



Dorchester Town Council

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

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

4 May 2016

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 10 May 2016 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 15 March 2016 (adopted by Council on 29 March 2016). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Community Activities Panel

To receive and consider the Minutes of the Community Activities Panel held on 25 April 2016 (copy enclosed).

4. Site Visits to Council Properties and Sites

To consider the notes of the site visit held on 12 April 2016 (enclosed).

5. Management Arrangements

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

6. Borough Gardens – New Tennis Courts

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

7. Borough Gardens – Borehole Update

Work on the borehole has now commenced. It was originally anticipated (based on the water prognosis report undertaken prior to commencement of the project) that a suitable water supply would be found at a depth of 60 meters. A suitable water supply was found at 100 meters which has added a cost of just under £3,000 to the project.

The water is now being pumped and allowed to run clear and will be chemically and biologically tested.

Work on the groundworks is due to commence week commencing 3 May, 2016 with the whole project being completed by the end of the month.

8. Borough Gardens – Climbing Boulder

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

9. Borough Gardens House – Community Room Storage

To consider a report by the Compliance Manager (enclosed).

10. True Colours Project

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

Note: Since preparing this report the Council has been notified that Bounce Back has been asked by the Dorset Councils' Partnership - on behalf of the Dorset LEP - to resubmit the True Colours project proposal in order to further highlight the economic benefits of the proposed lighting installations and evidence how the project will lead to jobs creation in the area. The timetable for this decision is unknown, for now though, Bounce Back has been asked to pause any further work, pending a further decision.

11. 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.

12. Monitoring Reports

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

13. Dorchester Arts

To note the Minutes of the Dorchester Arts Board meeting held on 11 April 2016 (enclosed).

14. Urgent Items

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

15. Public Bodies (Admission to Meetings) Act 1960

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

16. Red Cow Farm – New Allotment Space

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

Dorchester Town Council

Community Activities Panel

25 April 2016

Present: Councillors F. Kent-Ledger, T. Lyall, M.E. Rennie (Chairman) and K. Rice.

In attendance: Councillors J. Hewitt and T Harries (Mayor elect).

Apologies: Councillors C. Biggs, S. Jones, D. Taylor and The Mayor, R. Potter.

13. Queen Elizabeth II 90th Birthday Celebrations

(a) The Panel had before them a proposed itinerary for the Picnic Style Street Party to Celebrate Queen Elizabeth II's 90th Birthday to be held at the Borough Gardens on Sunday, 12 June 2016. The Clerk to the Panel confirmed that The Mill Street Jazz Band, Viva Women's Community Choir & The Heavens and Shooter had been booked to perform throughout the day. The Panel agreed a layout for the stalls and the entertainment. The Panel were keen to ensure that sufficient supplies of toilet rolls and cleaning materials would be available for the Park Keepers to replenish the facilities throughout the day. Members noted that extra portaloos and bins had also been booked. The Panel agreed that the First Aid team should be booked from 11.30am until 8.00pm. Members requested that extra signs for the toilets and the Borough Gardens House be created. Members requested that colour posters advertising the event should be created, printed and circulated to Councillors for them to display. It was agreed that a Facebook event page should be set up to promote the event. The Panel requested that a Security Company be hired to offer support throughout the event. The Panel noted that Dorchester Arts had been booked to provide a bar. The Panel were keen to ensure that sufficient staffing levels would be in place and sufficient stock would be available.

(b) Members agreed that the Beacon Lighting event had been well organised and attended. The Chairman of the Panel particularly wanted to ensure that the Town Crier and all who provided entertainment throughout the evening had been thanked.

(c) The Panel heard that Churches Together would be holding a Service at St Peter's Church at 10am on Saturday, 11 June 2016 to Celebrate Queen Elizabeth II's 90th Birthday.

Recommended

(1) That sufficient supplies of toilet rolls and cleaning materials be provided for the Park Keepers to replenish the facilities throughout the day.

(2) That First Aid cover be booked from 11.30am until 8.00pm.

(3) That extra signs be created to direct the public to the Toilets and the Borough Gardens House.

(4) That Colour posters be created to advertise the event and that printed copies should be distributed to Councillors.

(5) That a Facebook Events Page be created to promote the event.

14. **WW1 Commemorations**

The Panel heard that a Service to commemorate those from the 2nd Dorsets Regiment that were taken prisoner in 1916 when Kut in Mesopotamia fell would take place in the Town Hall at 10am on Tuesday, 26 July which would be led by Canon Thomas Woodhouse prior to the event to be held in the Corn Exchange with a Kut Day theme. The Panel also heard that the Keep Military Museum would be incorporating a display about the Battle of the Somme into the event.

15. **Applications for Financial Assistance**

The Panel considered grant applications which had been received.

Recommended

(1) That the application from the Dorchester Casterbridge Rotary Club be approved and that £500 be awarded to help with their costs for the Dorchester Marathon.

(2) That a grant of £70 be awarded to Dorchester and District Gardening Club to meet their insurance costs.

(3) That £500 be awarded to Try This...Dorchester for the Try This event to be held in July 2016.

(4) That £100 be awarded to the South West Dorset Multi Cultural Network for the Gypsy and Traveller event to be held in the Borough Gardens on Saturday, 11 June.

Notes of a Site Visit held on 12 April 2016 at 9.30am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Sandringham Sports Centre, Weymouth Avenue Pavilion and Weymouth Avenue Cemetery.

Attending: Councillors A. Canning, T. Harries, J. Hewitt, S. Jones, F. Kent-Ledger, M. Rennie and K. Rice.

Steve Newman, Deputy Town Clerk and Peter Mullins, Compliance Manager.

1. Poundbury Cemetery

The Deputy Town Clerk reported on the works still required to complete the cemetery which included a boundary wall and laying out and hard surfacing the remaining paths further into the cemetery.

Members also considered the possibility of creating an ashes pit, similar in style to the one located at Weymouth Avenue Cemetery. Those present felt that the suggested location, within the children's section, was not a good one and agreed that further consideration should be given to the matter, including a different 'style' of facility, when the works to complete the cemetery had been completed.

Members then viewed the cemetery, which was considered to be in good order, other than the wooden gates to the storage area which needing repairing.

2. Fordington Cemetery

The Group visited Fordington Cemetery. Members requested whether it might be possible to improve the access to the German War Memorial and the Compliance Manager agreed to investigate this possibility.

3. Sandringham Sports Centre

Members viewed the various facilities at Sandringham Sports Centre and identified the following matters:-

- Parkour equipment had some graffiti which needed removing. Consideration should also be given to monitoring usage if possible although it was appreciated that this would not be easy out of hours but some monitoring could be undertaken during school holidays.
- Members noted the hedge replanting at Sandringham Bowls Club and felt that the Club should be asked to give some consideration to keeping it low so as to retain the open aspect of the area and let people view the green.
- Shrubbery needed cutting back at Paul's steps.
- Members viewed an ash tree which was overhanging the school grounds and steps which had some broken limbs and required work to make it safe. The tree was not a

good specimen and would continue to be a risk and it was agreed that it should be felled and allowed to re-grow from the stump.

- The self-closing gate on the corner of the main sports pitch was not closing and needed repairing.
- A number of pegs across all the changing rooms were broken and needed replacing.
- When the inside of the changing rooms were next painted they should be painted cream rather than the existing green.

4. Weymouth Avenue Pavilion

The group viewed Weymouth Avenue Pavilion and were pleased with its condition. Members also viewed the sports pitches and noted that the one of the flag poles needed new rope.

5. Weymouth Avenue Cemetery

Members viewed the cemetery at Weymouth Avenue and identified the following matters:-

- The Garden of Remembrance and surrounds needed some tidying.
- A new plastic sheet was required in the South Chapel to protect the Dorchester Stitches 'alter cloth'.
- The wooden enclosure for the bin at the south of the cemetery needed repairing.

Meeting closed 12.55pm.

DORCHESTER TOWN COUNCIL

GROUNDS WORK SPRING/SUMMER 2016

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, (plus deep clean June) – *ongoing*
- Collect fees occasional tennis as required - *ongoing*
- Remove Spring bedding plants –*ongoing*
- Dig and prepare beds compost added –
- Plant out summer bedding plants –
- Long handle shear beds weekly - *ongoing*
- Water bedding displays as required –
- 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 –
- 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 litter bins – *ongoing*
- Repair vandalised areas – *as required*
- Inspect play equipment weekly – *ongoing*
- Prepare gardens for events as required –*ongoing*
- Clean fountain as required – *fountain back on now*
- Plant out shield beds –
- Tree inspections – *completed*
- Clean as required new toilet block – *now open Saturday/Sunday only*
- Plant up new shrub bed by the fountain – *completed*
- Glazing repairs to greenhouses – *completed*
- Love Parks event –
- Legionella and fire testing – *ongoing*
- 3 hour test on emergency lighting - *ongoing*
- Repainting as required play equipment as required –
- Borough Gardens House Lift serviced –
- Borough Gardens House Fire extinguisher's serviced –
- Borough Gardens House Fire alarm serviced - *completed*
- Repairs to play equipment, slide and swings – *repaired*
- Rub down and repainting all areas of the Bandstand - *ongoing*

Weymouth Ave Recreation Ground

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

Sandringham Sports Ground

- Take down football posts and store –
- Paint goal posts –
- 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 –
- Weed kill car park edges –
- Litter pick and empty bins x 3 per week – *ongoing*
- Pitch renovation seeding pitches etc –
- Legionella and fire testing – *ongoing*
- Fire extinguisher's serviced –
- 3 Hours test on emergency lighting –

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*
- Tree survey –
- Replace buffers and seat to Zip wire - *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 2016, 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 – *completed*
- 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 –
- Repairs and painting play equipment as required –
- Skate Park, collect litter and empty bins Monday – Saturday -*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*

Hanging Baskets Town Centre

- Water 54 summer hanging baskets on a daily basis (7 days per week) –
- Put up 54 summer hanging baskets around the town -
- Put up and water “Bid” hanging baskets –

Additional Work Planned or Completed

- Borough Gardens – Love parks week various additional events planned
- Borough Gardens – Green flag, -
- Maumbury Rings – prepare and rip down after event August B/holiday –
- Painting play ground equipment, various sites -
- Fire extinguishers servicing all sites, external contractor –
- Weekly/monthly Legionella & Fire testing – *ongoing*

- 3 hour emergency lights testing –
- PAT testing, all Town Council buildings –
- Riverside reserve, strim pond area and path sides-
- Maumbury Rings Pavilion, 5 year fixed wiring test – *completed*
- Replace timber walkway with recycled plastic – *awaiting funding*

The Great Field

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

Fordington Cemetery

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

Weymouth Avenue Cemetery

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

Poundbury Cemetery

- 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 –
- Spread shingle over bare areas –*ongoing*

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MAY 2016

BOROUGH GARDENS - NEW TENNIS COURTS

1. Members have previously agreed to two tennis courts being constructed on the old bowling green.
2. The Lawn Tennis Association's technical expert has now visited the site and undertaken an initial condition survey and inspection report.
3. The report proposes that the new tennis courts be constructed in accordance with the LTA Recreational Play Court dimensions of 33.75m long and 30.2m wide.
4. The expert undertook a number of hand dug trial sections which revealed approximately 300mm of topsoil and sand on top of a relatively firm sub-grade with chalk content. The top soil and sand will need to be removed to establish a new court formation level following regrading.
5. The next stage of the project is to produce detailed drawings and a tender specification which will enable planning permission to be sought and competitive tenders to be obtained. An archaeological assessment may also be required.
6. John Stark and Crickmay have been appointed to oversee the works to completion which will include tender preparation and obtaining all the necessary permissions. They will also act as 'Principal Designer' under the Construction (Design and Management) Regulations 2015 (Principal Designers are required to be appointed in managing risk and health and safety). John Stark and Crickmay are familiar with the Gardens having worked with the Council on the refurbishment and design of the kiosk and the Borough Gardens House. Their fee will be 10% of project cost.
7. The timetable for the project is to seek the necessary permissions, obtain and evaluate tenders over the summer with an anticipated start date of September/October 2016.
8. There is one matter regarding access to the new courts that would benefit from early consideration. The Gardens are presently open from dawn to dusk or 9.00pm whichever is the earlier. This means that for a few weeks during the summer people can play tennis on the Trinity Street courts for up to a maximum of an hour later than they can on the courts actually within the Gardens.
9. With the new courts being located inside the Gardens this option will no longer be available unless some form of access, most likely from Bowling Alley Walk, is made available direct to the new courts.
10. Initial thoughts are to have an access at the top of the existing steps onto the bowling green with perhaps a simple 1.0 metre wide gate through the current fence onto Bowling Alley Walk between the trees, with two other gates at right angles, approximately 1.5 metres wide, which can then be held open during the day to allow circulation all the way around.

11. Creating an access of this nature will involve additional planning and construction cost and Members are invited to give some consideration as to whether they wish to pursue this option.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MAY 2016

BOROUGH GARDENS CLIMBING BOULDER

1. Members will be aware that young people at the Democracy Day events held over the past two years have both discussed and voted for a climbing boulder to be located in the Borough Gardens. This idea has also been discussed and supported by the Youth Council.

2. Climbing boulders are unique in introducing challenge and adventure into open access parks, playgrounds and recreational spaces. In addition there are many health benefits associated with climbing as follows (information from the NHS website):-

- Climbing uses lots of muscle groups, both in the upper and lower body. Your back, abdominal and leg muscles all get exercised as well as your fingers, shoulders and arms. Regular climbing can improve stamina as well as muscle strength. In addition, all the reaching and stretching for holds improves flexibility and agility.
- Each climbing route is like a puzzle, which requires patience, planning and analysis to complete. Beginners will typically work out their ascent as they go up, but with experience they learn to visualise their climb and spot tricky sections before reaching for their first hold. Over time, regular rock climbing can help develop concentration, determination and problem-solving skills. As you improve, you will naturally want to push yourself further and try harder climbs or climb outdoors.
- Anecdotal evidence suggests climbing works well for people with dyspraxia (a developmental co-ordination disorder) because the environment is stable (especially if using a designated climbing wall) and the individual only has to think about how to move themselves in relation to the environment.
- Evidence shows that physical activity of any kind can help people with depression. Some scientists think that being active can help improve wellbeing because it brings about a sense of greater self-esteem, self-control and the ability to rise to a challenge.

3. Climbing boulders come in many different shapes and sizes and can range from an individual boulder to a group of boulders, they can be installed with interlinking, rope climbing nets and slacklines, attachment points for top roping and also with, or without bolt on climbing holds. Costs range from £10,000 to £50,000 for a group.

4. For the Borough Gardens it is suggested that an individual smaller boulder be installed to be located in the grassed area between the table tennis table and the kiosk. Approximate size of the boulder is 2.27 meters high and 5 meters long.

5. Examples of climbing boulders are shown below:-



Cost £11,000 installed.



Cost £15,000 installed.

4. If Members wish to proceed it will be necessary to request that the Policy Committee consider funding the proposal.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

REPORT ON STORAGE - BOROUGH GARDENS HOUSE COMMUNITY ROOM

History

The Borough Gardens House underwent extensive rebuilding in 2007, at that time no storage was provided for chairs and tables when not in use, or un-wanted within the building by various hirers. Since then the building has been let to various user groups, some of which require the main room to be empty of furniture which does present a problem, also a regular hirer required some storage within the building and use a grey metal cabinet located within the letting space.

Current position

The Community Room is being let to more diverse groups some view and ask about the lack of storage, also the untidy manner to which it looks with various items being stored alongside the locker (overspill from the locker) plus the tables and chairs being left stacked in the building.

Members also expressed concern about the cupboard at their site visit held in February.

Proposed solution

Section off a small area immediately inside the main entrance on the left erecting a studwork wall fitted with two louvered doors. Divide storage area into two equal sections locating unwanted furniture in one side (when not required by users), leaving the other half for general storage. Refit picture hanging rail over new store area, this will allow all furniture, tables and chairs not in use or required by hirers to be securely stored away. It will also hide away the locker and unwanted items left on site by the regular hirer. The letting for art displays will lose a couple of meters of hanging rail but this is only a minor loss.

Peter Mullins
Compliance Manager



DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 MAY 2016

TRUE COLOURS PROJECT

1. Members may be aware that the Dorset Councils' Partnership has been awarded some Dorset Local Enterprise Partnership (LEP) funding to carry out Cultural Studies across the Western Dorset Growth Corridor (which runs from Portland to Gillingham). The three studies cover the following areas, with a full report on the on the LEP funding and proposals is being submitted to the next Policy Committee.:-

- Public Realm
- Outdoor Events and Festivals
- Heritage and Museum Development

2. The consultant engaged to carry out the Public Realm study, Bounce Back Arts, also promoted a separate but related idea to the District Council, focused on creating a community project about people's feelings towards three local public spaces in Portland, Weymouth and Dorchester. The project is called 'True Colours' (poster attached) and as part of the work they plan to ask the community to select colours from the rainbow spectrum and a survey, to represent their feelings about the public spaces in their area.

3. The project then aims to light up the three public buildings in the colours identified from the community feedback, using a range of lighting. Any installation would be temporary. Recognising the limitations on the Corn Exchange as a Grade 2* listed building initial discussions with Bounce Back have focused on options for installing equipment that works through existing infrastructure (spotlights, cabling, catenaries etc).

4. While the True Colours projects provides some modest short term economic and cultural benefits our primary interest is how the project might give us ideas for how lighting might be used to promote the building longer term. It is possible that the project might incorporate a more permanent, programmable lighting scheme beyond the lifetime of the True Colours project which could be adapted by the Council to suit our own needs, for example enabling us to do light up the building for other occasions, either related to a particular event taking place on site or as part of wider town celebrations, e.g. Christmas or pancreatic cancer awareness week.

5. Members are invited to note the True Colours project proposal and agree to provide support and some officer time to this project. In the event that the project provides ideas for how an investment in lighting infrastructure might provide a longer term benefit a further report will be made to the Committee.

Steve Newman
Deputy Town Clerk



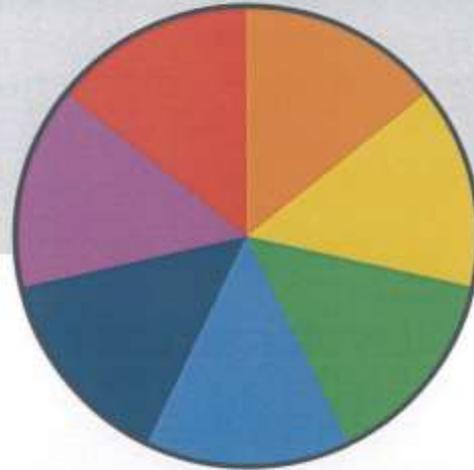
Bounce Back Arts CIC is a new organisation - based in Weymouth, Dorset - which uses arts, heritage and culture to promote community well-being and enhance public spaces.

True Colours

...a creative community project about people's feelings towards their local, public spaces.

Ever thought of using colour to describe the way you feel?

Bounce Back Arts is asking you - the local people of Dorchester, Weymouth and Portland - to select colours from the rainbow spectrum, to help answer questions about the public spaces in your area.



Ways to get involved:

Pavillon Foyer, Esplanade, Weymouth
Monday 2nd May 11:00 - 15:00

**Dorchester Market (Fairfield covered section),
Weymouth Ave, Dorchester**
Wednesday 4th May 11:00 - 14:00

Quiddles Restaurant, Chesil Cove, Portland
Friday 6th May 11:00 - 16:00

**White Stones Café Gallery, 13 Easton Street,
Easton, Portland**
Saturday 7th May 11:00 - 14:00

Take a postcard home with you: You will find these in a number of shops, businesses and public buildings locally. Either, you can drop your completed postcard into one of the collection boxes in Portland, Weymouth and Dorchester Libraries or, return it to the Community Development Team, Dorset Councils Partnership, South Walks House, South Walks Rd, Dorchester DT1 1UZ by May 31st 2016.

Visit us online: at www.bouncebackarts.com at any time from 1st - 31st May 2016, where you can select your 'True Colours', let us know your thoughts and find out more about what we do.

Later in 2016, the communities involved in this project will have the chance to see some of the 'True Colours' they have selected as part of a series of exciting, new public artworks for the local area. The 'True Colours' art installations will be unveiled in Dorchester, Weymouth & Portland in a regional celebration of the communities' memories, feelings and hopes for their public spaces. Keep an eye on the local press for announcements! Your responses to the 'True Colours' community engagement project will also help to shape a 'Study of Public Spaces' for Dorchester, Weymouth and Portland. This study is being produced by Bounce Back Arts, on behalf of the Dorset Councils Partnership.

THANK YOU

For sharing with us your 'True Colours' and helping Bounce Back Arts to understand the feelings of local people, towards their public spaces.



DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 MAY 2016
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 (Ashes plots only)		
STEPHEN FRAMPTON	2909	2253/A
ESME PEARSON (BABY) (CARLY NASH)	2910	2253/B
Poundbury Cemetery		
CHRISTOPHER LEGG	2907	528
JUDITH BARBARA BOND	2908	262
REV. MARY COPPIN (D. FEES)	2911	C30
MARGARET LOCK	2912	529
MARTIN LEIGH MEYERS	2913	C134
LINZI CLAIRE WARR	2914	C29
MICHAEL JOHN COOPER TREVETT	2915	C57
KEVIN JOHN APLIN	2916	527
LISA MARIE HOPKINS (BABY)	2917	2
CHRISTOPHER RANCE	2918	553
THERESA WATSON	2919	326
Fordington Cemetery		

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

01.03.2016 – 30.04.2016	Dorchester	Fordington	Poundbury
Interments	5	0	4
Ashes	2	1	4
Garden of Remembrance	2	-	-
Dorchester South Chapel	6	-	-
Poundbury Chamber	-	-	-
Children's Plot	-	-	-

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 MAY 2016
Monitoring Report - Lettings**

Chargeable Bookings 2014-15					Chargeable Bookings 2015-16				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
Feb.	30	31	19	5133	30	29	2	4244	(889)
March	33	29	31	4419	33	30	9	4222	(197)
Total	63	60	50	9552	63	59	11	8466	(1086)

Bar Income 2014-15			Bar Income 2015-16		
February		134	February	277	143
January		146	January	427	281
Total		280	Total	704	424

Non Chargeable Bookings 2014-15				Non Chargeable Bookings 2015-16			
	Council	Partners	Total		Council	Partners	Total
Feb.	11	11	22	Feb.	5	4	9
March	11	8	19	March	7	9	16
Total	22	19	41	Total	12	13	25

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	4(5)	2(1)		

Municipal Buildings – Percentage of actual income against estimated income to date: 86.1%

Weymouth Avenue Pavilion 2014-15				Weymouth Avenue Pavilion 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Feb.	15	1	445	17	0	630	185
March	19	1	584	21	1	902	318
Total	34	2	1029	38	1	1532	503

Borough Gardens House 2014-15				Borough Gardens House 2015-16			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Feb.	17	0	605	7	1	297	(308)
March	18	1	660	10	2	397	(263)
Total	35	1	1265	17	3	694	(571)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 MAY 2016
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	January 2015	May 2016
PAT Testing	DAM Group	January 2015	June 2016
Boiler Service	New contract: 2016 Benzoni Services Limited	April 2015	May 2016
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	November 2015	November 2016
Service Clock – annual test and service	Smiths of Derby	November 2015	November 2016
Kitchen Clean	Rentokill	November 2015	
Ventilation Clean	Rentokill	December 2015	December 2016
Emergency Evacuation Chairs service (6 monthly)	Evan + Chair International	August 2015	August 2016
Lightning Protection	G & S Steeplejack Ltd	June 2015	June 2016
Lift	Stannah	June 2015	June 2016
Fire Extinguishers	Fire Express Ltd	August 2015	August 2016
Fire Alarms annual test and service	New contract: 2016	August 2015	August 2016
Intruder Alarm	Chubb	September 2015	September 2016
Emergency Lighting annual test and service	Andy Whitty	April 2015	April 2016
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Trident Access	February 2016	February 2017

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members

Project	Cost	Progress
New Corn Exch tables	£900	Ordered and received April 2016
Maintenance Survey	£3,700	John Stark and Crickmay – approval of Policy Committee required for funding
Measured Internal building survey & plans	£3,300	John Stark and Crickmay – approval of Policy Committee required for funding

Minutes of DORCHESTER ARTS BOARD MEETING
CORN EXCHANGE, MONDAY 11th April 2016
5.30pm

DA board members for minutes:

Mark Tattersall MT

Louise Sheaves LS

Terry Hooley TH

Rod Hoare RH

Jane Burden JB

Simon Barber SB

Fiona Pearson FP

Trevor Ware TW

Tess James TJ

Dan Thomas DT

Sara Lock SL

Carl Woodward CW

Susie Hosford SH (WDDC rep), Fiona Kent-Ledger (DTC rep)

CX = Corn Exchange

1. Welcome to MT, LS, SL, TH, TJ, RH, DT, JB (minutes), CW, SH, TW
2. Apologies were received from FP.
3. There were no interests registered.
4. The minutes from the last meeting were proposed for approval by LS and seconded by RH.
5. Matters arising were:

JB was told that the notes from the outreach report had been circulated. TH was informed that the sight line issue for the CX seating is still ongoing. DTC give their blessing on researching a good sight line solution but it is likely to be too costly and difficult, especially in light of it being a temporary problem. TW suggested approaching a funding body.

The Colours of Africa banner is about to go on display.

A discussion about the banners to advertise Dorchester Arts was informative and although contemporary signage in the form of banners on the façade will probably not be acceptable to the Planning Dept/Listed Buildings, MT is hopeful that a WDDC funded lighting project for which the CX is one of the locations may be a way to provide an imaginative and longer term solution. (This same project looking at improving the use of the Public Realm spaces in Weymouth, Portland and Dorchester)

TJ asked if the small finger boards could be used (and moved) and the ongoing idea to highlight the whole of our part of High East / West Street as a Heritage Quarter was discussed. SH offered to follow up with Steve Newman at DTC.

LS asked about the ticket levy issue, MT is to address.

It was reported that the volunteer problem at the bar is much improved.

Numbered seating is desired by some board members but the complications were outlined by MT. It was to be trialed in the summer but this proved impractical, so it will be trialed in the autumn as it is thought to improve bar takings at some venues and be more user-friendly for customers.

The idea of an international competition on the lines of Bridport Prize was discussed with a song writing idea from Ruth Sheaves. TW had an idea for photography competition and gave us an insight into it: being a 'money maker' rather than community/ outreach project. It could be unlimited as to age or ability and offers joint venture opportunities. TW is keen to explore the idea and JB praised his vision.

Dramatic Productions (who are performing here on June 18th) have been approached about the local carnival and are keen to be involved. MT to follow up.

6. All is going well at DTC with only a minor issue at one event that MT outlined. Discussions with the DTC team and a resulting plan of action will hopefully avoid a repeat. TH and SL

suggested that seating format should appear on the tickets (or publicity) and JB asked if age indications were also shown. MT confirmed that they were.

7. HR/ Policy: a couple of Policies are yet to be reviewed by the board. **Action:** TH to ask FP to forward to board. Review of DBS checks also needed to ensure compliance.

TJ has offered to be the safeguarding officer as she has experience in another group. A draft whistleblowing policy has got to be produced and FP has done research on pensions.

TH said he would like to see 'Policy' as an agenda item stand apart from 'HR' but it was countered by the suggestion that HR is needed to ensure the policies are carried out.

LS suggested that MT should not attend these meetings but TH would like him there. TJ is of the opinion that once policies are produced they will almost look after themselves and SL suggested to further save time different policies are managed by appropriate staff.

SL offered to take on Data Protection and TJ has been co-opted into child protection.

MT said that almost the full raft of policies is now in place.

8. Finance: LS congratulated MT and his team for a fantastic financial achievement with such a small shortfall. Board agreed wholeheartedly. (**Post-meeting note: it is likely that our year-end result will in fact show a small surplus**)

TW asked if the bar staffing issues could be overcome and RH said he felt we were on an 'upward curve'. Volunteers are getting better at the bar and small profit making changes are being made.

Congratulations were offered several times to Sam for her good work.

TW highlighted some bar problems which were hopefully being addressed by Robert Redford architect. LS asked if the board could see the DAT minutes.

SH reported positive feedback about the CX bar.

The 16/17 budget was accepted TH proposed and LS seconded.

MT reminded the board about the importance of the wage increase being implemented before the new statutory pension increase so that people did not experience a drop in take-home pay.

RH reported that AGM dates are to be kept as they are and annual accounts are to be published within 6 months. They are to go on display on one particular day and DA members to be asked how they want to receive them. TH emphasised the need to reduce postage.

9. Artistic Director's report (circulated prior to meeting or attached)

SH suggested cutting down on multiple-posted programmes. TW commented on the popularity of jazz in Weymouth and encouraged a marketing drive there for relevant events.

MT would like us to own a c.£6k small grand piano and he outlined an investment idea to us. In the interim he suggests that we borrow the BAC concert grand that is looking for a safe shelter during building works. It will cover 3 events for the price of insurance (**Post meeting note: the piano is unfortunately too large to fit the storage space at the CX**)

Thanks were offered to Jude Allen for her introduction to Nicky Whittenham.

10. Festival: how to achieve the aim of taking DA/the arts out into the town? After weighing up the benefits against the huge work load a discussion ensued and an idea to expand a number of thematic events across the year was mooted. It was decided to try using the programmed jazz weekend as a guinea pig.

CW was co-opted into a small working group to discuss further.

11. AOB:

RH asked about the DA involvement in the Poundbury Food and Arts Festival. MT thinks it unlikely, although RH thinks that it may be expected. MT to pursue with Duchy.

Children's theatre is an area of programming that needs attention. SL, DT and CW are to get together as younger members.

(**Post meeting note:** JB is prepared to be involved, if needed, after DAW is over in June.

Links with DCPA working well

12. Date of next meeting: 20th June at 5.45pm