



Dorchester Town Council

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7 September 2016

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester on Tuesday 13 September 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, R. Potter, M. Rennie, K. Rice, 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 12 July 2016 (adopted by Council on 26 July 2016). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Site Visits to Council Properties and Sites

To consider the notes of the site visits held on 23 August 2016 (copy enclosed).

4. Task and Finish Group

To establish a task and finish group in respect of the commemoration events and any other ad-hoc events which might come along between now and 2018.

5. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

6. Borough Gardens Carpet Beds

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

7. Borough Gardens – New Tennis Courts

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

8. Revised Dog Control Orders

To consider a report by the Outdoor Services Manager (enclosed).

9. Dorchester Skatepark

To consider a proposal from Dorchester Stop the Drop with regard to the issue of litter at the skatepark (enclosed).

10. Volunteer Centre Dorset

To consider a request to sponsor the annual Volunteer awards Evening on 27 October 2016 (correspondence enclosed).

11. Dorchester Choral Society

To consider a request to support Dorchester Choral Society's world premiere of a collaborative venture between the Society and the Kantorie an St Andreas, Lubbecke (correspondence enclosed).

12. 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.

13. Monitoring Reports

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

14. Dorchester Arts

To receive the notes of a meeting of Dorchester Arts Board held on 20 June 2016 (enclosed).

15. Urgent Items

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

16. 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".

17. New Sports Arena

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

Notes of a Site Visit held on 23 August 2016 at 5.00pm.

Sites visited – Poundbury Cemetery, New allotment area and open space at Red Cow Farm, Louds Mill Depot and Maumbury Rings.

Attending: The Mayor Councillor T Harries and Councillors C. Biggs, R. Biggs, A. Chisholm, G. Duke, J. Hewitt, S. Jones, F. Kent-Ledger, T. Loakes, T. Lyall, R. Potter, M. Rennie, K. Rice and D. Taylor.

Steve Newman, Deputy Town Clerk.

1. Poundbury Cemetery

The Deputy Town Clerk reported on the works still required to complete the cemetery which included removing an earth bund and building the boundary wall and laying out and hard surfacing access roads / paths further into the cemetery. The Deputy Town Clerk proposed reducing the number of pathways and obelisks, originally planned, in the middle of the central traditional burial part of the cemetery which served no real purpose and which reduced available grave space. The proposal meant that the whole area could be designated for traditional grave space with the proposed ashes plots being moved to near Muslim section side of the cemetery which was more contiguous with the existing ashes plots.

It was agreed that the works to complete the cemetery should be undertaken subject to the amendments proposed by the Deputy Town Clerk.

Members also inspected the green burial area and discussed a number of different options for improvement which included some additional tree planting, creating more of a meadow feel with the possibility of a wildflower strip along the boundary and allowing some form of marker for graves (wooden disk or small stone marker). It was agreed that this be investigated with a report back to the Management Committee in due course.

It was noted that some work was required to 'top up' some of the burial spaces which had taken place in the past.

2. New Allotment Site and Open Space at Red Cow Farm

The Group visited the new allotment site and open space at Red Cow Farm. It was noted that the area had not been transferred to the Town Council as yet. Members were also reminded that it had previously been agreed that Transition Town Dorchester would manage the allotment site on behalf of the Council.

Whilst at the site, local resident David Butler addressed Members with regard to his concerns about the hedge that had been planted on the river side of the road. His concerns centred on the safety of children who would not be able to be seen once the hedge had established. It was noted that the hedge was a planning requirement and the developers were therefore required to provide it as was – in future the hedge would be managed by the Town Council which would take a view on how the hedge should be managed at that time taking into account all relevant factors.

3. Louds Mill Depot

Members visited the Louds Mill Depot and noted its facilities. The group felt that the depot was a useful facility.

4. Maumbury Rings

The group viewed Maumbury Rings and were informed that:-

- Historic England had recently given consent to three new information Boards being provided with the old one being removed.
- HE had also given consent to the north and south step ways to the top of the bank being improved.
- HE had provided consent to a general management plan for the area which would allow the Council to undertake routine and urgent repair work without the need for an additional consent.
- Members were informed that the Heritage Committee had also agreed to provide funding for a 'Welcome to Maumbury Rings' style of sign to be attached to the outside of the fence.

Whilst at the site Members noted that the wall adjoining Maumbury Square would require some improvements in due course – the wall was likely to be in the ownership of the Maumbury Square Management Company.

Members also felt that there was an opportunity to create a walkway direct from Dorchester South Railway Station to Maumbury Rings using the land behind Maumbury Square which was not, at present, developed.

Outside of Maumbury Rings Members noted that the piece of land on the corner of Copper Street and Weymouth Avenue and believed to be owned by Brewery Square Ltd, was not very well maintained and would benefit from some tidying up.

Meeting closed 6.50pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016

OUTDOOR SERVICES UPDATE REPORT – LATE SUMMER 2016

1. The summer period has had ongoing maintenance work and further success within the outdoor services team. As councillors are already aware, thanks to previous reports, a lot of ongoing maintenance has been carried out by the various members of your team over the summer, these include grass cutting, litter collection, maintenance and repair of bedding displays in the gardens, shrub bed maintenance, sportsfield maintenance and pitch preparation to mention but a few.
2. Grass cutting has been ongoing, after a very vigorous period of growth in the early summer it has been dry in the main leading to reduced growth for grass but not for weeds so the cutting continued through the summer. Cutting will continue until night temperatures drop into single figures regularly which will slow and eventually stop growth.
3. The Gardens staff have been working hard keeping the summer bedding watered and at its best, interesting and eye catching bed designs this year have received good comments as indeed has the flower bed in the town centre opposite the war memorial. Plants are now being prepared to replace the existing flowers in early autumn but the current displays will remain in the beds until their impact is reduced, which, given the warmer autumns we now experience, is now significantly later than only 10 years ago.
4. A major success was achieved this year in the retention of the Green Flag Award for the Borough Gardens. Judging took place in June, two judges visited site and evaluated the gardens against a strict set of criteria designed to ensure that any park receiving the flag has excellent, safe facilities that appeal to as wide an audience of users as possible.
5. Traditional carpet bedding displays are coming to the end of their season now, the organisations represented being, Ridgeway Radio, Dorchester Disabled Club and the Cub Scouts. Sadly vandalism has occurred to these, the DDC club bed in particular, which has reduced the impact of the bed.
6. Some sad news to report is that the little red piaggio truck based in the Gardens has come to the end of its useful life. The truck is used for transporting plants, collecting waste etc around the Gardens and for watering the hanging baskets and flower beds around the town.
7. Members previously agreed to replace the vehicle in this financial year at a cost of £11,000. Unfortunately the company making the vehicle is being sold and there are no like for like vehicles available in the country. There is a slightly different version which comes with a larger cab and a larger price tag. Having reviewed the options it is felt that if it is necessary to spend some additional money then greater benefit to the Council would be achieved by purchasing an additional second hand 'full size' tipper vehicle. This vehicle could still be used in the Gardens but also has the advantage of being suitable for use by the outdoor services team / cemetery team when their vehicles are off the road for repair or maintenance. The additional cost involved is £4,000 which is available within the vehicles and equipment reserve.

8. Away from the gardens, the staff have been very busy working hard to keep on top of grass cutting, litter and shrub hedge growth around the town. The Bandstand was painted earlier in the summer by the team and this has been enjoyed by visitors to the gardens and events throughout the summer. Further work has continued keeping play equipment in a safe and well maintained condition.

9. Cricket has now ceased at Weymouth Avenue and staff will shortly be undertaking autumn renovation to improve the levels of air and moisture in the surface to allow good grass growth before the inevitable rolling which will announce the commencement of the new season's preparation in late spring. Another cricket week was successfully held this year, all staff including one of the apprentices worked hard to prepare and maintain three grass cricket wickets that were used in just one week, a significant achievement. Staff are now involved in the marking out of football pitches, this has been completed on all sites and early season games have already been played.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016

BOROUGH GARDENS CARPET BEDS

1. Members will be reminded that the Committee has previously agreed funding in this financial year to provide additional picnic tables in the Gardens and to 'build up' one side of the shield beds so as to enable them to be seen more clearly.
2. The picnic benches were purchased and have proved a successful addition to the Gardens over the summer.
3. The work to build up the shield beds was planned for this coming autumn / winter.
4. As a part of the Queen's 90th birthday celebrations a 'Queen's 90th' bed was created on the raised grass bank opposite the existing carpet bed location on the side of West Walks.
5. Given the success of the Queen's bed Members are now asked to consider whether it wishes to permanently create one large top quality carpet bed on that side of the Gardens (exact location still to be decided) rather than endeavouring to build up the one large and two smaller carpet beds as was originally planned.
6. A high quality carpet bed on this side of the Gardens would have a big impact and be clearly seen by many more people than all of the existing carpet beds. It would however mean that in the first instance there would only be the one bed. Although it would be possible for the two smaller beds in the original location to be brought back into use if needed. The situation regard to the two smaller beds would be reviewed after the first year.
7. At present there have been no requests for carpet beds next year.
8. The existing carpet bed area will be redesigned to give some height and a splash of additional colour that area of the Gardens.
9. Members are asked to consider moving the location of the large carpet bed and having just the one bed for next year with the need for any additional beds reviewed at the end of the Summer 2017.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016

BOROUGH GARDENS – NEW TENNIS COURTS

1. At the last meeting of the Committee the plans for the new tennis courts on the old bowling green site were approved. The aim was to seek planning permission over the summer and put the contract out to tender September / October time.
2. Whilst undertaking the routine pre planning permission submission searches it became apparent that, according to Historic England, the corner of the old bowling green, nearest to the new public toilets (a plan is attached showing the extent of the monument), is part of The Walks Scheduled Monument, therefore requiring a consent from Historic England.
3. The plans were immediately submitted to Historic England for pre-application comment and a response is still awaited.
4. At the same time potential contractors were being contacted with a view to establishing a tender list on interested firms to undertake the work. Discussion with the contractors identified that the earliest that work could start on site would be January / February time 2017 – so a lead in time of three to four months.
5. With the need for a Scheduled Monument Consent and any conditions which may arise from that, the already known back log at West Dorset District Council with regard to planning applications and the lead in time for contractors it is unlikely that the project will be able to go ahead until spring time next year, and I would suggest that this is optimistic.
6. Every effort will now be made to obtain the necessary approvals prior to tendering the work. Members will be kept informed of progress.
7. The Committee is asked to note the report and the implications for the timing of the scheme.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016

DOG CONTROL ORDERS RENEWAL 2016

1. West Dorset District Council is reviewing its existing Dog Control Orders. These orders also apply to the majority of the Town Council's open spaces, play areas, the gardens, cemeteries and sports grounds and allows West Dorset District Council to issue fixed penalty notices under them.
2. The new orders have to be publicly consulted upon as part of the renewal process, this is carried out on the Town Council's behalf by the District Council. The new orders will be in force for 3 years and then be reviewed again.
3. The deadline for response to the review was 10 August 2016, information only coming to light regarding the review following an email from Cllr Susie Hosford, who had been contacted in her role as a West Dorset District Councillor, on 21 July 2016.
4. Due to the tight timetable for response the Chairman and Vice-Chairman of the Management Committee were contacted and agreed that the public should be asked their views on potentially changing two areas of the present arrangements.
5. The two areas to be considered for change and that will be included within the public consultation are as follows:-

Kings Road Playing field

The current Town Council byelaw excludes dogs completely in this area due to its previous use as a sport pitch, the new Order will reflect the cessation of formal sport (football) as it is no longer played there. The new Order would allow dogs off lead at this location in the future. It would of course still be an offence if owners did not remove their dog's mess.

The enclosed children's play area would remain a 'no dogs' area.

Weymouth Avenue Recreation Ground

Currently this is a dogs allowed area (being made exempt from the current Dog Control Order in place) which is anomalous from usual practice on formal sport areas, it is understood the site provides a significant open space in that area of Dorchester and that it is regularly used for dog walking.

Users of the sports pitches both summer and winter would rightly expect not to find dog fouling within the sports pitch areas or to be 'interfered with' by playful dogs whilst undertaking their sporting activity. Another issue is that irresponsible dog exercise has resulted in damage to both the cricket square/wickets in preparation and the renovation of football goal mouths.

The public consultation will therefore propose to introduce controls so that dogs are excluded completely from the marked sports pitches. Additionally dogs will be required to be on a lead within 5m of the marked sports pitch perimeter. This would leave the remaining open space as

currently for dog exercise in the winter and a larger area outside of the cricket boundary for the summer months.

6. Existing controls at such places as Maumbury Rings, Borough Gardens and various play areas would, remain unchanged, essentially a continuance of what has gone before, but will still be consulted upon.

7. These new orders will allow for any dog warden employed at a district level to enforce the control orders on Town Council areas and if officers report significant repeat issues to them they will attend to try to resolve problems within their current resources.

8. There will be no gap in the currency of the old and new orders, once approved the new will take over from the old instantly.

9. Officers from West Dorset District Council are presently drafting the new order for consultation which will firstly be presented to the appropriate Scrutiny Committee at West Dorset District Council and then out to full consultation.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016

DORCHESTER SKATEPARK - LITTER

Correspondence from Bob Kerr, Stop the Drop, Dorchester

Dear Adrian, Steve,

Walking past the skate park this morning at 0900 I saw a small mountain of rubbish within the area - bottles, cans, sweet wrappers, empty paper cups, etc. etc. just as the TC cleaner arrived for his daily litter pick. This morning's appearance was as bad as ever if not worse. I asked the cleaner what he felt should be done. He said it should be closed until those who use it clean the area. I agree, and recall that when it was newly opened and much littered, Steve Newman took some action that had some effect (for a while).

Today, (Wednesday) being a market day, had many locals and not so local (who drive and park along Queens Avenue or thereabouts) walking along it, several of them (including myself) remarking how disgusting a sight it was. When I retraced my steps about 30 minutes later, the TC cleaner had filled one huge black bag and was starting on another.

This situation cries out for action of some sort -and maybe closing it for a period of time is one option. But something should be done.

Kind regards,

Bob

Dorchester Stop the Drop



The Coach House, Acland Road, Dorchester, Dorset. DT1 1EF. Tel: 01305 269214.
E-mail: awards@volunteeringdorset.org.uk. Website: www.volunteeringdorset.org.uk

The Manager
Dorchester Town Council
19 North Square
Dorchester
DT1 1JF

6th July 2016

Volunteer Awards Evening - 27th October 2016

Can You Make A Difference?

Dear Sir / Madam

Once again, Volunteer Centre Dorset is hosting the Volunteering throughout Dorset Annual Awards Evening, recognising the fantastic contribution of volunteers across the county.

The evening is both joyous and emotional as everyone meets and hears first-hand about each individuals and groups personal achievements. The 'Oscar style' event is attended by 200 guests formally thanking volunteers chosen by their peers, **who are truly unsung heroes of the community**. With VIP guests, live music and an evening buffet, this free night is definitely the premier countywide awards night. This year's guests include Lord and Lady Fellowes and Jean Lang, Deputy Lieutenant of Dorset.

Categories include:

- Young Volunteer of the Year (under 25)
- Volunteer of the Year
- Group of the Year
- Community Award for Volunteering

As you can imagine catering for 200 volunteers is a huge challenge financially and logistically and the only way to achieve this is via sponsorship and support in kind. We are looking for a main sponsor of £1000.00, category sponsors of £300.00 for each category and groups and organisations to sponsor a table at £50.00. We are also asking for donations of food and drink, we need ingredients to create a cold buffet, including bread, fillings, cold meat, cheese, pastries etc and non-alcohol drinks.

All our sponsors will be acknowledged via media, website, and during the evening as the night is promoted prior and post event. Your support will be hugely appreciated by the hundreds of volunteers from across the County working tirelessly behind the scenes.

We hope you feel you are able to support these wonderful volunteers and make a difference yourself. Please do not hesitate to contact us if you have any questions.

Kind regards

Craig Womble
Deputy Manager

Accredited by ncvo

Volunteer Centre Dorset

Charity No:- 1113758 Company No:- 5685988

Dorchester Choral Society
www.dorchesterchoralsociety.org.uk



C Tozer
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The Dorchester Choral Society operates as a charity and places high importance in maintaining and developing not only our links with local communities and schools but also with the choirs from Kantorei an St Andreas, Lübbecke, and l'Orphéon de Bayeux. Many friendships have been formed over the years through our joint music making and our ties with them continue to grow and develop.

For more than forty years we have enjoyed many very fruitful and musically rewarding occasions with our twinning partners, both here and in Germany and France. In DCS we value the input and expertise of our colleagues, and their commitment and enthusiasm in working together with us to develop our friendship and mutual respect for our different cultures and musical lives. The different perspectives about our music-making confirm for us the value in coming together to sing fine music and in sharing our musical experiences.

The Society is looking forward to a unique occasion this Autumn when we are to be joined by members of Kantorei an St Andreas, Lübbecke, to perform at St Mary's Church, Edward Road, on 15th October this year, the world premiere of a work which is the result of years of collaboration between us. The performance of Diptych, commissioned by the two choirs, comprises the bringing together of pieces by three composers: Hans-Martin Kiefer, Stephen McNeff and Heinz-Hermann Grube. It will be the culmination of visionary excellence from our two countries. Our concert will also include a performance of Mozart's Mass in C Minor. A week later, these works are to be performed again in Lübbecke by these two choirs.

As a charity, Dorchester Choral Society relies on the goodwill and support of its patrons and friends, as well as members of the public in our community. It also benefits from time to time from support from sponsors and community groups. Without such support, we would be unable to fulfil our wish to provide choral singing to a high standard for Dorchester and the surrounding areas to enjoy.

We welcome any support that our Town Council is able to provide to enable us to promote and further develop more opportunities to enjoy and make music together with our friends in Germany and France. We look forward to your particular support for this twinning milestone and for Dorchester a world first.

Chris Tozer
Chairman
July 2016

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 SEPTEMBER 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		
Transfer deed from ERB: 1954 to M. Barge (Brenda Gillson)	2934	1889/2
Poundbury Cemetery		
Olwen Margaret Cheney	2930	554
Leigh Meyers	2931	C55
Andrew Crawley	2932	618
Kirsty McLeod	2935	619
John Penfold Junior	2936	276
John Penfold Senior	2937	261
Derek Edward Hanby	2938	654
Reginald John Bailey	2939	585
Fordington Cemetery		
Gina Marie Ward	2933	GOR62

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

01.07.2016 – 31.08.2016	Dorchester	Fordington	Poundbury
Interments	1	-	3
Ashes	6	1	1
Garden of Remembrance	2	-	-
Dorchester South Chapel	1	-	-
Poundbury Chamber	-	-	-
Children's Plot	-	-	-

DORCHESTER TOWN COUNCIL - Monitoring Report - Lettings

Chargeable Bookings 2015-16					Chargeable Bookings 2016-17				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
June	28	36	6	£5229	31	23	7	£4081	(1148)
July	32	22	9	£4555	29	20	2	£4364	(191)
August	19	15	3	£4572	14	16	2	£5167	£595
Total	79	73	18	£14356	74	59	11	£13612	(£744)

Bar Income 2015-16			Bar Income 2016-17		
June		£533	June	£310	(£223)
July		£475	July	£663	£188
August		£235	August	£1033	£798
Total		£1243		£2006	£763

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2016-17			
	Council	Partners	Total		Council	Partners	Total
June	10	7	17	June	5	5	10
July	4	2	6	July	7	2	0
August	1	1	2	August	3	1	4
Total	15	10	25		15	8	14

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	7(4)	3(1)		

Municipal Buildings – Percentage of actual income against estimated income to date: 39.3%

Weymouth Avenue Pavilion 2016-17				Weymouth Avenue Pavilion 2016-17			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
June	18	0	£555	13	0	£520	(£35)
July	16	1	£496	18	0	£740	£244
August	6	0	£215	8	0	£246	£31
Total	40	1	£1266	39	0	£1506	£240

Borough Gardens House 2016-17				Borough Gardens House 2016-17			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
June	13	1	£513	10	1	£417	(£96)
July	12	7	£562	16	1	£734	£172
August	14	0	£560	11	1	£512	(£48)
Total	39	8	£1635	37	3	£1663	£28

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 SEPTEMBER 2016
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	April 2015	July 2017
Boiler Service	New contract: 2016 Benzoni Services Limited	April 2015	October 2016
PAT Testing	DAM Group	January 2015	September 2016
Lightning Protection	G & S Steeplejack Ltd	August 2016	August 2017 Contacting G&S
Emergency Evacuation Chairs service (6 monthly)	Evan + Chair International	August 2016	August 2017
Fire Alarms annual test and service	New contract: 2016	August 2015	September 2016
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
Ventilation Clean	Rentokill	December 2015	December 2016
Kitchen Clean	Rentokill	November 2015	
Intruder Alarm	Chubb	September 2015	March 2017
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2016	May 2017
Lift	Stannah	June 2015	June 2017
Fire Extinguishers	Fire Express Ltd	August 2015	August 2017
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
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
Maintenance Survey	£3,700	John Stark and Crickmay – in progress
Measured Internal building survey & plans	£3,300	John Stark and Crickmay – in progress

Minutes for DORCHESTER ARTS BOARD MEETING MONDAY 20th JUNE, 5.45pm,
CORN EXCHANGE

Present: Mark Tattersall MT, Louise Sheaves LS (Chair), Terry Hooley TH, Jane Burden JB, Fiona Pearson FP, Tess James TJ, Sara Lock SL, Carl Woodward CW, Fiona Kent-Ledger FKL, Jane Burden (Minutes)

Apologies: Trevor Ware, Rod Hoare, Susie Hosford, Simon Barber

3. There were no new conflicts of interest

4. The minutes from 11th April 2016 were approved by LS and seconded by TH.

5. Matters arising

Item 6: nothing to report about seat numbering yet. Due to pressure of work this has not been trialled yet.

Item 9: MT told board about about brand new Kawai piano being delivered soon. £2000 of DA's reserve has been allocated to this, and an anonymous loan of £5000 has allowed the purchase. A fundraising campaign will be started to pay off the loan over 3 years.

Item 11: there will be no DA involvement in the Poundbury Food and Arts Festival. CW and SL to meet up about children's entertainment and fringe events. Munchkins Play Cafe have hosted past performances, but not at the new premises; SL involved in, and will advise about AMA children's initiative; CW to go to Children and Young People's hub meeting of DAT.

TW's proposed photographic competition has outline dates: Feb '17 for entry and May '17 for judging. He is researching a piece of £500 software which does all the time consuming admin for a competition like this.

6. DTC

All is good, 'steady as we go'. A meeting was held just prior to the board meeting to update DTC on the bar operation and to clarify some operational matters. The finger post signs are still under discussion and FK-L and Steve Newman are to discuss signage further.

7. HR/Policies, including appointment of Fundraising and Development Officer.

Jacky Thorne has been appointed as new Fundraising and Development Manager (note title change) with top of range salary as she is very experienced. She will also duty manage.

Laura Mulhern has resigned from her position and a Marketing Officer. Ad went out on 20th June. LS is away 11th -15th July so interviews may take place without her. (Post-meeting note: as no suitable candidates applied we have not appointed and will therefore re-advertise)

FP updated the board on progress with HR and policies.

A confidentiality agreement was discussed. FK-L suggested that confidential matters be left to the end of any agenda and be minuted as 'Confidential'. TH would expect all board members to agree with and sign a confidentiality agreement. A short discussion followed. TJ is keen to see it simplified and less officious. FP to report at next meeting. Various policies still to be seen by MT but most docs have been approved by MT and checked by 2 other board members. TH, TW and FP are looking forward to finishing the task and sending them out by Dropbox. They will all be reviewed periodically and there

is chance to amend. JB commented that as well as being written, the policies must be implemented. MT assured the board that they will feature in all induction packs and that all policies are part of an 'ongoing culture', even the policies that are only used when something happens.

The issue of First Aid was raised and the board were told that although most of the Town Hall Keepers were first aid-trained, the staff of DA should perhaps get basic FA training. **Action:** CW to approach his father at Delta Power Services Ltd. about this.

A short discussion about salaries followed and FP highlighted the need for salary benchmarking. **Action:** SL is to pass info to FP about the market.

LS complimented the HR / policy makers on their hard work.

8. Finance

Please see finance report. LS congratulated MT and staff for a great result. Kathy Webb and MT are working on pension information and are to give required letters to DA staff. MT informed us that DA is now fully signed up to NEST.

9. AD's report: please see report.

Box office takings in the first part of summer have been disappointing (post meeting note: since the referendum result reports show a good upturn). Kinetics Autumn tour can go ahead. CW asked about a press night for Kinetics. **Action:** MT and CW need to set a date and get a national review. It is hoped that it will be taken to Edinburgh Fringe next year. Angel Exit may share a venue perhaps? Next year is 200th anniversary of Parkinson's identification of the condition so various opportunities may present themselves. **Action:** DA and DT2 need to organise an agreement with Kinetics in case it gets big.

DA Jazz weekend is gathering pace and Milo Scott has been approached.

10. The Maltings

11. Trustees

Simon Barber has stepped down from the board. LS suggested Penny Treadwell Anderson as a replacement. **Action:** LS to approach PTA.

Summer fundraiser with Graffiti Classics is shaping up well. £1000 is needed from a headline sponsor as British Solar Renewables have reneged on their deal. Unlikely to find it at this late stage so ticket sales very important.

12. There was no OB

13. Date of next meeting 5th September 2016