



Dorchester Town Council

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9 November 2016

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 15 November 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 13 September 2016 (adopted by Council on 27 September 2016). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

4. Borough Gardens – New Tennis Courts

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

5. Borough Gardens – New Alternative Pedestrian Entrance

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

6. Dorchester Cricket Club

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

7. Syward Close Play Area

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

8. Outdoor Events 2016 - Feedback

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

9. Allotment Fees 2017

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

10. Central Dorchester Scout Group

To consider a grant request from Central Dorchester Scout Group (application enclosed).

11. Town Crier Competition

To consider a grant request from the Town Crier (application 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.

(c) Improvements to the Cemeteries

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

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 5 September 2016 (enclosed).

15. Urgent Items

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

OUTDOOR SERVICES UPDATE REPORT – Early Winter 2016

1. The Autumn period has seen ongoing maintenance work and one off jobs being completed within the outdoor services team. The late summer and early autumn period is one that shows great annual difference depending on the weather which governs both ongoing maintenance and commencement of winter type, one off and repair tasks carried out by the various members of your team. Some routine tasks are still being carried out at slightly reduced frequencies these include grass cutting, shrub bed maintenance and litter collection. Other jobs are ongoing regardless of season such maintenance and repair of bedding displays in the gardens, sportsfield maintenance and pitch preparation.
2. Grass cutting had been ongoing until late October which saw night temperatures drop into single figures regularly which slowed growth. As a result frequencies of cutting were reduced a little earlier than normal this year. November started with a cold easterly/northerly wind predominant so grass cutting seems to be coming to an end for 2016 but members should be confident that the conditions are under review daily and a mild spell will see grass being cut if required.
3. The gardens staff have been working hard meeting the challenge of the oncoming winter. Plants were prepared to replace the existing flowers in early autumn and, as it has been colder earlier than usual in recent years, the annual beds have been changed over. The plantings comprise annual daisies, polyanthus, pansies and wallflowers along with bulbs to provide a spring display. A new bed has been created on Maumbury Rings Junction to replace the existing one that was located under the trees by the skate park. The old bed suffered from being very dry and shaded because of the trees around it and lacked impact as a result. The new bed is in a prime position in the wider grass verge and should provide a more prominent welcome to the town centre area in coming seasons.
4. A new tree will be planted in the coming winter to replace the decayed Beech that dominated the entrance to the Borough Gardens. The variety was to be a red oak but further investigation has shown that the soil depth and underlying chalk would not favour this species so a specimen of *Cercidiphyllum* (Katsura Tree) is proposed as a replacement. This tree will give fantastic early foliage and shows great autumn colour but its biggest asset is its scent. Trees seldom produce a strong fragrance but this species is an exception, the tree releases a very distinctive burnt sugar smell so many will be forgiven for sitting on the bench nearby and thinking they can smell candy floss in the late summer and autumn.
5. The carpet bedding displays have now been removed and will be sited in the new bed in the gardens in the early summer. In the meantime the gardens staff will be creating the new bed over the winter which should provide an easier to view, higher impact display which also will hopefully be less prone to vandalism.
6. The gardens staff have a busy autumn and winter period coming with the pruning of overgrown shrub beds, one by the main entrance to provide a more open and welcoming sight for users, whilst re-establishing one of the original design features of the gardens which is the

vista down to the Fountain area which has been lost over time and the replanting of an old and worn out shrub bed with ferns to again respect the Victorian character of the gardens and add interest.

7. Away from the gardens, the team have been very busy installing the new boardwalk at the riverside reserve. The new board walk made from re-cycled plastic is almost half complete and will provide a long term accessible route around the reserve and remove the ongoing requirement for the replacement of rotting timber decking. The new deck is slightly higher than the old one to prevent a problem with flooding which has occurred in the past but slopes are very gentle which means the route is still easily accessible and it will also benefit from a new seat looking out over the water meadows by the pond which will also have a dipping platform so bugs and beasties can be collected viewed and returned to the pond. Further work has continued keeping play equipment in a safe and well maintained condition and improvement works are ongoing within Fordington Cemetery (see separate report).

6. Cricket square autumn renovation to improve the levels of air and moisture in the surface to allow good grass growth is now completed at Weymouth Avenue. Staff have also completed the changeover to football and the season is well underway, good work by the Groundsman at Weymouth Avenue has seen excellent germination of new grass on the cricket square and the delivery of some excellent football pitches, which, despite the wear so far this year, continue to look excellent.



Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

BOROUGH GARDENS – NEW TENNIS COURTS

1. At the last meeting of the Committee Members received an update on the progress being made with the new tennis courts to be built on the old Bowling Green, the corner of which had been identified as a Scheduled Ancient Monument which meant a new timescale for the project due to the need for scheduled monument consent.
2. Since the last meeting of the Committee the following actions have been undertaken:-
 - Section 42 Licence submitted and approved by Historic England – this Licence allows for a geophysical survey as a part of the initial evaluation of archaeological remains in the area. These potential remains are principally linear features which may form extensions to the known line of defences although it is suspected that burials and other features may also be present.
 - The geophysical survey has been undertaken by Bournemouth University the results of which are awaited.
 - A Scheduled Monument Consent has been submitted to Historic England and approved is expected shortly which will require pre approval of the method to be used for the tennis court boundary fence posts and other conditions.
 - A draft contract specification has been drawn up – this may need adjusting depending on the conditions attached to the SMC.
 - A draft planning application has been drawn up - this may need adjusting depending on the conditions attached to the SMC.
3. The next steps are to send the tender specification out to potential contractors and submit the planning application. Both of these steps will be undertaken following the receipt of the SMC. It will also be necessary to undertake some archaeological trenching so as to confirm the geophysical survey results and inform the final tender specification and planning application.
4. Progress is pleasing at the moment and it is still anticipated that the new timescale for the project agreed at the last meeting will be met with the new courts being in place in spring 2017.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

ALTERNATIVE PUBLIC ACCESS TO THE BOROUGH GARDENS

1. Currently the main access to the South Western end of Borough Gardens is via a double gate located between Borough Gardens House and Cornwall Road. The gate is actually at the very western end of Bowling Alley Walk.

2. This access is the only vehicular access to the southern end of the gardens and Borough Gardens House and as such sees regular vehicle movement into and out of the gardens. In addition to this Members will be aware that this is also the location of the Council's nursery and store areas for the gardeners working in the gardens which are frequently used by the staff for the growing of plants storing of equipment etc.

3. Other than a very light duty chain across the entrance to the boiler room and one greenhouse there is no way to stop the public accessing these work areas if they are unsure of a route into the gardens or indeed want to "have a look".

4. It is not ideal for the public to be encouraged by the presence of an open gate, used as an entrance to the gardens, to move through this work area, it puts the public at risk from both vehicles and work equipment. This is a breach of Health and Safety safe working practice and would be very difficult to effectively defend should an incident and subsequent claim arise. There is also an increased risk of theft from this area due to its open nature and easy access from the main road.

It is recommended to members that an alternative public entrance to the gardens is created in this area as there is a clear desire from the public to access the gardens at this point so making exclusion of the public difficult and un-popular.



5. There is the potential to create a new pedestrian access to this area of the gardens on the other side of Borough Gardens House just a little further east along Bowling alley walk (approx. 15m)

The photo to the left shows the potential position of the new access gate. The gate can be positioned between points A and B.

6. By removing the fence panel (secured by 4 nuts and bolts) identified above an alternative entrance can be created to give access to the gardens which then avoid vehicle movement and to as large an extent as is currently possible the work area of the nurse. People could then enter in the Bowling Green area adjacent to Borough Gardens House and be able to access the gardens by the normal route.



A

B

Picture A shows the gate section from within the gardens

Picture B shows the route taken into the gardens by turning left once through the gate.

Note an alternative route is now available by turning right once through the gate and walking around the bowling green to enter the gardens adjacent to the new toilets (old Bowls Pavilion).

7. The removal of the section of hedge (that can currently be seen in “B” narrowing the gap) back to in line with the railings will widen this point and give free access. It is also suggested that the height of the hedge at this point is reduced to make the route more identifiable and welcoming.

8. As well as the advantage of removing the conflict between members of the public and vehicles/staff operations, the opening up of a new access will also offer the advantage of bringing the area of the bowling green into more frequent casual use which experience has shown reduces antisocial behaviour some of which is present in this area due to the relative isolation of the bowling green area currently.

9. The proposed entrance will not compromise and indeed will complement the new tennis courts that will be built on the old bowling green next year.

10. One final advantage is the welcome view afforded from the new entrance which gives a clear view of the majority of the gardens.



Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

DORCHESTER CRICKET CLUB

1. At the November 2015 meeting of the Committee, Members supported the approach to the long term aim of Dorchester Cricket Club self-managing the Recreation Ground site, independent of the Council.
2. In March 2016 the Committee agreed further steps towards the aim set out above which included:-
 - The Club becoming responsible for evening and weekend bookings of the Pavilion.
 - Installation of a small cooker in the kitchen.
 - Provision of a bar in the old storage room.
 - Laying a patio outside with some benches to provide an outdoor sitting area.
3. The Club itself recognised the need for it to grow both its adult and youth participation and volunteer network to help the Club achieve its aim of self-managing the site.
4. Officers have recently met with Cricket Club representatives to review progress made by the Club over the summer season. It was pleasing to note that the steps agreed prior to the season had all been achieved with the exception of the laying of the patio for which grant funding had now been received and would be undertaken over the closed season.
5. The provision of a bar had helped the Club significantly by improving post-match socialisation and Club comradery and also helped the Club with an additional source of income to make it more financially secure.
6. Managing the evening and weekend bookings of the Pavilion had been successful and with bookings slowly increasing and more regular hirers identified for the future.
7. Club representatives reported increased participation during the past season with youth participation in particular significantly improved, including having a girls' team for the first time.
8. Looking to the future the Club felt that it was in a good position to take over the running of the Pavilion on a full time basis subject to further consideration being given to who would be responsible for what in respect of maintenance, use during the winter etc. Any agreement would have to be approved by the Club's Management Committee.
9. Club representatives felt that it was not yet in a position to be able to take on the maintenance of the cricket square although it was felt that the Club could do some basic work (having received some training) on match days such as re-lining the wicket, which might remove the need for the Groundsman to be on site.
10. It should also be noted that notice has been received that Weymouth Avenue Pavilion is to be rated for Business Rates. The draft assessment will create a liability of £11,500 a year,

starting from 1 April 2015, creating an immediate liability of £23,000, for which an invoice is anticipated. There may be some form of transitional relief. We are evaluating how we might challenge the assessment, but it is unlikely that it will reduce below £7,000 a year. We are also evaluating the impact of the Pavilion being occupied by a Community Sports Club, such as Dorchester Cricket Club, as this might result in the liability being reduced by 80% or even 100%.

11. Members are asked to:-

- (a) Note the good progress made by the Club over the past year.
- (b) Note the new additional business rate liability of the Pavilion to the Council on its present occupation model.
- (c) Confirm that officers continue to work with the Cricket Club with a view to the Club taking on the management of the Pavilion at the earliest opportunity. The Committee to receive regular reports on progress and approve any agreement prior to occupation.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

SYWARD CLOSE PLAY AREA

1. Members have previously agreed that some younger children's play equipment should be installed at Syward Close Play Area.
2. This play area has not had any significant upgrades for some years and there is a distinct lack of play equipment for younger children.
3. The Committee is asked to consider agreeing to the purchase of a piece of multi play equipment, together with a springer, specially designed for the 3 to 8 age group. The total cost of the equipment would be just under £8,000.
4. The equipment would be sited on the raised grass area near to the pedestrian entrance from Syward Close. Installing the equipment in this location would not prejudice any future plans that the Town Council has identified for this play area.
5. Pictures of the proposed equipment are shown overleaf and the Committee is asked to agree their purchase from the play area reserve which holds sufficient funds for the purchase.

Steve Newman
Deputy Town Clerk



Summer Events Programme 2016 - Feedback

Date	DTC Event	Partner Event	Guestimated attendance	Comments / Feedback
Thursday 21 April	Queen's 90 th Beacon Lighting at Salisbury Fields		300	Late notice of a change of time for the lighting of the beacon meant that the programme needed extending. Well attended and appreciated.
Saturday 30 April		9.30am World Tai Chi Day	120	Enjoyed by those that attended and something a bit different.
FIRST MAY BANK		Maumbury Rings		First time this event had been held and although attendance was lower than expected it is hoped that the event will continue and will grow.
HOLIDAY W/E 2 May		Gladiator Games	400	
Sunday 15 May	2.30pm DSB		200	Always appreciated to hear the Town's silver band.
Saturday 11 June		Noon – Gypsy / Traveller Day	250	Event date changed from Friday to a Saturday – numbers were lower than previous years which was surprising.
Sunday 12 June		Queens 90 th Birthday Celebrations – Street Party	700	Unfortunately the weather was not at its best which kept numbers down. Some technical issues again with the big TV screen.
Friday 17 June		6.00pm Party in the Park	600	Well attended considering the dreadful weather.
Saturday 2 July	1.50pm Armed Forces Day Service and Music		200	Lower numbers than usual due to poor weather.
Saturday 9 July		2.30 DSB /Lubbecke	300	
Sunday 10 July		12 noon Swingtime	1,500+	Well attended regular event.
Saturday 16 July		Outdoor Cinema	4,000+	Again very well attended – consideration to be given to moving the event to Maumbury Rings in 2017.
Sunday 24 July		2.30 Stoke Sub Hamdon Band	300	
Wed 27 July	Love Parks		1,500+	Regular family event well attended.
Sunday 31 July		Mintytrevina and Blue Town Rumble	500	First time for these two local bands – good local following and good feedback received following the performances.

Saturday 6 August		11.00am One World Festival	2,500+	Good, well attended regular event. Numbers slightly down on 2015.
Sunday 14 August		1.00pm Help a Friend – Warm Festival	2,900+	Good, well attended regular event.
Saturday 20 August		Cider Festival – Postponed due to bad weather to 17 Sept		
Sunday 21 August	2.30pm Tony Lowe		300	A nice relaxing afternoon enjoyed by those attending.
Saturday 27 August	Maumbury Rings end of Summer Festival	Anonymous	1,800	Thunder and lightning at the start of the event but a good number of people still attended later in the day.
Sunday 28 August		Love Parade	1,100	
Monday 29 August		Music Day	2,500	Good weather for this regular event and a more accessible headline band. Some refinement to the music programme again for next year.
Saturday 17 Sept		3.00pm Cider Festival	2,700	The second time for this event which was well attended despite it being out of season due to bad weather forcing postponement of the scheduled summer date.
Sunday 25 Sept	2.30pm DSB		200	Regular performers to the Gardens

General feedback from the summer events was that there was a good selection of different events going on and that it was wonderful to see the Gardens being used by so many people throughout the summer.

Although the attendance numbers are only guesstimates it is fantastic to think that some 25,000 plus people have attended events in the Gardens or Maumbury Rings over the summer.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

ALLOTMENTS CHARGES 2017

1. The current costs associated with operating the Council's 300+ full and half-plot allotments are as follows:-

	Expenditure £	Income £	Net £
Site maintenance, rental, and administration	8,000	6,700	1,300
Water (5 sites)	1,800	300	1,500
Removal of Green Waste	4,000	1,100	2,900
Total	13,800	8,000	5,800

2. The Council has previously pursued a strategy which does not allow it to break even on this service. In particular the charges made for water and removal of green waste do not reflect the costs associated with providing these services. There are two ways to move to a break even position:-

- Reduce unnecessary cost
- Increase charges to Allotment holders

3. Removal of Green waste was imposed by the Town Council c. 10 years ago to avoid problems with bonfires; we are not aware of any other Council providing this service. The cost of the service relates to the use of a tractor plus driver to tip green waste to the Eco site Weymouth, where a disposal fee is paid, offset by a charge of £3.50 per half plot and £5.50 per full plot. There is evidence that some of the material removed has been imported to allotment sites.

4. It is proposed that the Removal of Green Waste service is discontinued. No change is proposed to the Council's strong discouragement of nuisance bonfires, but as an alternative a one off purchase of composting bins is proposed, with a budget of £3,000 being included as a Special Item for 2017/18. Allotment holders who do not currently compost will have the right to one free bin as part of the rollout of composting, and in future will be responsible for moving any surplus or non-compostable material off site at their own cost. The solution is both financially and environmentally beneficial. Although it places a modest extra burden on allotment holders to manage their green waste it removes a charge that is a frustration to those who already compost on site.

5. Water consumption is fairly even across the five sites that have access (Frome Terrace is not served by mains water). A standard recharges of £1.00 is made for water at present, which is well below the average £7.20 per plot incurred. It is suggested that water should no longer be subsidised and that a start be made to achieve that aim by increasing the water charge element by £3.50 per half and £5.50 per full plot as from 1 January 2017.

6. The team will continue to explore further ways of reducing costs, particularly in relation to the administration of tenancy handovers, in order to reduce the cost of maintaining and administering allotments. No increase to the Allotment fee is proposed this year as last year's increase was rounded up.

7. The Council has historically agreed that non-Dorchester residents should pay a double fee, although this was not always implemented when residents moved away from the town. As part of the administration of last year's collection process letters were sent to 10 non-residents who hold allotments advising them of our intention to implement the double fee from April 2017, which will raise c. £200 additional income a year.

A non-resident has recently written to the Town Clerk making the following comments:-

I feel that I am being unfairly treated having rented one (half) plot for over 40 years, and a second for not much less. My wife also works in Dorchester. There are no allotments in my village. I have tended these allotments tidily for a very long time. Surely if you are to double fees to discourage people from outside Dorchester, it should be when the lease changes hands? I ask you not to increase my rent so dramatically for someone who is probably one of the longest serving allotment tenants. Thank you.

8. The Committee might wish to consider the following options with regard to the above request:-

- Revoke its earlier decision to charge double for non-residents
- Continue to implement the decision to charge double for non-residents
- Terminate the tenancies of non-residents and other allotment holders who in future leave the town, focusing allotment plots on Dorchester residents only

It is **RECOMMENDED** that the Committee reconfirms its previous decision to charge double for non-residents, in order to reduce the subsidy paid by the Dorchester Town Council taxpayer to the allotments service.

9. At present there are 19 residents on the waiting list, the longest waiting for 11 months. There is a particular demand for Frome Terrace at present. Termination letters for 7 allotment holders who have not maintained their plots satisfactorily were sent on 2 November. The waiting list is currently under control.

10. Further discussions are taking place with Transition Town Dorchester and the Duchy of Cornwall regarding infrastructure on the Lubbecke Way site, with the aim of TTD being operational on site in 2017.

11. In summary it is **RECOMMENDED** that:-

- There is no increase in the rent for allotment plots in 2017.
- The Removal of Green Waste service and fee is scrapped.
- The water fee is increase to £4.50 per half plot and £6.50 per full plot as from 1 January 2017.
- The practice of charging double fees for non-residents continues.
- The Removal of Green Waste service is replaced by a one off investment in Composting Bins. This will cost £3,000 one-off, and save £4,000 a year ongoing, half of which is a cash saving, the other half being an efficiency saving freeing up the tractor for other work.

12. The above recommendations will result in a nil increase in the overall charge made to allotment holders in 2017. Set out below is the schedule of charges for 2016 and 2017. It should be noted that the administration fee was increased significantly last year and an additional increase is not recommended this year.

SCHEDULE OF ALLOTMENT CHARGES

	Current 2016 £	Future 2017 £
Rent - Full plot on any site	34.00	34.00
Rent - Half plot on any site	18.00	18.00
Water Charge – Full plot	1.00	6.50
Water Charge – Half plot	1.00	4.50
(excludes Frome Terrace – no water)		
Green Waste Removal - Full plot	5.50	N/A
Green Waste Removal – Half plot	3.50	N/A
Administration Fee for new tenants	50.00	50.00
A double fee will be charged to non-residents		
For a typical plot holder the charge will therefore be: -		
Rent - half plot on any site	18.00	18.00
Green Waste Removal – half plot	3.50	N/A
Water Charge – half plot	1.00	4.50
Total charge for full year	22.50	22.50

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL



GRANT APPLICATION FORM

<p>1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>CENTRAL DORCHESTER SCOUT GROUP</p>
<p>2. Name and address of responsible officer who should be contacted regarding this application.</p>	<p>Name: TOM GOSS Address: 6 ST HELEN'S ROAD DORCHESTER, DORSET DT1 1SD Tel. No: 01305 265197</p>
<p>3. Address where activities are based.</p>	<p>CENTRAL SAWMILLS SCOUT & GUIDE HQ SAWMILLS LANE DORCHESTER DORSET</p>
<p>4. What area (community) is served?</p>	<p>DORCHESTER</p>
<p>5. Are there any other similar facilities or services provided in the area/district?</p>	<p>Scouting & Guide-wise, there are no other meeting Halls in Dorchester, although there are some in the surrounding villages. There is still the Scout District building at Little Britain, but that is very small and not in heavy use.</p>
<p>6. How does your organisation / activity benefit the residents of Dorchester</p>	<p>The Scout Hut, located on the Sawmills site in Dorchester, hosts over 200 members of the Scout & Guide Movement each week for a variety of adventurous activities. Without the presence of the Scouting Movement in the town, the youth would not have access to these types of opportunities.</p> <p>The Scouts and Guides are also active participants in DTC initiatives, such as the annual Remembrance Day ceremony. In addition, there is a good relationship between the Movement and DTC, with the selection every year of the Mayor's Scout.</p> <p>The Scouts also provide assistance in the community. Over the past couple of years they have worked with the Friends of the Riverside Reserve to remove Himalayan Balsam in the reserve. With their assistance, this problem, while not totally resolved, has become more manageable.</p>
<p>7. Present charges/ subscription/fees. Please attach schedule if available.</p>	<p>There is a two tiered system. For one child in the Group, the cost is £20/term. For second and subsequent children from the same family, the cost is £15/term.</p>
<p>8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>Yes, as the costs have not risen for several years, the fees will rise to £25/term for one child, but remain at £15/term for second and subsequent children from the same family. This will take effect in January 2017.</p>

<p>9. Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>The main purpose of the refurbishments is to replace the old heating and lighting systems with more effective and efficient systems. There is also a potential fire risk from the old bar heaters. In addition, the wiring has not been changed since the building was constructed, and it needs to be brought up to standard in line with current regulations. When the work is completed, the electric system will then be able to be certified as safe.</p>
<p>10. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>December 2017 January 2018</p>
<p>11. Please give details of the cost of the project.</p>	<p>The total cost of the work is £2,847.25, as shown on the enclosed quotation.</p>
<p>12. Please give details of other grants awarded or applied for.</p>	<p>AWARDED WDDC CAR BOOT FUND: £1000 BATTENS SOLICITORS: £400 APPLIED CASTERBRIDGE ROTARY: £200 POLICE COMMUNITY FUND: £150 DORCHESTER AND WEST DORSET SCOUT DISTRICT: £150</p>
<p>13. Amount of grant requested from Dorchester Town Council.</p>	<p>£350</p>
<p>14. Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>Most recent accounts are attached.</p>
<p>15. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s)..... </p> <p>Position Held..... <u>GROUP SCOUT LEADER</u></p> <p>For and on behalf of..... <u>CENTRAL DORCHESTER SCOUT GROUP</u></p> <p>Date..... <u>12 OCTOBER 2016</u></p>	

Scouts balance sheet as at 31.3.16

	Income	Expenditure
Subscriptions	3,995.00	0.00
Gift Aid	937.91	0.00
Polo Shirts	72.50	294.14
Scout Post	0.00	0.00
Donations	585.85	0.00
PGL	1,839.00	2642.00
PGL 2016	770.00	828.00
May Camp	1,886.00	3940.19
May Camp 2016	240.00	0.00
Fireball Rally	376.00	330.00
Brownsea Island	200.00	0.00
Bank Interest (Deposit Account)	2.22	0.00
Unidentified Income	4,069.00	0.00
Dorch & District Group Levy	0.00	3206.50
Allowances	0.00	586.93
Group Expenses	0.00	263.16
Badges	0.00	699.43
Rent	0.00	1512.00
Insurance	0.00	90.06
Total	<u>14,973.48</u>	<u>14,392.41</u>
Surplus for the year	581.07	
Opening cashbook balance	1,454.01	
Opening savings balance	1,057.61	
plus surplus/less deficit to date	<u>581.07</u>	
Current balance	<u>3,092.69</u>	



VH ELECTRICAL
Domestic & Commercial
Electrical Installations

8 Cleveland Avenue,
Radipole, Weymouth.
Dorset. DT4 7RD
Telephone: 01305 785583
Mobile: 07966 542617

Scout And Guide Hut, 'Sawmills',
30 Louise Road,
Dorchester,
Dorset.
DT1 2LU

29th March 2016

For the attention of Mr David Wilson – Treasurer.

Dear Sir,

Please find the following estimate for electrical work to the Scout And Guide Hut.

Estimate

Items noted in the condition report.

- (1) In the main hall: replace 15 fluorescent fittings with 5 ft single HF anti-corrosive fittings. Total (parts and labour): £508.75
- (2) Replace frost protection heaters in the toilets and alter the wiring. 3 heaters. Total (parts and labour): £286.50
- (3) Trace fault on the sockets. Total (parts and labour): £75.00
- (4) Move and replace the cooker panel. New circuit. Total (parts and labour): £134.00
- (5) Replace 4 Halogen heaters in the hall with warm air curtains. Also replace the damaged switch spurs. Total (parts and labour): £452.00
- (6) Replace heat damaged light fitting in the toilets. Total (parts and labour): £55.00

VISIT US AT: vhelectrical.co.uk

VH Electrical Limited. Registered Office: 1 Frederick Place, Weymouth, Dorset. DT4 8HQ
Company Registration No: 4487035

Scout And Guide Hut, 'Sawmills',
30 Louise Road,
Dorchester,
Dorset.
DT1 2LU

Page 2.

29th March 2016

Continued...

- (7) Earth bonding upgrade to the water service.
Total (parts and labour): £61.00
- (8) Replace the mains boards with 3-phase distribution board, and
remove the old coin meters. Total (parts and labour): £1,275.00

Total estimate, (parts and labour): £2,847.25

I hope that the above meets with your approval, any questions or queries then please do not
hesitate to contact me.

Yours sincerely

D. Harmsworth

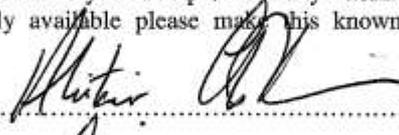
Danny Harmsworth
Director

DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM

1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	ALISTAIR CHISHOLM (Town Guise of Dorchester)
2. Name and address of responsible officer who should be contacted regarding this application.	Name ALISTAIR CHISHOLM Address 9 ORCHARD STREET DORCHESTER DORSET. DT1 1JH Tel. No: 268603 (Mobile) 07773 286197
3. Address where activities are based.	Usually, but not always, the town centre.
4. What area (community) is served?	The whole of Dorchester
5. Are there any other similar facilities or services provided in the area/district?	No
6. How does your organisation / activity benefit the residents of Dorchester	Town Guise add colour and vibrancy to the town and are a living reminder of our ^{long & proud} past. They promote their town, often take time of their time and are important (and sometimes successful) ambassadors for the town.
7. Present charges/ subscription/fees. Please attach schedule if available.	I receive an annual allowance/allowance of around £500 to meet the regular and towards costs associated with travel & accommodation ^{at distant competitions}
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	N/A. I frequently offer my services FREE to voluntary organisations

* by attending competitions around the UK and overseas

<p>9. Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>As last year's winner I am obliged to host this year's "Stanley Mansbridge Perpetual Trophy" - a team evening competition, now in its 27th year, open to all Dorset-based team cricketers. Round One will be held at 11am - Mansbridge Kings Round Two " " " " at 2pm - Ruseway Square Lunch will be provided for the ten participating cricketers, their consorts and the five judges. (Maximum 20 people)</p>
<p>10. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>{ SATURDAY 12th NOVEMBER 2016</p>
<p>11. Please give details of the cost of the project.</p>	<p>Promotion of event - posters, flyers etc £250 Lunch for Cricketers & Judges £200 Trophies for Winners £100</p>
<p>12. Please give details of other grants awarded or applied for.</p>	<p>Ruseway Square - £250 - granted Page £50 DBM - £250 - applied for</p>
<p>13. Amount of grant requested from Dorchester Town Council.</p>	<p>£200</p>
<p>14. Any other relevant information. (Continue on a separate sheet if necessary.)</p>	
<p>15. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s)..... </p> <p>Position Held..... Tom Cress</p> <p>For and on behalf of Stanley Mansbridge Perpetual Trophy for Dorset-based team cricketers</p> <p>Date..... 2nd November 2016</p>	

Town Crying Competition

Saturday 12th November 2016

**The 29th "Stanley Mansbridge Perpetual Trophy"
competition with town criers from:**

**Beaminster, Blandford, Bridport, Pamphill, Portland,
Sturminster, Swanage, West Moors and Wimborne**

10.30am Parade

Criers process from Town Pump to Maumbury Rings

11am. Round One in Maumbury Rings

The crier's Home Cry based on the town they represent.

2pm. Round Two in Brewery Square

A cry with the title "Brewery Square"

£50 prize for the best "OYEZ" by a member of the public during the second round !

**The winner will be announced at 4pm in Brewery Square and trophies and prizes will be awarded by the Mayor
of Dorchester, Cllr. Tim Harries.**

**Sponsored by: Brewery Square Development Company, Dorchester Town Council, Dorchester BID.
With grateful thanks to: Brewhouse and Kitchen,**

PressreleasePressRelease

Town Crying Competition

Dorchester - Saturday 12th November 2016

The 29th Dorset town criers competition for the Stanley Mansbridge* Perpetual Trophy (a silver salver) will be competed for in Dorchester. The current holder, Alistair Chisholm, is obliged to host the event in his town and cannot take part in the contest. This arrangement ensures that the trophy moves around the county on a regular basis.

In the past the competition has been held in:

Puddletown twice, Christchurch once, Swanage twice, Wimborne Minster six times, Poole once, Lyme Regis four times, Blandford Forum once, Gillingham twice, Dorchester seven times, Ferndown once and Beaminster twice.

10.30am Criers and consorts parade from Town Pump to Maumbury Rings.

11.00am Round one will be held in Maumbury Rings when the criers will render their "Home Cry" which extols the town they represent.

2.00pm Round two will be held in Brewery Square, after lunch, when the subject of the cry will be "Brewery Square"

All cries must be between 75 and 125 words long, including the three Oyez and God Save The Queen.

Judges will be assessing a) sustained volume, b) diction, c) inflection and d) clarity over the two rounds.

In addition to the Trophy there will be prizes for the best dressed crier and the best content of the second round cry.

The winner will be announced at 4pm in Brewery Square and the trophy, and other prizes, will be awarded by the Mayor of Dorchester, Cllr. Tim Harries.

The nine competing criers represent the following towns in Dorset:

Beaminster, Blandford Forum, Bridport, Pamphill, the Isle of Portland, Sturminster Newton, Swanage, West Moors and Wimborne Minster.

The event is sponsored by: Brewery Square Development Company, Dorchester Town Council, Dorchester BID ?

With grateful thanks to: ?????

NB There will be a £50 prize for the best rendition of the three OYEZ by a member of the public during the second round in Brewery Square.

*Stanley Mansbridge was a poet and town crier of Shaftesbury for 30 years and Mayor in 1973. He established this competition (for Dorset town criers only) in 1987. He was one of the founders of the AHGTC (Ancient and Honourable Guild of Town Criers) in 1977.

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 15 NOVEMBER 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		
Poundbury Cemetery		
Gary John Turnbull	2941	58 (Child)
Gillian Matthews	2942	C131
Lesley Ann Roylance	2943	2247A
Susan Jane Holmes	2944	C132
Fordington Cemetery		
Ken Peach	2940	GOR61

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

01.09.2016 – 31.10.2016	Dorchester	Fordington	Poundbury
Interments	1	-	2
Ashes	4	2	2
Garden of Remembrance	1	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber	-	-	-
Children's Plot	-	-	2

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 15 NOVEMBER 2016

CEMETERY IMPROVEMENT WORKS

1. Poundbury Cemetery

- Members will be aware of the recent work to remove to soil bank on the western boundary of the cemetery. This work was completed in two days. Machinery did not have to enter or use the cemetery and the standard of machinery operation was excellent leading to no damage to the existing grass, hard surfaces or memorials. Advanced signage was put up in the cemetery advising people of the works, any booked services or occasions were avoided in timing the works and no complaints have been received. The area now levelled will be grass seeded.
- Trees - It is intended to remove a golden conifer tree that has outgrown its position in one of the shrub beds adjacent to the cemetery storage building, it is a golden form of *Cupressus macrocarpa*, the Golden Monterey Cyprus, which will eventually form a very large, dense tree (30m +) and overwhelm the shrub area and pose a risk to traffic and pedestrian circulating below it. It is regrettable that there is a need to remove the tree but it will prove problematic to control in future as it is beyond training and pruning to keep it small. If the removal is done now it is still within the skills of the councils staff to do that so avoiding an external arboricultural contractor's fee.
Adjacent to this shrub bed there is another shrub bed with a small *Chamaecyparis* specimen growing in it. This tree has developed a double leader and one half is now growing at an angle over the shrub bed and towards the path. This half will need to be removed as it will fail in the future at some point. Removal now will allow the remaining leader to grow away vertically.
- Cemetery Septic Tank.
There has been an ongoing problem with the existing cemetery septic tank filling up very quickly and requiring emptying and disposal. This has been investigated in the past with options for cause being narrowed down to two. The first possibility is that the tank itself is cracked and water is getting in, if this is the case then a new tank or re-think on how to deal with foul water from the toilet will be required.
The second option is that surface water from the wider road/car park area is flowing down toward the lid of the septic tank and is able to flow into it so filling it during rain. The cover of the tank will be removed and raised and haunched with waterproof cement to try and throw the water off either side of it to continue to drain down the car park surface rather than enter the septic tank.

2. Fordington Cemetery

Fordington cemetery is currently a closed burial ground and as such the council maintains it in reasonable condition. Inspection of the cemetery did reveal several areas for improvement which are being carried out by the council's staff over the coming autumn and winter. These improvements will remedy problems with, safe hard surfaces, access to memorials, risks from trees and general visual appearance and are detailed below:-

- A problem was identified with a large multi-stemmed Ash directly over the entrance gate to the cemetery at rear of the church which necessitated its removal on safety grounds. The tree was in very bad condition, many sections had died and eventually would fall onto the path and gate area making this a high priority for remedial works.
- Two sycamore seedlings which had grown into small trees (6m approx.) were identified growing on top of the grass bank by the entrance railings. The bank adjoins houses next to the cemetery on a much lower level. The trees would eventually significantly overhang these properties and being adjacent to the bank there was a potential problem with future stability. These trees have been removed whilst they are still small to prevent an increased cost for removal in the future and also any potential claims for damage to property.
- Entrance gates are rusty and unkempt, these will be re-painted and the short hard surfaced gravel path will have fresh gravel placed on it to bring the hard surface up to a better standard. In addition both these measures will provide a better welcome to the cemetery when accessing from the church car park.
- Ongoing works will include for the careful pruning of trees overhanging paths and memorials to allow for free passage below them, the clearance of the bases of the Yew trees to remove bramble and Ivy that is growing up into the Yews and then falling out making them look very unkempt and providing a minor hazard where bramble growth comes down to head height.
- Tree bases in some areas have become repositories for dead flowers, weeds and litter, this will be cleared away and the ground re-instated to allow for easy maintenance and grass cutting.
- Several walls have significant ivy growth on them. This will be removed or trimmed back hard so it is possible to see the condition of the walls and prevent any further deterioration.
- In some areas large bramble bushes and Elderberry plants have grown up and obscured memorials, these again have started to collect litter and debris and look unsightly. These will be removed.
- The small garden area at the Kings Road end of the Cemetery is now overgrown in places and neglected. Works will be undertaken to prune back climbing plants, clean out shrub beds and improve the appearance of this area,
- Several small trees have been significantly damaged in the past by hitting other objects e.g handrails and also by strimmers whilst grass cutting was being carried out. These small trees are to be removed and consideration given to replanting in winter 2017.

Carl Dallison
Outdoor Services Manager

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 15 NOVEMBER 2016**

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)
Sept	36	22	5	£4211	30	22	4	£3410	(£801)
Oct	37	31	5	£4655	38	31	7	£4744	£89
Total	73	53	10	£8866	68	53	11	£8154	(£712)

Bar Income 2015-16			Bar Income 2016-17			
September		£349	September		£388	£39
October		£779	October		£1016	£237
Total		£1128			£1404	£276

Non Chargeable Bookings 2015-16				Non Chargeable Bookings 2016-17			
	Council	Partners	Total		Council	Partners	Total
Sept	8	4	12	Sept	8	24	32
Oct	3	5	8	Oct	1	9	10
Total	11	9	20		9	33	42

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(3)	1	

Municipal Buildings – Percentage of actual income against estimated income to date: 53.7%

Weymouth Avenue Pavilion 2015-16				Weymouth Avenue Pavilion 2016-17			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Sept.	24	0	£805	23	1	£895	£90
Oct.	17	3	£446	20	1	£838	£392
Total	41	3	£1251	43	2	£1733	£482

Borough Gardens House 2015-16				Borough Gardens House 2016-17			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
Sept.	12	0	£491	13	0	£579	£88
Oct.	17	2	£671	9	0	£482	(£189)
Total	29	2	£1162	22	0	£1061	(£101)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 15 NOVEMBER 2016
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	April 2015	November 2016
Boiler Service	New contract: 2016 Benzoni Services Limited	September 2016	October 2017
PAT Testing	DAM Group	January 2015	November 2016
Lightning Protection	GNS Steeplejack Ltd	August 2016	August 2017
Emergency Evacuation Chairs service (6 monthly)	Evan + Chair International	August 2016	August 2017
Fire Alarms annual test and service	New contract: 2016 SES ALARMS	October 2016	October 2017
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2016	October 2017
Service Clock – annual test and service	Smiths of Derby	November 2015	November 2016
Ventilation Clean	Rentokill	October 2016	October 2017
Intruder Alarm	Chubb	September 2015	November 2016
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 2016	June 2017
Fire Extinguishers	Fire Express Ltd	August 2016	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 12 SEPTEMBER 2016 at 5.30pm in the CORN EXCHANGE

Present: Mark Tattersall MT, Louise Sheaves LS (Chair), Terry Hooley TH (minutes), Susie Hosford SH Fiona Pearson FP, Tess James TJ, Penny Treadwell-Anderson PTA

1 Welcome

The Chairman welcomed Penny to her first meeting

The contribution and commitment made by Rod Hoare to Dorchester Arts was acknowledged with gratitude. As an example the Chairman read from certain recent suggestions made by Rod regarding the Maltings development. It was agreed that he will be sorely missed.

The Chairman indicated that Dan Thomas had been promoted and relocated. As such he has had to resign from the Board. It was also recorded that Simon Barber had stepped down from the board shortly after the last meeting, due to pressure of work.

2 Apologies

Apologies had been received from: Jane Burden JB, Fiona Kent-Ledger FKL Sara Lock SL and Carl Woodward CW

3. Conflicts of interest

There were no new conflicts of interest

4. Minutes from 11 April 2016

These minutes had been circulated and the following amendments

- Inclusion of minute 1 "**Welcome** The Chair welcomed everyone to the meeting"
- Inclusion of numbering of minute 2 regarding apologies
- Under minute 7 : " and a marketing officer" should be "as a marketing officer" and "Pos" should be "Position"
- Under minute 10 there should be wording "The Chair and AD updated the meeting on the developments at the Maltings and particularly regarding the possible involvement of new architects who would look at a lower cost proposal"

Subject to the above approval of the minutes given after being proposed by FP and seconded by TH.

5. Matters arising

- Seat numbering- Due to pressure of work this has not been trialled yet **MT**
- MT indicated that the brand new Kawai piano had been delivered. . £2000 of DA's reserves has been allocated to this, and together with an anonymous loan of £5000 had financed the purchase. A fundraising campaign will be started to pay off the loan over 3 years
- CW and SL to meet up about children's entertainment and fringe events. SL involved in, and will advise about AMA children's initiative; CW to go to Children and Young People's hub meeting of DAT.**CW/SL**

- 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. **TW**

6. Board

Penny Treadwell-Anderson was proposed as Board member by LS. This proposal was seconded by TJ and then approved unanimously.

There is a need to appoint a Vice Chair in place of Rod Hoare and the Chair proposed Sarah Lock. This proposal was seconded by TJ and agreed unanimously.

David Hoare was suggested as a possible replacement Director. His experience in business and in the food and drinks industry and on the Production Board of Bath Theatre Royal will be very useful. David will invited to the next meeting **LS**

There are vacancies for a further two Directors and the skills that may need to be considered are

- Visual Arts
- Finance
- Participation/Outreach
- Arts Council experience/connections
- Education

Board members were asked to give consideration to possible nominations **ALL**

7 Maltings

MT prefaced his remarks by indicating that the issue was still sensitive and matters discussed should be considered as confidential

He indicated that a meeting had been held involving WDDC, DTC, The Duchy, the developers and Dorchester Arts. The main outcome of the meeting was an agreement in principle as to contributions to the funding of the £25,000 for the new architectural feasibility study which hopefully will be completed by early 2017. Once confirmed this money will be passed to the Maltings Arts whose directors are Andrew Wadsworth, John Pearson, Deirdre Hopkins and LS. MT attends as an observer. Rod Hoare was a Director and will be replaced by David Hoare.

The size of the project will be likely to be in the region of £7 million, a significant reduction from that referred to in the 2014 feasibility study, with a completion date of Spring 2020. There may be up to 5,000 sq feet of space that will be available use in other purposes and could be used to generate rental or commercial income. Phil Gibby, Regional Director South West for ACE, will be visiting later in the week.

As far as general fundraising is concerned seeding money of up to £100,000 is likely to be needed. There had been consultation on the funding plan.

The involvement of Section 106 money from Poundbury was discussed and this will be clarified in due course.

8 DTC

Relationships with DTC are very good. The Maumbury Rings Music Day was very successful with regard to the music, the attendance and particularly the outturn from the bar.

The fingerpost signs in town still need attention **SH**

9 Finance

TH indicated that a finance committee meeting had been held on 26 July 2016, minutes of which had been circulated.

At that meeting the draft annual report had been agreed, subject to finalisation of the wording of the review of activities, which had now been included in the draft circulated to the Board.

TH drew attention to the surplus on unrestricted funds of £2,808 which principally reflected an adjustment for depreciation since the surplus of £5,876 reported at the last Board meeting. The level of reserves of £32,206 is now past the three months benchmark. Finally he indicated that the Independent Examination had not reflected any issues with the accounting records or the annual report.

After discussion the following amendments were suggested

- On the list of Trustees after the name J Archer it should read "to September 2015"
- In the third paragraph of the review of activities "nature" should be "nurture"
- In note 12 there should be an explanation as to how the amounts owed by group undertakings arose and have been settled

Subject to the above TH proposed the annual report for adoption and signing by the Chairman and TH. TW seconded the proposal and it was adopted unanimously

The actual/budget to 30/6/16 had been circulated and MT highlighted the following

- There was poor start to the year relating to the box office which only showed a small surplus of £1,961
- The projects balance was negative due to brought forward funds being disbursed
- There were no monies from fundraising and the year-end budget figure could be a challenge
- No gift aid application had been made
- The bar profit was on budget
- Credit card income was higher than credit card charges
- Materials and sundries included £2,000 towards the piano
- The overall result for the three months was a loss of £11,793.

MT indicated that the box office was now picking up and fundraising income will soon start flowing which will counteract the loss. In addition there should be further good results from the bar.

10 DAT

A Board meeting of DAT had been held on 2 September 2016 and minutes had been distributed.

As indicated above the results to 30/6/16 were on budget. August and September had been very good months due to the event at Maumbury Rings and a number of weddings. Turnover for six months should be equivalent to the nine months to 31 March 2016.

A new cooling system had been installed in the former storage cupboard by the bar and the chilling system in the basement had been sorted out. Beer was now cold and wastage should be reduced.

With the kegs now moved the extra space in the bar will now be used for serving as a third tap point is being installed by Hall and Woodhouse. A third till point will also be put in and this all should be ready in six weeks' time.

Hall and Woodhouse were thanked for their input.

Sam Wood is doing an outstanding job

11 Fundraising

The money raised from the summer fundraiser had been disappointing due to the pulling out of the sponsor with DA having to pick up the performance costs.

A fashion show will be put on in March 2017

A donation of £1,000 had been received today from the Bunbury Charitable Trust, for general funds.

Jacky Thorne had contacts and experience which were going to significantly help to make fundraising a success

12 HR/Policies

FP indicated that the meeting scheduled to be held in August was now to be held in September/October. Benchmarking details still have to be sourced **SL/FP**

MT indicated that Jacky Thorne had fitted in extremely well as fundraising officer and Gemma Rodway will be starting as Marketing Manager in the second half of October

The confidentiality agreement had been finalised but it was agreed that there would be no need for Board members to sign. However they should ensure sensitive matters are treated as confidential

The First aid training initially looked at was expensive but it may be possible to arrange this at a cheaper price. This course would involve staff and certain front of house volunteers for up to ten in total **PTA**

The legal need for front of house staff to be first aid trained will be checked **SH**

13. AD's report:

The AD's report had been circulated.

Box office takings in the first part of summer have shown a good upturn and the Autumn season is selling well. However the Frank Sinatra tribute has been cancelled due to low ticket sales.

DA Blues nights need to be looked at

The Kinetics Autumn tour is about to go ahead and MT confirmed that the budget is being tightly controlled.

MT presented the Spring programme 2017 and highlighted that Mike Denham was moving over from the Museum due to the facility of the piano.

2017 exhibitions, including the Open, are being discussed with Dukes.

MT was congratulated on the quality and variety of the Spring 2017 programme

12. Any other business

There was no other business

13. Date of next meeting

This was set for 14 November 2016 starting at 4pm unless there is a problem with attendance at this time **LS**

TGMH 13/9/16