It is felt that the number of wedding bookings and DA events programmed will justify the robust bar figures.

A meeting about the trading arm was held with the accountant, Peter Cattermole, attended by MT, TH and RH and was reported to have been successful. Peter Cattermole will look carefully at VAT registration and it may be that we will remain below the threshold for some time and that we will choose not to register voluntarily.

It was suggested that Tina Hicks could be approached to become a Director of the trading arm with RH, MT and TH. 'DA Trading' was agreed upon as the name for it. LS agreed to consult with David Lang on the position of DA's Articles of Association on the setting up of a trading arm.

ACTION LS

TW suggested that we could perhaps raise funds by exploiting the move to the CE as an opportunity for local businesses to advertise their support. MT said he was keen to keep the move clean from the forthcoming business membership scheme starting in September. So 'help in kind' is to be sought for the move - vehicle hire etc. ACTION TW

The board were told about Trust and Grant and WDDC grant applications for the CE move that Karen Malim and MT have been making, but no results to report yet. If no

money is forthcoming from them the cashflow will be helped by a loan from DTC to be repaid in years 2 and 3 at the CE.

7. HR.

Sam Wood is to start her post on May 7th as Administrator/Bar Manager and a Marketing and Participation Assistant, Will Thomas, has been appointed. The letter post will be funded half by core budget and half by a recent donation.

The new appointment of Michael Armstrong is to be a short one as he is leaving on Thursday. Megan Dunford from BAC has been approached and she has accepted the offer which will make her combined hours between DA and BAC up to almost full-time. This will hopefully help her longevity as it is the part-time nature of these posts that often cause their quick demise.

FP outlined the review of policies that she is undertaking.

SL offered to pass on the relevant HR policies which are in place at Salisbury.

JB asked if Ollie Titterington's (technician) self-employed insurance cover can be checked. MT assured her that this was in place.

An apprentice is to be taken on full time, at no cost to DA. He or she will work alongside the DA and DTC teams in all areas of venue and event management. The best college courses for the the apprentice to be linked to were suggested as either 'Cultural and Heritage Events Management' or 'Community Arts'.

8. AD's report (see circulated report). MT highlighted the spring fall to 73% of capacity from the usual 85% and said that he was working with Laura Mulhern to look at the reasons for this, but that audiences for some genres (particularly theatre) were down at other venues. Specifically they will look at the balance between electronic and paper-based marketing communications.

MT inspired us with a report about Sue Wylie's new play on 5th September 'Kinetics' which has roots in a local school story and promises to be very thought-provoking. He also told us of the developing working relationship with Dorchester Museum Music Society as well as the forthcoming Dorchester Literary Festival.

A discussion about the amount of programming that can sustain good audiences then took place when TW wondered if we try to do 'too much'. SL agreed that it was challenging to sustain audiences in this day and age but advised us to look outside Dorchester for potential audiences. MT reminded us of the role of Oscar (box office

system) in showing us hot and cold spots of local audience support which could be worked on (e.g Sutton Poyntz/Preston)

9. Finance.

TH presented his report and summed it up as a 'tight ship'. The staff bonus issue (which was implemented after pay increases were suspended after the loss of ACE funding) has to be addressed and a 3% of salary from Sept 14 to March 15 bonus was put on the table. LS proposed the acceptance, as it was more attractive than being locked into higher salaries, and TH seconded it. The pension issue is 'down the line' and no NI problems are anticipated.

The Budget 15/16 provoked a commendation to the whole board for achieving reserves of £30k.

The possible cuts in WDDC grants from April 2016 were discussed but draconian cuts are not expected. Anxieties about the contingency for repairs and maintenance was soothed when MT said that DA would only be responsible for our lighting and equipment once we move to the CE.

TW proposed approval of the budget and TH seconded them.

10. There were no objections to MT representing DA on the steering group of Dorchester Area Community Partnership.

11. A short report on 24th April WDDC Collaboration meeting was given and the board was told that Mike Hoskin's new Arts Development Company initiative has been cited by the Cabinet Office as an 'exemplary model'. Our support from WDDC was emphasised again and it was thought that more WDDC invites to DA events should be encouraged.

12. Dorchester Festival. MT is keen to look at the timing of Dorchester Festival and is suggesting putting into the 'off years' to avoid competition. 2016 event will be smaller and probably not over the May Bank Holiday weekend. This prompted a short discussion and TW asked about pulling the new Literary Festival into the Dorchester Festival. MT said that this had been thought about but the natural partner for our festival has not yet been identified. RH reminded the board that this sort of

collaboration was a something that had been discussed at the Oliver Letwin support / business meeting.

SL made the point that Bournemouth spreads its Festivals out over the year, playing to the different variety of audiences that come to the separate events, but uses a collaborative advertising and marketing technique to promote them.

13. AOB. Support for Mark and the staff team: RH wanted to know if the board could do more to support them? LS and SL are to look at whether the trustees are giving their full support and if there are areas where help can be given. JB offered to paint the gallery walls. ACTION LS/SL

MT noted that a new push on artist accommodation needs to be made and JB offered to get soundbites from people currently offering and enjoying the experience of accommodating performers and their crew, to make the plea more attractive.

Thanks were given to LS for stepping into the Members' Breakfast talk and to RH for organising them and providing the champagne raffle prize.

*An Important post-meeting minute is a huge thank you to Tess James for her help and support to the board over the last few years, particularly with reference to our move to the Corn Exchange.

14. Date of next meeting was set for 22nd June.