



Dorchester Town Council

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3 May 2017

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 9 May 2017** 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 (Chairman), 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 14 March 2017 (adopted by Council on 28 March 2017). 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 visit held on 11 April 2017 (enclosed).

4. Sports Arena – Mountain Ash Road Area

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

5. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (to follow).

6. Tirah Memorial – Borough Gardens

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

7. Weymouth Avenue Pavilion

(a) To consider a report by the Deputy Town Clerk in respect of Dorchester Cricket Club (enclosed).

(b) To consider a report by the Town Clerk in respect of Dorchester Boxing Club (enclosed).

8. 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) Fordington Cemetery – Laying Down of Headstones

Members will be aware that headstones are topple tested so as to prevent unsafe ones falling and potentially causing an injury. Fordington Cemetery is being topple tested at the moment and so far five large headstones have found to be unsafe. It is proposed to contact the last known relative/ERB holder to inform them that the headstones are unsafe and request that they take action to remedy this situation within a specified period of time. If no response is received, which is likely as the headstones are all very old, then the headstones will be laid down on the grave with the inscription facing upwards – the cost of which will total approximately £640.

9. Monitoring Reports

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

10. Dorchester Arts

To receive the minutes of the DA Board Meeting held on 21 March 2017 (enclosed).

11. Urgent Items

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

Notes of a Site Visit held on 11 April 2017 at 9.30am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Weymouth Avenue Pavilion, Weymouth Avenue Cemetery and Maumbury Rings.

Attending: Councillors A. Chisholm, G. Duke, J. Hewitt, T. Jones, T. Loakes and R. Potter.

Steve Newman, Deputy Town Clerk.
Carl Dallison, Outdoor Services Manager.

1. Poundbury Cemetery

The Outdoor Services Manager explained to Members an issue with the septic tank which was continually being filled with run off water from the road during periods of rainy weather. The septic tank then had to be emptied at a cost to the Council. Dorset County Council Highways had introduced some grips at the road side which had helped and the drain across the entrance to the cemetery had been extended to remove run off water to the drain. Whilst helping these improvements had not solved the problem. It was therefore proposed that the drain covers be built around and lifted. Members agreed to this solution.

Members expressed some concern that the boundary wall had not lasted well and requested that some investigation with the Duchy of Cornwall and elsewhere, be made into possible remedies.

Those attending then viewed the cemetery, which was considered to be in good order.

2. Fordington Cemetery

The Group visited Fordington Cemetery which was considered to be in good order. A number of ideas were proposed in respect of helping wildlife and wild flowers in the area and this would be investigated further with the help of Councillor Loakes.

3. Weymouth Avenue Pavilion

The Deputy Town Clerk reminded Members of the new bill for Business Rates for the Pavilion of £11,000 per year and the Council's previous agreement for the cricket club to take it over as soon as possible subject to final agreement on the detail.

It was also reported that all of the changing rooms were no longer required and two of them could be converted into a permanent home for the Dorchester Boxing Club. Members viewed the area and the proposed plans. Both the Boxing Club and the Cricket Club were supportive of the proposal.

Members were supportive of the proposal, which would cost in the region of £60,000 to be funded from the Boxing Club s106 monies and possible grant applications.

4. Weymouth Avenue Cemetery

Members viewed the cemetery and the chapels and were pleased with the condition of them. It was noted that the path edgings were all in the process of being cut back. This maintenance work had been noticed by funeral directors who had complimented the Council on the improvement.

5. Maumbury Rings

The Deputy Town Clerk informed Members of the work which had been completed recently which included re-forming the steps at the northern and southern end of the Rings and the installation of three new information boards and the removal of the old board. It was noted that the boards, particularly the one under a tree would need regular cleaning. The position of the boards had been stipulated by Historic England and could not be moved.

It was identified that front of the pavilion required re-painting.

Meeting closed 6.40pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 MAY 2017

SPORTS ARENA

1. Members have previously offered in principle support for a proposal for a sports arena type facility in the area of Mountain Ash Road / Prospect Road / Hawthorn Road, with the most achievable site being identified as a small part of Hawthorn Road allotments at the Poundbury Crescent end of the site which is flatter and a suitable distance from properties.
2. It was intended that, by now, Councillors would have had an opportunity through the Corporate Planning process to consider how some sites in our ownership might support the Council's key strategic objective of providing affordable housing for young workers in the town, and this might have strengthened the case for the Sports Arena project. Unfortunately discussions in relation to the Corporate Plan review have been delayed by elections, so Members will now not have an opportunity to discuss Affordable Housing until June. Depending on views expressed during the Corporate Planning process a further report on the Sports Arena will now be presented to the July or September cycle of meetings.
3. The allotments are 'statutory allotments' which means that in order to use them for any other purpose a consent from the Secretary of State is required – one of the key requirements for approval is that there is sufficient allotment space in the area. Members will recall that only a few years ago the waiting time for allotments in the town was around two years, the Council reduced plot sizes and that, together with the drop off in demand for plots, means that presently provision and demand are balanced. The only vacant plots (2) at Hawthorn Road are those which the Council are not re-letting as they are in the area potentially to be used for the sports arena. There are still 5 plots required for the sports arena element and 6 plots required for the play area part of the project (if that was to go ahead) that would require the giving of 12 months' notice to the plot holders. There is one person on the waiting list for a plot at the site.
4. Estimated project costs across both projects total £110,000, as follows:-

• Groundworks	£6,000
• Sports Arena installation and hard surface	£40,000
• Groundworks	£5,000
• Play area installation	£50,000
• Fencing the footpath along the length of Hawthorn Road allotments (required for either part of the project)	£9,000
5. Consents required:-
 - Secretary of State for the release of the allotment land.
 - Highway Authority to create an access over highway verge.
 - Following discussion it has been established that planning consent is required for any part of the project to go ahead.

6. The project did not receive any funding through the recent allocation of S106 monies and the Council has not earmarked any funds at this stage. It is anticipated that there would be grant options available for at least part of the funding, including from Sports England.

7. Members are asked to note the consents required and the costs associated with the project and to give further instruction to officers.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 MAY 2017

TIRAH MEMORIAL INFORMATION BOARD

1. At the last meeting of Council Members asked if consideration could be given to moving the Tirah Memorial information board at the Borough Gardens.
2. The front of the Tirah Memorial actually faces onto Cornwall Road. Originally there was an entrance gate in this location and visitors to the Gardens would see the Memorial and inscription as they entered the Gardens.
3. The board is presently located in the grassed area to the left of the Memorial as you look at it from the play area. The existing position was chosen to orientate with the front of the memorial and to give the reader a wonderful view of the whole of the Gardens which is rarely seen now that there is no entrance gate in that location. The back of the board can be seen clearly as you walk around the path in that area and those interested can walk to it to and read it.
4. Consideration has been given to moving the board to the front of the Memorial but there is not a great deal of space in that location and it would still mean the board facing the same direction as it is now. It would also not be seen very easily from the main pathway in that area. Any other location means that the board is not facing the front of the Memorial. It should also not be in a position which interferes with the annual Tirah Memorial Service.
5. The easiest solution would be to just turn the board either 90 degrees so that the reader is facing the Memorial or 180 degrees so that the face of it can be seen by those passing by on the main path.
6. Members instructions are sought.



Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 MAY 2017

DORCHESTER CRICKET CLUB

1. As the Committee will know the Council has been working with Dorchester Cricket Club over the past couple of years with the aim of helping the Club taking over management of Weymouth Avenue Pavilion and longer term, management of the grassed areas.
2. At the November 2016 meeting of the Committee Members noted the additional business rate liability of Pavilion (£11,500pa) and agreed that Officers should continue to work with the Club with a view to it taking over management of the Pavilion at the earliest opportunity.
3. Officers have had further discussions with the Club regarding it taking over the management of the Pavilion and the possibility of converting some of the changing rooms to a space for the Boxing Club (see separate report) – a copy of the notes of the last meeting are attached for information.
4. The Cricket Club is happy to move forward with transferring the management of the Pavilion and associated structures – scoreboard and cricket nets, to the Club. Whilst accepting reassurances from the Council that the proposal should prove financially beneficial to the Club there is a concern by the Club about its first year cashflow and it is suggested that Officers from the Council continue to work with the Club over that first year so as to ease that concern.
5. Officers have prepared a first draft Heads of Terms for the transfer of the Pavilion and associated structures to the Club – a copy of which is attached for Members consideration. If agreeable the Heads of Terms will be used as the basis for the formal Underlease to the Cricket Club which will be drawn up by the Council's Solicitor.
6. The Committee is asked to formally agree that Weymouth Avenue Pavilion and the associated structures be leased to Dorchester Cricket Club in accordance with the draft Heads of Terms enclosed with this report. The lease to be operative from the earliest date achievable.

Steve Newman
Deputy Town Clerk

Notes of meeting with Dorchester Cricket Club, 27 March 2017

Present: CD, SN, AS, GW (DTC), Mark Derrien, Simon Joslin (DCC)

1. Changes for Summer 2017

- CD outlined need to train some DCC members for matchday support activities – linemarking, etc
Action: CD/SJ to agree a suitable time for training, likely to be connected to one of the season start events that DCC are operating
- SJ asked about options for increased storage, suggesting expansion of scoreboard area
Action: CD/SJ to identify needs for storage and preferred solution for implementation
- Dorset County CC are looking to play some games on pitches this summer. This is to be welcomed, but presents additional management problems
- Pathway bordering Cemetery Wall – SJ asked whether the Club might be allowed to refurbish the path. Discussion covered the need to remove the path to avoid the need for repair
Action: CD to consider optimum way of removing the pathway

2. Conversion of Changing Rooms

- AS recapped previous discussions re possible conversion of changing rooms to facilitate a hall for Dorchester Boxing Club
- Discussions were ongoing with DBC re conversion of two changing rooms and the corridor space into a Boxing Hall of c. 90m²
- This could be achieved by converting 2 windows on the all facing the pitch into doors then building a new back wall into the changing rooms around 1m inside the current changing room. Umpire facilities would be accessed through the main building.
- These works were currently being priced, with funding coming from the Boxing Club, s106 monies and a possible lottery application
- Discussions centred on the number of shower and toilet facilities required by the Cricket Club.
Action: AS to continue to involve DCC in discussions about potential works

3. DCC taking over management of the Pavilion

- AS identified the problems that DTC were facing regarding a new bill for Business Rates, at £11,000 pa. If DCC, registered as a CASC, took on the building, 80% of this would be funded by mandatory business rates, with the 20% possibly being funded as a discretionary grant by WDDC – DTC would ensure that no costs were passed on to DCC. Full transfer was scheduled for discussion with DTC Councillors in May
- The 2016/17 projection for income was £11,000 gross of VAT, with routine costs at around £6,000. It was noted that potential existed to grow the income and also to use the facility more flexibly for the needs of the Club

- DCC remain keen to take on management of the Pavilion and has strengthened its Committee and volunteer base to make this happen. While it accepts reassurances from DTC that this should prove financially beneficial there is a concern over first year cashflow
- AS confirmed that if DBC moved to the site they would pay a rental, currently expected to be £3,000 a year plus utility costs. This would be payable to DCC if it took over the building.
- Pitch booking would be unaffected for 2017/18 and would not be covered by this agreement
- AS confirmed that the strategy would be for DCC to take over the Pavilion and build up a revenue income over the next 12 months, then DTC would look to transfer responsibility for managing the outdoor facilities over the following seasons.
Action: AS/SN to report to next formal meeting of DTC with the aim of transferring management of the Pavilion to DCC asap.

4. Long Term Building Plans

- AS confirmed that all s106 monies had now been allocated, and the chance of further sums becoming available for bidding, and being allocated to this site, was highly unlikely
- DTC would nonetheless want to help secure other funds to support any further building development works that DCC might wish to pursue
- The roof space would be unaffected by proposals for the Boxing Club and remained a long term development option for DCC

5. Club Plans for 2017 season

- MD explained the interest being experienced from young players, particularly in the 5-8 year age group
- MD also explained plans for collaborating with D. Rugby Club to interest young people in the sport. AS hoped that DTFC would also be interested.
- MD requested that Weds nights not already booked by StGCC be allocated for use by the Club
Action: GW/MD to liaise to achieve this

AS
3 April 2017

Dorchester Cricket Club – UNDERLEASE

DRAFT HEADS OF TERMS-

Subject to discussion and subsequent approval and subject to any potential contract

Lease length	25 years
Break clause- either party	First in 2 years then 5 yearly
Lessee	Dorchester Cricket Club
VAT	Registered for VAT/Not Registered
Repairing obligations	Full repairing all buildings/structures but excluding the structure of the steel frame of the Pavilion and Score hut with a photographic schedule attached to limit the condition to no worse than as at the commencement of the lease. Works to include maintenance and repair/replacement of Artificial cricket wicket and foul sewer system.
Insurance	Lessee to insure annually for buildings and PLI at a minimum level to be specified by the Landlord.
Rates	Lessee to pay rates (apply for relief on residual amount)
Rent	To be the equivalent of the rent payable by the Landlord to the Duchy of Cornwall, presently £2,200 inc VAT annually.
Area demised to be defined	Initially to include the Pavilion, Score Hut, nets and car park by pavilion.
Option to include the wider field area	To be able to be triggered by the Lessee subject to production of confirmation of funding so as to be able to continue to maintain to a standard not less than existing.
Planning permission for any changes	Copy of plans to be submitted to the Landlord for approval/ agreement before any planning consent/approval from the planning authority is sought.

Hire fees for community room	Existing hirers fees not to be increased more than annually and not to be increased above RPI
Hire contract durations	For each hirer not more than 1 year
Hire contract restrictions	No sub-letting – except by prior permission of the Landlord. No meetings or operations that promote any form of discrimination and /or illegal, offensive or obscene activity.
Priority for Hirings	At the discretion of Lessee
Program of works	The Lessee when undertaking any program of works to either structures or grounds will advise the landlord of such works in reasonable advance of commencement.
Proposed business sub-tenants	Dorchester Boxing Club
Services	The Lessee will pay for all electricity, gas, water or waste disposal charges related to the use and occupancy of the pavilion and operation as a cricket club (excluding outfield watering) on site to be checked and agreed finally once details are available.
Annual accounts	The Lessee is obliged to keep and produce annual accounts, certified by an independent auditor and to send a copy of these to the landlord annually.
Fund raising	The Lessee is permitted to undertake fund raising with all profits to go towards the cost of operating/improving the facility.
External grants	The Lessee will be encouraged to seek external grant funding within the first five years of the lease where this might be practical and feasible to obtain additional funds to support development and maintenance works, and is permitted to do so under the terms of the lease.
Management	The Lessee will agree to fully undertake all day to day management of the demised premises, including repairs, maintenance

	and room hire fees and all other payments due for the operation of the premises.
Legal costs	Both parties to pay for their own legal costs
Letting of Cricket and or football Pitches	Lettings will be undertaken on a protocol basis. This will be via a list agreed with the landlord which will be annually reviewed. The principle of pitches being available for ad-hoc booking by the public is to be maintained.
Grounds Maintenance	The cricket square and artificial wicket will be maintained by the landlord who will continue to also be responsible for any areas of the remaining grounds until the cricket club are in a position, both fiscally and skills wise, to take over these facilities, subject to annual review if requested by either party. Football facilities may be included in the future subject to agreement by both the landlord and Lessee.
Public Access	The tenant agrees to allow and permit the public to have free access and use of the grounds for non-formal sport activity, excluding the Nets, Cricket Square and Artificial wicket, if and when the wider grounds are transferred to the tenant and to maintain these in a fit state for such use. This is to be to a standard no worse than currently exists as evidenced by the photographic schedule.
Contractual obligations currently in place within the demised areas	The Lessee will take over any current contractual arrangements (to be detailed as far as are known) which are in place for areas and facilities within the demised areas, but once these contracts are due for renewal then it will be the tenants gift to determine which , if any , are renewed, and on what basis.

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 MAY 2017
DORCHESTER BOXING CLUB AT WEYMOUTH AVENUE PAVILION**

1. Dorchester Boxing Club have been in operation since 2003, always renting space in other organisations' buildings, while seeking their own base. They recently submitted a bid to West Dorset DC for £125,000 (50%) towards a 350m² hall on the Sawmills site, but were unsuccessful. In declining the larger bid WDDC reserved £25,000 to contribute towards a smaller facility if one could be delivered.
2. As part of the submission process the Town Clerk met with Club officials to assist with preparing a business plan. It became apparent that the Club might struggle to achieve the £125,000 match funding required, for a building which might then prove too large for their needs.
3. Officers have held informal discussions to assess whether the Club might be interested in occupying currently underused space in the Weymouth Avenue Pavilion. This would involve the conversion of two changing rooms and corridor space, plus a small part of the other two changing rooms. Overall a hall space of c. 90m² can be achieved, plus the use of an officials' room as a toilet.
4. Further works would provide direct separate accesses to the remaining changing rooms and reroute access to the second officials' room through the main hall, fully meeting the needs of Dorchester Cricket Club.
5. Conversion is currently estimated at £60,000, based on preliminary figures supplied by a QS and Architect. It is proposed that this will be funded from the section 106 allocation, Boxing Club funds that are already in place, plus an application to the new Sport England Community Asset Fund. There is no requirement for the Town Council to contribute.
6. Discussion with the Boxing Club has also covered a proposal that they should lease this part of the building for £3,000 a year, reflecting the investment they are making into the building's conversion, to rise by no more than inflation annually. An initial lease period of 10 years is proposed, with the Club having the right to extend beyond that date on similar terms. The Club would be required to contribute towards refurbishments of the building fabric resulting from normal wear and tear. Rent would be payable to whoever managed the Pavilion. Utilities would be metered and paid separately.
7. Subject to Committee approval the plan is to finalise terms to enable the Boxing Club to occupy the site by Christmas 2017. It is **RECOMMENDED** that officers conclude negotiations with Dorchester Boxing Club on the above terms.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 MAY 2017
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		
JACKIE DAVENPORT	2965	2248B
BRIAN STRANGE	2966	2247B
PEGGY HUTCHINGS	2968	2245B
Poundbury Cemetery		
RENELENE DOROTHY ASHMORE	2964	360
ALAN COOPER	2965	619A
JANET MARY BICHENO	2967	382
VERONICA MAY DAVIES	2969	388
Fordington Cemetery		

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

01.03.2017 – 30.04.2017	Dorchester	Fordington	Poundbury
Interments	-	-	2
Ashes	5	1	1
Garden of Remembrance	-	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 MAY 2017**

Monitoring Report - Lettings

Chargeable Bookings 2016-17					Chargeable Bookings 2017-18				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
MAR	33	30	9	£4222	33	33	3	£4303	£81
APRIL	22	21	2	£4307	25	23	4	£4929	£622
Total	55	51	11	£8529	58	56	7	£9232	£703

Bar Income 2016-17			Bar Income 2017-18		
MARCH		£422	MARCH		£378 (£44)
APRIL		£773	APRIL		£874 £101
Total		£1195			£1252 £57

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
MAR	7	9	16	MAR	6	10	16
APRIL	12	2	14	APRIL	10	5	15
Total	19	11	30		16	15	31

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)	4(2)	(1)

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

March: 88.6%

Weymouth Avenue Pavilion 2016-17				Weymouth Avenue Pavilion 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MAR	21	1	£902	21	1	£877	(£25)
APRIL	15	0	£696	13	0	£526	(£170)
Total	36	1	£1598	34	1	£1403	(£195)

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MARCH	10	2	£397	12	4	£542	£145
APRIL	9	0	£396	12	3	£500	£104
Total	19	2	£793	24	7	£1042	£249

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 MAY 2017
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2016	November 2017
Boiler Service	New contract: 2016 Benzoni Services Limited	September 2016	October 2017
PAT Testing	DAM Group	November 2016	November 2017
Lightning Protection	GNS Steeplejack Ltd	August 2016	August 2017
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2016	August 2017
Fire Alarms annual test and service	Andy Whitty	November 2016	November 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 2016	November 2017
Ventilation Clean	Rentokill	October 2016	October 2017
Intruder Alarm	Chubb	March 2017	March 2018
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2017	May 2018
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	White x 4 Sanitary Bag Dispens x 24 Nappy Bag dispens 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 <i>Contacted Firm</i>

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 – Completed
Measured Internal building survey & plans	£3,300	John Stark and Crickmay – Completed

**DORCHESTER ARTS BOARD MEETING
TUESDAY 21st MARCH 2017, 4.30pm - CORN EXCHANGE**

Mark Tattersall MT (Artistic Director)
Louise Sheaves LS (Chair)
Terry Hooley TH (Treasurer)
Fiona Pearson FP
Trevor Ware TW
Tess James TJ
Sara Lock SL (Vice Chair)
Carl Woodward CW
Susie Hosford SH (for WDDC)
Ben Wilde BW
David Hoare DH
Penny Treadwell PT
Fiona Kent-Ledger FKL
Jane Burden JB (secretary)

1. Present: MT, LS, TH, TJ, FKL, FP, CW, JB
2. Apologies were received from: PT, SH, SL, TW.
3. There were no conflicts of interest registered.
4. The minutes of the last board meeting were approved by TH and seconded by LS.
5. Matters arising:
 - Children's Theatre. SL and CW are intending to meet up in April 2017 to discuss the development of children's theatre. MT indicated that a sponsor had been found for this aspect of the programming and that a structuring role for SL and CW may become firmer.
 - MT and TH are to attend a Dorchester Camera Club meeting next week.
 - SL's contact for a new treasurer (to take over from TH next year) lives too far away, but FP and LS are still working on other people.

6. DTC.

MT reported that things continually to go cordially. FKL said that she had been asked to raise a couple of things:

- There are several town councillors that are keen to visit The Maltings site.
ACTION: FKL to give LS a list of these councillors. LS to organise a visit.
- Plastic pint glasses from the CX bar are very floppy and apt to spill on the wooden multi-purpose floor. Please could stronger glasses be sourced.
ACTION: MT to talk to Sam Wood.

7. WDDC Arts Revenue Funding:

MT Reported that WDDC are to continue Arts Revenue Funding only until April 2019, the date at which our current funding agreement ends. As it is likely that a unitary authority will be in place from May 2019 they can not give a guarantee that arts organisations will continue to receive funding from the body that replaces WDDC and the other councils. A letter to this effect has been received from Tony Hurley. A long discussion and exchange of ideas ensued. MT said that he had spoken to Laura Cockett at BAC and Mike Hoskin at the Arts Development Company to start discussing a joined-up response to this news, and an initial meeting had been arranged with them on March 3rd. Board members were encouraged to think of further ways of generating funding streams in case we lose all local authority funding from April 2019.

8. Trustees/ organisational structure:

David Hoare and Ben Wilde have both stepped down from the board. Appreciation for their contributions and regret about their early leaving was expressed.

A discussion about organisational structure for the way ahead for DA and The Maltings ensued. It was widely felt that a move away from DA towards the new project would be welcomed but some acknowledgement of long standing DA membership would be considered.

More thought is to be given to board membership.

ACTION: LS /MT/FP to approach various people suggested for the board.

9. The Maltings:

There is an amount of £6k for the Artreach report which still to be sorted out. It has been paid by DA on the understanding that DA will be repaid by The Maltings (or DCC). This is to be talked about at the next Maltings meeting.

Post-meeting note: DCC have agreed to fund this report.

MT reported that £1 million of 106 money had been allocated to The Maltings. He is very pleased but emphasised that it is not yet 'real money' (i.e. not immediately available for project development), but there is an expectation of a similar amount of matched funding. He is targeting a £2.8 million 'war chest' to make a healthy indication of local funding to help towards more ambitious (Arts Council and Heritage Enterprise) fundraising.

The VAT position is still to be discussed and MT told the meeting about the RIBA stages of the design and project status that needs to be reached.

MT told us that SL had reported a good discussion with a fundraising professional and that he is setting up a commercial group to maximise revenue from the commercial annexe at the end of the Maltings building.

LS reported that there has been a meeting of the Artistic Group.

Congratulations were offered from CW, and seconded by TJ, for the 'professional and upbeat' public meeting at the Corn Exchange.

10. HR/ Policies:

FP reported on progress and questioned the need for the 'Green Book' inclusion as all policies are covered without it.

FKL reminded the board about the need for a Flexible Working Policy in case it was needed.

ACTION: FKL to send her template of the contract to FP.

ACTION: FP to organise a HR meeting in the next few weeks.

MT enthused about the new apprentice who is very quick and good at the design side. He is apprenticed 3 days a week at DA and two days at DTC.

11. Finance:

Cash flow is good, the year-end figures are likely to be more favourable than previously projected (though still a small deficit) and the £6k outstanding Artreach amount is the only issue (but see post-meeting note above). However MT still needs a part time programmer to relieve him for valuable Maltings project time. FP asked if a volunteer could be found but MT thought it should be a paid position.

The fundraiser Jackie Thorne is progressing with the Sugar Group initiative and has an imminent opening event planned.

12. AD's report:

General programming is very exciting but theatre, and particularly children's theatre, is still a problem. DA sees sell-outs for many traditional and well-known shows but new writing and less traditional work does not show the same uptake. ("Thank goodness for Battens Sponsorship " was heard as a whisper from MT.)

13. Away Day: An excellent schedule for the Away Day at Poole, Lighthouse 5th April 10am - 4 pm.

ACTION : LS to inform about the change of venue and plan for the day.

14 . There was no AOB.

15. Date of next meeting: 16th May at 4.30