

Dorchester Town Council

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10 January 2018

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 16 January 2018** 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 (Chairman), 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 November 2017 (adopted by Council on 28 November 2017). 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. 2018-2019 Estimates and Special Items

To consider the Committee's Estimates and Special Items for 2018-2019 (enclosed).

If any Member has any detailed queries or questions regarding the proposed 2018-19 budget please contact the office prior to the meeting.

5. Review of Charges

(a) Municipal Buildings

The Municipal Buildings charging structure was simplified in 2015 and the revised system has so far proved successful with only a few commercial bookings being charged the highest fee possible. It is therefore considered unnecessary to increase the ceiling charge this year. The existing fee structure is attached. It is proposed to increase the regular hirer fees within the existing structure and a separate report is presented to the Committee later on the Agenda.

(b) Recreational Facilities

It is not proposed to increase recreational charges this year. The Cricket Club are now responsible for cricket bookings and charges, the tennis courts are being developed which could reduce court capacity for a period of time and football may also face some disruption with the building works to Weymouth Ave Pavilion (existing charges enclosed).

(c) Borough Gardens House

It is not proposed to increase the charges for the Borough Gardens House this year. The cheapest rate at present is £50 a session and it is felt that increasing the charge would make the venue unattractive to potential hirers (existing charges enclosed).

(d) Cemetery Fees

To consider revised charges for Dorchester, Fordington and Poundbury Cemeteries (existing and proposed charges enclosed).

6. Borough Gardens - New Tennis Courts

As was reported at the last meeting The Chiltern Group have now been appointed to build the new tennis courts in the Borough Gardens. It was originally anticipated that work would commence early January 2018 lasting approximately 8 – 12 weeks.

The amendments to the scheme required a planning modification which was only granted just before Christmas, too late to be able to give confirmation of receipt to the Contractors. The work is therefore being rescheduled for commencement in March/April.

7. Waste Review

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

8. Council Litter Bin Review

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

9. Request for a Wheelchair Accessible Swing

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

10. Grant Application

To consider a grant application in respect of a proposed Dorchester Badminton Club (enclosed).

11. Cemetery Matters

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

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

(b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

12. Monitoring Reports

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

13. Dorchester Arts

To consider the notes of a meeting held with Dorchester Arts on 14 November 2018 (enclosed).

14. Urgent Items

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

15. Public Bodies (Admission to Meetings) Act 1960

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

16. Borough Gardens Kiosk

To consider an oral update by the Deputy Town Clerk.

17. Municipal Buildings

Regular Hirer Discounts 2018-19 (schedule enclosed).

18. Former Dorchester Prison Site

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JANUARY 2018

OUTDOOR SERVICES UPDATE REPORT – Winter 2017-18

1. The early winter period saw ongoing maintenance work and one off jobs being completed within the outdoor services team and this has continued into January. A cold spell stopped grass growth and that has continued to be restricted so grass cutting is halted for the winter. Staff are now taking the time to do the basic maintenance and preparation works that ease pressure in the summer and ensure good standards of maintenance for the coming spring.
2. The Borough Gardens staff have been working hard doing many tasks within the site. Edging of grass areas will take place in the coming weeks to give a high quality finish to path edges and shrub beds which will last into the summer, this is a long process but improvement can already be seen with the limited work carried out so far. Pruning of over grown shrub beds and low tree Branches will also be undertaken through the coming winter along with previously notified works to the entrance area.
3. The New Clock faces have been installed and service repair works carried out to the mechanism of the Borough Gardens Clock. This means that works not carried out as part of the lottery in 2007/8 have now been completed so essentially the entire clock has now been repaired /serviced and renewed as required. Works will commence in late January to shot blast then repaint the entire clock, works anticipated to take 7 weeks which will see the clock looking at its best for the coming spring weather permitting.
4. Away from the gardens, the outdoor services team have been very busy, the road works in the Town made putting up Christmas lights more challenging than normal as did the very low temperatures but these were successfully completed as was putting up the Christmas tree in the evening rather than morning to avoid pedestrians during the works. For the second year running the tree remained on site until after New Year with no ill effect. The heavy black railings that previously were placed around the base of the tree were not used this year as an experiment and the overall impression of the tree was better as a result. Thankfully the tree was not damaged in any way due to the railings not being there so again next year railings will not be put up. Additional winter works have been carried out around the town, again to ensure facilities are of a good standard. Further routine work has continued keeping play equipment in a safe and well maintained condition, collecting litter from open spaces and preparing vacant allotments for re-letting which will continue until early February as it is a very weather sensitive operation. Works will be carried out in Weymouth Avenue cemetery and Fordington to make sure the excellent work carried out last winter, clearing back vegetation and removing weeds, is not lost so maintaining the appearance of these sites to users.
5. Cricket square maintenance is very much reduced at this time of year and is limited to removing dew/moisture on the grass surface to allow good grass growth and prevent fungal disease affecting the newly emerged grass. Football is well underway, the surface is deteriorating however due to significant rainfall but we are hopeful we can continue to play the pitches due to the good work by the Groundsman.

6. Over the coming weeks staff will continue renovating seats and bins in various locations and they are also busy cleaning road signs in the town to give a good appearance to both locals and visitors.

7. Tree works are now virtually completed on the Walks network, thankfully no significant issues requiring felling have arisen although several trees are in decline and will need attention over the coming years. It is also noteworthy that despite these works having, by their nature, to obstruct pedestrian access to the walks at times, no complaints were received.

8 Finally, as part of our ongoing staff development and training Members will be pleased to learn that a member of staff has gone through and passed basic chainsaw maintenance and use training which means we have increased capacity to deal with any issues that arise. The weather between Christmas and New Year provided an opportunity for such works, cutting up debris etc. it is worth noting that the depot and gardens staff worked over the Christmas and New Year period providing litter clearance and response to such things as the gales which is to be commended.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JANUARY 2018

REVENUE BUDGET 2018/19

1. A draft budget for services provided by this Committee is attached (Appendix 1). Total service costs are £882k, £25k higher than the current year. The **key changes** to budgets for services operated by the Committee are: -
 - The Employer pay offer for 2018/19 has been fully factored into the budget. The offer is 2% on most grades, but rising to as much as 8% on the lowest paid grades, which are applicable to many of our staff (+£13k). A similar increase has been offered for 2019/20 as part of a two year deal
 - A new treatment of pensions has added £12k to this Committee's budget but reduced the Policy Committee budget by the same amount
 - With nil net impact
 - Budgets for income from Weymouth Avenue Pavilion and Cricket (£9k) have been removed, offset by equivalent reductions in premises and supply budgets within Parks and Open Spaces
 - For one year the contributions to the Play Equipment Reserve (-£13k) and Arts Events Reserve (-£3k) will be replaced by increased contributions to the Parks Premises Reserve (+£15k) in order to fund the repainting of the Borough Gardens Clock.
 - Municipal Buildings salaries have been reduced by 0.35fte (-£5k), but this has been retained for overtime if required in 2018/19
2. As previously discussed in reports to the Committee £18,000 has again been allowed for **Special Items** in 2018/19, being
 - Painting the Borough Gardens Clock (£10,000)
 - Commemorating the conclusion of WW1 (£8,000)
3. **Earmarked Reserves** expenditure includes major items of expenditure planned for 2018/19: -

	£000
Borough Gardens Tennis Courts (delayed from 2017/18)	173
Borough Gardens – Repaint Clock	38
Poundbury Cemetery infrastructure (continuing from 2017/18)	50
Vehicles and Equipment – new Pick Up vehicle	15

4. If the Estimates are accepted as drafted they will form part of the **Council's overall budget**, which is currently being set within the following context: -
 - A 2.0% increase in Council Tax will be proposed that, coupled with an unprecedented 4.0% growth in Council Tax Base, will produce a precept of £1,375k, up £78k (6.1%) from 2017/18

- Budgets overseen by the Policy Committee will fall from £341k to £329k, mainly as a result of changes to pension treatment (-£12k, see para 1)
 - These factors give the Council an operating surplus of £164k for 2018/19, i.e. the Council could expand its current services, take on new services, take on new debt, or reduce its precept next year to the value of £164k, or top up its Reserves. Of this £164k, it is planned that £30k will be required to take on the management of open spaces at Poundbury at a future date.
 - From 2019 onwards the operating surplus is likely to be allocated to help manage service cuts by other local authority tiers, so it will be proposed that for 2018/19 the surplus is added to the Corporate Projects Reserve
 - Council will consider the overall strategy on 30 January 2018
5. Taking account of all of the information above it is **RECOMMENDED** that: -
- a. The budget as laid out at Appendix 1 is submitted to the Policy Committee for inclusion within the Council's overall budget for 2018/19
 - b. A list of Special Items totalling £18,000 is proposed to the Policy Committee for their consideration, based on the items in para 2
6. The Outdoor Services Manager continues to focus on reducing the cost of the supplies used for the delivery of parks and open spaces services, particularly with regard to waste removal, pitch maintenance and equipment maintenance. He will also continue a review of work practices undertaken by staff with the aim of reducing time spent on less necessary tasks. The aim of these reviews is to free up further cash resources to be allocated to deal with service cuts by other tiers, and also to free up staff time to remove the need to increase the size of the team when it takes over management of open spaces at Poundbury.

Adrian Stuart
Town Clerk

APPENDIX 1

	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Budget	Budget
	£	£	£	£
PARKS & OPEN SPACES				
Gas	728	886	650	0
Electricity	8,163	9,213	10,000	5,900
Water	8,082	9,618	8,000	6,350
Rent	3,286	3,588	4,000	4,000
Rates	15,435	39,073	21,900	19,700
Premises Repairs & Maintenance	12,238	14,837	10,500	9,500
Other Repairs & Maintenance	44,196	38,611	42,700	40,000
Tree Maintenance	11,999	12,000	2,400	0
Highway Trees Partnership	3,500	3,535	5,000	5,000
Walks Cleaning Contract	17,348	20,400	5,500	5,700
Special Items	5,580	9,515	18,000	18,000
Office Team	55,812	60,282	58,087	59,711
Outdoor Services Team	344,161	350,615	354,040	377,934
To Reserves: Play Equipment	12,000	0	13,000	0
To Reserves: Parks Premises	5,000	5,100	5,100	20,000
To Reserves: Walks & Trees	25,000	37,700	30,000	32,100
Total Expenditure	572,528	614,973	588,877	603,895
Tennis	-3,488	-4,172	-3,000	-3,000
Football	-4,324	-4,446	-5,000	-5,000
Cricket	-2,492	-2,610	-2,700	0
Wayleave	-632	-607	-600	-600
Rent of Borough Gardens Flat	-3,069	-3,100	-3,100	-3,200
Hire of Borough Gardens House	-5,449	-4,841	-5,000	-5,000
Hire of Weymouth Avenue Pavilion	-7,656	-9,167	-6,000	0
Bowls Club Charge	-3,000	-3,000	-3,100	-3,100
Hanging Baskets, Recharges & Sundry	-3,849	-1,540	-1,000	-1,500
Total Income	-33,959	-33,483	-29,500	-21,400
Met by Precept on Taxpayer	538,569	581,490	559,377	582,495
ALLOTMENTS				
Water	1,797	1,840	1,800	1,900
Rent	1,000	1,000	1,100	1,100
Repairs, Maintenance & Pests	399	23	400	400
Subscriptions	55	55	60	60
Office Team	4,363	4,640	4,503	4,860
Outdoor Services Team	4,011	4,086	5,661	3,821
Total Expenditure	11,625	11,644	13,524	12,141
Rents & Wayleaves	-7,918	-8,390	-8,200	-8,600
Met by Precept on Taxpayer	3,707	3,254	5,324	3,541

	2015/16	2016/17	2017/18	2017/18
	Actual	Actual	Budget	Budget
	£	£	£	£
MUNICIPAL BUILDINGS				
Salaries	54,257	57,135	51,052	47,565
Overtime	1,063	3,051	5,000	10,000
National Insurance	2,532	2,318	3,512	3,206
Pensions	8,260	8,568	10,270	10,464
Training Courses	850	577	600	600
Repairs & Maintenance	13,888	16,336	18,000	18,000
Materials & Equipment	1,539	3,870	2,000	2,000
Special: Works Investigations	7,216		0	0
Water	449	599	500	500
Electricity	8,222	8,852	8,400	8,400
Gas	8,037	6,941	8,600	8,000
Rates	17,209	17,353	19,100	20,000
Telephone	748	906	1,000	1,000
Performing Rights & Other Licences	-175	1,738	1,000	1,000
Promotion & Stationery	475	0	1,000	500
Office Team	36,496	39,552	38,254	39,695
Outdoor Services Team	10,028	10,216	7,585	7,606
To Reserves: Municipal Buildings	20,000	20,400	60,000	61,200
Total Expenditure	191,094	198,412	235,873	239,736
Room Hire	-47,464	-51,371	-46,100	-47,000
Bar Franchise	-5,570	-5,911	-5,500	-5,700
Sundry	-334	-890	0	0
Total Income	-53,368	-58,172	-51,600	-52,700
Met by Precept on Taxpayer	137,726	140,240	184,273	187,036
CEMETERIES				
Electricity	1,744	2,128	2,300	2,300
Water, Service Charges & Cesspit	586	465	500	500
Rates	2,914	2,994	3,600	6,000
General Maintenance	6,650	2,468	5,000	3,000
Cemetery Grass Cutting	11,400	11,227	14,300	13,200
Skip Hire	0	1,570	500	500
Office Team	22,987	25,008	24,168	25,094
Outdoor Services Team	42,920	43,724	42,487	44,039
To Reserves: Cemeteries	30,000	30,600	12,000	12,300
Total Expenditure	119,201	120,184	104,855	106,932
Burial Fees	-36,988	-22,550	-25,000	-25,000
ERBs, Memorials & Inscriptions	-26,754	-30,135	-25,000	-25,000
Chapel	-2,220	-605	-500	-500
Total Income	-65,962	-53,290	-50,500	-50,500
Met by Precept on Taxpayer	53,239	66,894	54,355	56,432

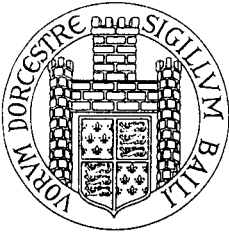
	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Budget	Budget
	£	£	£	£
CULTURAL & TWINNING				
Borough Gardens & Maumbury events	4,841	4,443	5,000	5,000
Maumbury Rings Bank Holiday Events	9,801	10,562	11,500	11,500
Christmas Lighting	3,000	2,998	3,000	3,000
Dorchester Arts Centre	3,364	8,500	0	0
Events & Sponsorship	2,608	3,943	8,500	8,500
Grants Panel	2,632	4,354	3,500	3,600
Twinning Grants	177	400	1,000	1,000
Special: Xmas, Twinning, WW1, Queen	5,850	5,790	0	0
Offices Team	17,451	19,086	18,508	19,770
To Reserves: Arts Events	3,000	3,000	3,000	0
Met by Precept on Taxpayer	52,724	63,076	54,008	52,370
OUTDOOR SERVICES TEAM				
Salaries	237,931	252,960	251,026	268,182
Overtime	8,733	8,213	9,000	6,000
National Insurance	12,086	15,833	17,972	20,217
Pensions	38,189	38,671	47,925	59,000
Training & Subsistence	2,070	2,714	2,000	2,000
Subscriptions	400	405	400	400
Vehicle/Mower Costs and Repairs	14,033	11,555	19,200	18,200
Tools, Equipment, H&S, Signs, Servicing	16,371	7,550	15,600	15,600
Protective Clothing	2,209	1,505	2,400	2,400
Fuel	7,430	8,902	8,000	9,000
Cleaning/Bin Liners/Dog Bags	4,857	6,341	2,700	2,000
Waste Services	17,006	14,414	13,550	10,000
Telephones	2,305	1,779	2,000	2,000
To Reserves: Depot Loan	20,000	20,000	0	0
To Reserves: Vehicles & Equipment	17,500	17,800	18,000	18,400
Total Expenditure recharged to Services	401,120	408,642	409,773	433,400
Recharged to				
Parks and Open Spaces	344,161	350,615	354,040	377,934
Allotments	4,011	4,640	5,661	3,821
Cemeteries	42,920	43,724	42,487	44,039
Municipal Buildings	10,028	10,216	7,585	7,606
Recharged to Services	401,120	409,195	409,773	433,400

MUNICIPAL BUILDINGS CHARGES 2016-17-18-19

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	All rooms (Corn Exchange, Town Hall, Dressing Rooms, Council Chamber) £20 per hour Minimum Hire Period 1.5 hours = £30					Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60 (per session)	Reserved for use by Dorchester Town Council or Dorchester Arts
Afternoon						Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60 (per session)	
Evening	Corn Exchange - £180 per evening Town Hall - £100 per evening Dressing Rooms and Council Chamber - £60 per evening	Corn Exchange - £220 per evening Town Hall - £100 per evening Dressing Rooms and Council Chamber - £60 per evening					

Notes

- The above charges include VAT.
- The Deputy Town Clerk has the authority to vary the charge for bookings where there is a local community connection to Dorchester.
- The Deputy Town Clerk has the authority to vary the charge for repeat bookings.
- The Deputy Town Clerk has the authority to vary the charge for weekend bookings where more than one session is used.
- An additional charge will be made for all bookings beyond midnight.
- A separate schedule of charges will apply to Weddings (presently £1,000 for exclusive hire and £400 for ceremony only).



DORCHESTER TOWN COUNCIL
PARKS, GARDENS & OPEN SPACES

CHARGES FOR RECREATIONAL FACILITIES
April 2018 – March 2019

<u>TENNIS</u>	Per Court per hour – all times	£8.00	
	Tennis Court Fob Membership	£25.00	
<u>FOOTBALL</u>	Weymouth Avenue Recreation Ground -	- with showers	£51.00
	Senior Pitch	- Junior use	£42.00
	Weymouth Avenue Junior Pitch		£32.00
	Mini Pitches		£15.00
	Sandringham Sports Centre	- Senior Pitch	£51.00
		- Junior Pitch	£32.00
	King's Road Playing Field and The Great Field Junior Pitches		£22.00
<u>CRICKET</u>	Evening Matches (6.30p.m. start)		£51.00
	Afternoon Matches (2.00p.m. – 6.00p.m.)	Adult use	£69.00
		Under 18 use	£42.00
	Artificial wicket (maximum of 2 hours)		£15.00
	All Day Matches		£89.00
	(11.00a.m. – 6.00p.m. or 1.00p.m. – 8.00p.m.)		
	Sunday Matches (2.00p.m. – 6.00p.m.)		£89.00

The prices above are all inclusive of VAT

With effect from 1st April, 2018.



DORCHESTER TOWN COUNCIL

BOROUGH GARDENS HOUSE

1st APRIL, 2017 until 31st MARCH, 2018

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

All prices are inclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

Town Clerk / Deputy to have discretion on session charges in order to attract new business or to retain existing business. These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

2017-18 Charges

◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£50	£33	£24

◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£63	£36	£26

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£87	£62	£37

DORCHESTER TOWN COUNCIL

Dorchester, Fordington and Poundbury Cemeteries Fees 2018-19

INTERMENTS	1 Apr 17	1 Apr 18
a) A child before 2 years or stillborn	Nil	Nil
b) A child age from 2 years to 16 years	£165	£170
c) A person aged 17 years or older	£560	£570
d) A casket of ashes	£165	£170

SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£57	£60
b) In the Garden of Remembrance	£26	£27

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£835	£850
End of term Renewal for 25 years	£700	£715
b) Infant under the age of 2	£190	£195
End of term Renewal for 25 years	£700	£715
c) Ashes plots	£330	£335
End of term Renewal for 25 years	£165	£170

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington within the previous **ten** years or previously resident in the area for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site.	£190	£195
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An additional inscription, after the first, on a gravestone or other memorial (for each deceased)	£97	£100
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CHAPEL HIRE

Use of South Chapel at Weymouth Avenue	£230	£235
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VAT is not chargeable on any of the above fees.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16th January 2018

INFORMATION REPORT - WASTE REVIEW

1. Background

In 2016 the Outdoor Services Manager commenced a review of the Council's waste in line with existing legislation intended to reduce the amount of waste being deposited in landfill (*The Waste Hierarchy Guidance produced under regulation 15 of the Waste Regulations 2011.*)

Through 2017 the action points from that review have been implemented with the aim of achieving a significant improvement in waste handling efficiency and to ensure compliance with legislative requirements placed upon the Council by Government and enforced by the Environment Agency.

This information report is intended to inform Members of that work and the outcomes so they can be assured the Council has reviewed its processes and is, as much as is possible, working efficiently, within the law and furthermore, achieving the environmental benefits from doing so.

The full review document has been emailed to members of Management Committee for information.

2. Waste Hierarchy

Strict legal requirements are placed on any business or public body (including local authorities on behalf of householders) that produces or handles waste, this includes importing, producing, carrying, keeping, treating or disposing of waste; dealers or brokers who have control of waste, and anyone responsible for the transfer of waste. As part of this such organisations need to take all such measures as are reasonable in the circumstances to apply the waste hierarchy to prevent waste, and to apply the hierarchy as a priority order when there is a transfer of waste to another person. The "waste hierarchy" ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill).



As can be seen from the above diagram by applying hierarchy principles it should be possible to make a significant reduction in waste actually sent to landfill whilst achieving environmentally desirable outcomes and achieving potential savings in disposal costs.

3. Identified Waste Streams

The council's activities result in 9 waste streams identified below.

- Green waste
- Tree pruning
- Litter/Office waste
- Bulky Items
- Sanitary materials and sharps
- Grave digging spoil
- Septic tank arisings
- Electronic equipment
- Hazardous materials

4. Disposal methods

The method of disposal for each stream was established and reviewed applying the waste hierarchy principles in turn. This was then followed by the recording of observations, potential for improvement, conclusions and finally recommendations.

5. Recommendations and Action Plan

The review produced 12 recommendations listed below

1. Green waste generated at the Borough Gardens is to be composted on site wherever possible. This will reduce double handling, transport costs and ECO Composting costs and have a positive environmental impact.
2. The use of a shredder to reduce woody shrub material generated in the gardens is to be investigated. There is a potential efficiency in terms of reduced transport and Eco Composting costs plus an environmental benefit, increased staff time to shred material has to be considered.
3. Tree prunings generated by staff and contractors should wherever possible be chipped, stored and re-used as a mulch to suppress weeds in shrub beds at the Borough Gardens. There will be reduced costs as currently contractors are paid to remove from site. There will be environmental gain as the mulch will improve the soil within the large established shrub beds within that gardens where soil fertility and texture is being negatively impacted by previous cultural operations and the removal of organic matter.
4. The handling of litter collected from open sites should be reviewed. There is a need to reduce the amount of side bags to a minimum as there is a comparatively large charge for these items, double handling occurs and there are increased transport and labour costs. The review should consider appropriateness of bin locations, bin types, whether re-cycling type bins are appropriate and whether the continued provision of purpose built dog bins and collection bags is necessary. The size and grade of polythene bags used for collection should also be considered.
5. The items within recommendation 4 above should be applied to the Borough Gardens with a specific aim of introducing recycling bins for the public to use.
6. An 1100 litre recycling bin (serviced by DWP) should be stored at the Gardens to allow for a streaming of recycle from the bins in recommendation 5. This will reduce overall waste from the site currently going for disposal to landfill.
7. A further 1100 litre general waste bin (Serviced by DWP) should be placed at the Borough Gardens to prevent double handling of Litter/waste bags which currently are transported to the Louds Mill Depot and often result in side bag collection due to bins at Louds Mill being full.
8. Sharps should be disposed of via existing PHS contract if possible.
9. The Septic Tank at Poundbury Cemetery should be considered as part of a wider review into the working practices and facilities offered at the cemetery. This could facilitate a reduction in liquid waste removed for disposal.
10. Electronic equipment should be segregated in storage into working and obsolete, non – working to enable re-use in the wider community or for donation to organisations which undertake that work.
11. Arrangements for the removal of Green waste from allotments should be reviewed.
12. Vehicles used within the outdoor services and Borough Gardens teams should be reviewed.

The Action Plan overleaf was then produced.

	Detail	By Who m	By When	Comple te
1.	Establish composting area within Borough Gardens and commence use.	C/D	1/9/16	Y
2.	Investigate provision use of shredder in Borough Gardens	C/D	1/4/17	Y
3.	Ensure Tree contracts reflect depositing chippings at Borough Gardens or at Louds Mill.	C/D	1/9/16	Y
4.	Ensure Staff Utilise Wood Chip In Borough Gardens	C/D	1/9/16	Y
5.	Carryout review of rubbish bin locations, amount of use and alternatives.	C/D	1/5/18	Ongoing Y
6.	Carryout Review of Bags used including size and gauge.	C/D	1/5/17	Y
7.	Increase number of 1100ltr general waste bins located at Borough Gardens	C/D	1/9/16	Y
8.	Stop the practice of depositing side waste at Louds Mill depot	C/D	1/9/16	Y
9.	Introduce Re-Cycling Bins to Borough Gardens	C/D	1/5/18	Pending
10.	Introduce 100 ltr Recycling Bulk Bin to Borough Gardens	C/D	1/5/17	Y
11.	Procure vehicle with tipping facility and increased load capacity	C/D	1/10/16	Y
12.	Investigate Bulk Skip for Bulk and Residual Green Waste	C/D	1/10/16	Y
13.	Re-structuring of working arrangements and toilet facilities/ septic tank at Poundbury Cemetery	C/D	1/5/17	Pending
14.	Allocation of Sharps to PHS Sanitary Disposal contract.	C/D	1/5/17	N
15.	Review of Green waste Removal from Allotment sites, including consideration of bonfires, fly tipping, composting , plot sizes, compost bins, rents and fees.	C/D	1/10/16	Y
16.	Purchase of composting bins for individual allotment holder to use.	C/D	1/2/17	Y
17.	Separation of functioning and Broken/obsolete electronic equipment to be carried out in store.	C/D	1/11/16	Y

18.	Procure more efficient tipping type vehicles as part of vehicle renewal programme.	C/D	1/11/16	Ongoing
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6. Highlights

Councillors will note the inclusion of several items in the action plan that have been considered by the Management cttee since the report was produced. These have resulted in the following achievements.

- **All green waste is now processed and recycled by ourselves.** Cessation of allotment green waste collection has resulted in a significant financial saving to the council and additionally, when combined with the purchase of the shredder, separation of green waste from other works and the composting of green waste at Borough gardens has resulted in no organic waste being taken to Eco composting in Weymouth in 2017. In 2016 approx **82 tons** of green waste were taken to eco involving some 75 tractor journeys to Weymouth at an average time of 3hrs per journey and at a cost of £69 per ton tipping charge.
- **Waste material is now streamed to allow recycling.** The use of a wood recycling skip for waste wood (formerly sent to landfill), separation of metals (then recycled) and the siting of a no -recyclable skip at the depot has resulted in a cessation of taking General waste to landfill at Viridor tip Wareham.
- **Less General Waste.** In 2016 a total of approx. **30 tons** of general waste at £65 per ton were taken to Viridor landfill at Wareham. Currently in the year 17/18 only approx. 6 tons has gone to Portland stone for disposal of which at least 50% was recovered resulting in approx. 3 tons being land filled so far this financial year.
- Cessation of a skip at Weymouth Cemetery provided for grave digging spoil has resulted in an average of **18 tons** of spoil per year (at £65 per ton) not going to landfill.
- Changes in suppliers and specification of general waste sacks for litter bins has seen a financial saving per bag of 15%
- New vehicles are able to carry more and tip waste to prevent double handling. Vans also have tow hitches so shredder can be attached and taken to site to process green waste and return to on site shrub beds so preventing hauling waste and double handling.
- Waste wood is now recycled approx. **3 tons** per year.
- Compost and woodchip is now used as a soil conditioner and mulch in many council open spaces where appropriate.
- Compost bins for allotment holders successfully rolled out, under budget with very low reaction or complaint levels.
- Cash savings of around £7,000 per year and staff time savings of around £4,500 per year.

Environmental impact

Approx. 45 Tons less Landfill annually, only 6.6 % of waste generated by the Council's operations goes to landfill now compared to 100 % in 2016.

Approx. 85 less tractor journeys producing CO2.

Note

General waste collected from litter bins in parks and open spaces is disposed of Via the Dorset Waste Partnership. That waste is then taken to waste processing facility near Wimborne where recyclables are removed from the waste stream again removing a significant percentage of waste from needing to go to landfill, the exact figure is currently un-available.

7. Further Work

Members should be aware that further work is still to be carried out, this will include:-

- Works to Poundbury Cemetery Cess pit to prevent water ingress.
- A reduction in the number of general waste bins provided in open spaces within Dorchester where there are more than needed.
- The introduction of checks on funeral directors/ monumental masons to ensure they are removing commercial waste they generate from site and disposing of it appropriately (this is a legal requirement placed upon the Council). This will involve the checking of waste carrier and waste disposal paperwork and the introduction of a permit to work scheme for masons and other contractors/ private companies working within the Councils cemeteries.
- Review of dog bin and bag provision, investigation of use of advertising to secure free dog waste bags.
- Introduction of re-cycling waste bins in Borough Gardens.

Carl Dallison
Outdoor Services Manager
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16th January 2018

INFORMATION REPORT - LITTER BIN REVIEW

1.0 Background

In 2016 the Outdoor Services Manager commenced a review of the Councils waste in line with existing legislation intended to reduce the amount of waste being deposited in landfill (*The Waste Hierarchy Guidance produced under regulation 15 of the Waste Regulations 2011.*) This was titled Waste Management Overview and Action Plan 2016

Through 2017 the action points from that review have been implemented with the aim of achieving a significant improvement in waste handling efficiency and to ensure compliance with legislative requirements placed upon the Council by Government and enforced by the Environment Agency.

This information report is intended to inform Members of the “Litter Bin Review” element of that work and the outcomes so they can be assured the council has reviewed its processes and is, as much as is possible, working efficiently and be aware of changes being made.

The full “Waste Management Overview and Action Plan 2016” document has been emailed to members of Management Committee for information.

Litter from Open spaces was identified as a main waste stream produced / collected by the council see extract below

“4.3 Litter/office waste:-

Litter is currently collected primarily by hand collection and the emptying of litter and dog bins. Material from open spaces, offices, play areas and sportsfields in the wider town council area is returned to the depot at Louds Mill, material from the borough gardens is placed in a single wheeled bin and then moved to Louds Mill when enough is accumulated to fill the gardens bin.

At Louds Mill there are 3x 1100 litre euro style wheeled bins that are emptied by the Dorset waste partnership three times a week. Waste being deposited in the bins is usually bagged in thick grade polythene bags. Any surplus when the bins are full is usually deposited to the side and is collected as additional bags. Waste accumulated in the gardens is transported to Louds Mill and placed in or alongside the bins to be removed.

Paper and card is separated at 19 North Square and stored prior to collection by recycling contractor currently Dorchester waste Paper.”

Initial observations were then made as the second part of the review and in the case of Litter/office waste were as the extract below;

- *“Litter/ Office Waste*

The waste stream is currently disposed of in an acceptable manner however by applying W.H. principles it can be seen that opportunities for waste streaming to facilitate recycling are being missed. There is the potential to promote recycling by

streaming waste collection especially in the Borough Gardens, via DWP (Dorset Waste Partnership).

The current arrangements for double handling of waste bags from the borough gardens is not as efficient as it could be nor is the practice of depositing side waste at Louds Mill.

There are no barriers to the continued recycling of paper from offices.

The gauge of polythene bags appears high for the majority of low density litter collection.

There is no waste reduction plan in terms of review of litter bin provision /recycling bins or staff awareness.

Currently: - Office Paper Recycled WH tier 3 Potentially 3: - Unchanged

Efficiency gains: - Unlikely

General litter Disposal WH tier 5 potentially 5: - 10% Recycled

Efficiency gains: - Probable “

It can be seen that whilst office waste was essentially handled efficiently this was not the case for outdoor services litter waste and probable gains could be made. The report then went on to make recommendations as follows:

“The handling of litter collected from open sites should be reviewed. There is a need to reduce the amount of side bags to a minimum as there is a comparatively large charge for these items, double handling occurs and there are increased transport and labour costs. The review should consider appropriateness of bin locations, bin types, whether re-cycling type bins are appropriate and whether the continued provision of purpose built dog bins and collection bags is necessary. The size and grade of polythene bags used for collection should also be considered.”

The Action Plan was then produced and relevant actions identified (see extract below)

	Detail	By Whom	By When	Complete
5.	Carryout review of rubbish bin locations, amount of use and alternatives.	C/D	1/5/18	Ongoing

2.0 Litter Bin Review 2017

As a result of Action 5 contained within the original Waste management and Action Plan Overview, work was carried out to identify the location and type of all bins within major open spaces in Dorchester over which the Town Council has control.

Only sites with multiple bins were considered, areas where only one bin exists were not surveyed as, in the main, the principle of offering a bin rather than having staff spend time

manually litter picking large amounts of litter because no bin is present was accepted as preferable. The majority of single bin sites were local play areas.

The number and location of each bin was then considered and recommendations made as to suitability and necessity.

The council currently provides both specific dog waste bins and general waste bins. There is increasingly a movement in the waste industry away from specific dog bins towards encouraging people to use general waste (combined) bins as this causes less problems when the waste is handled further down the processing chain. With appropriate signage people can be encouraged to do this. Dorchester Town Council do provide dog bag dispensers attached to posts and the view is that these have been very effective in reducing problems of dog fouling on sensitive open spaces (although there is a significant cost to doing this) and that they should be retained.

The review went on to identify where too many bins were located in a single site and could be removed or relocated and where new "Combined" bins could be located.

Location	Current provision	Proposed Provision	Net Change
Sandringham	13	7	-6
Kings Road	4	3	-1
River Frome Walk	9	6	-3
Maumbury Rings	7	3	-4
Fordington Green	4	2	-2
Salisbury Field	9	5	-4
Weymouth Avenue	10	6	-4
Greys bridge	1	0	-1
Poundbury Crescent	2	1	-1
			Total Reduction -26

Members can see exact locations of existing and relocated bins in the body of the main Litter Bin Review 2017 document which has been emailed to them.

By reducing the number, staff time spent checking and emptying bins with very little in them should be reduced, in addition to this the number of black polythene bin liner bags used should also be reduced.

It is understood that there is the potential to remove a bin that provides a useful collection point, staff will be briefed to advise where litter on the ground becomes a problem as a result and the bin will be considered for replacement, similarly if there is significant littering as a result of removal observed by others, replacement will be considered.

3.0 Further Work

Members should be aware that further work is still to be carried out, this will include:-

- Review of dog bin and bag provision, investigation of use of advertising to secure free dog waste bags.
- Introduction of re-cycling waste bins in Borough Gardens.
- Introduction of closed top waste bins in cemeteries.

Carl Dallison
Outdoor Services Manager
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 16 JANUARY 2018

PROVISION OF A SWING FOR USE BY WHEELCHAIR USERS

1. Following a conversation with a Member of the Management Committee a resident has submitted a request for the Council to provide a swing (and possibly a roundabout) suitable for wheelchair users at one of the Council’s play areas. The suggestion from the resident was that the equipment could be placed at Maiden Castle play area.
2. The type of swing is pictured below:-

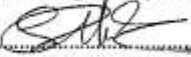
	
Price for supply and deliver only - £5,000	Price for supply and deliver only - £7,400

3. According to the manufacture the cheaper of the two swings is suitable for supervised play areas and the fenced one for non-supervised areas, I have not been able to establish why this is and would take further advice on this prior to any purchase. A radar key is required for access to the fenced swing.
4. In regard to location, the Council has previously installed a roundabout suitable for wheelchair users at Sandringham Sports Centre play area. This play area has plenty of parking close by and is easily accessible. If Members are minded to purchase a swing for wheelchair users it would seem sensible to locate it with the roundabout at Sandringham Sports Centre.
5. If Members are minded to go forward with this type of facility it is recommended that further investigation be made in to the different types of swing available and opportunities for funding with a further report on the outcomes being presented to the March 2018 meeting.

Steve Newman
Deputy Town Clerk

**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>	Cameron DABPS
2. Name and address of responsible officer who should be contacted regarding this application. Cam.DAB@ME.com	Name Cameron Dabbs Address 21 James Road Dorchester Dorset Tel: 01305 267100 (Mobile) 07549219615
3. Address where activities are based.	The THOMAS Hardy School Coburg Road DT1 2HR
4. What area (community) is served?	Adult - Sporting - active body
5. Are there any other similar facilities or services provided in the area/district?	NO - possibly dorchester badminton club
6. How does your organisation / activity benefit the residents of Dorchester	1610 to have as of 2018 cancelled badminton program. As a badminton England coach I want to try and keep Sunday adult session going. It's a very social sport and usually 20 regular member as part of keeping their bodies fit + active
7. Present charges/ subscription/fees. Please attach schedule if available.	NO coaching fee £7 per court per hour £56 per session 4x 2 hours
8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Not currently £5 per session - Normal price to ^{as} previous to 1610

<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>Grant would go to pay for badminton courts. I would volunteer as coach for session and use session as a feeder club for my new junior session happening before it which badminton England and Dorset Badminton are funding. The Adult session would provide a social club session which will no longer be continuing due to 16/10 cancelling badminton activity unless you can!</p>
<p>10. How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>Charge £5 per session to keep up payments of court costs</p>
<p>11. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>January 9th 2018 All equipment provided by volunteer coach. Completion - self sustainable after February half term</p>
<p>12. Please give details of the cost of the project.</p>	<p>£56 per week ongoing.</p>
<p>13. Please give details of other grants awarded or applied for.</p>	<p>N/A</p>
<p>14. Amount of grant requested from Dorchester Town Council.</p>	<p>£224 to pay first 4 weeks of courts</p>
<p>15. Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>Then I will / badminton England funding junior session before adult session to act as feeder group to adult session and Dorset Badminton</p>
<p>16. 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>UKCC Level 2 Badminton Coach England</u></p> <p>For and on behalf of <u>Members of Net Club.</u> Date <u>29-11-17</u></p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 16 JANUARY 2018
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		
DEBORAH CLENSHAW	2992	2240B
MARGARET FLANN	2999	2240A
Poundbury Cemetery		
DENISE HASKINS	2993	C128
MICHAEL KENNEDY	2994	C174
STEPHEN TURNBULL	2995	622
L. STREETS	2996	C127
JOANNA DALE	2997	C85
MAUREEN CURRAN	2998	TBC
Fordington Cemetery		

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

01.11.2017 – 31.12.2017	Dorchester	Fordington	Poundbury
Interments	3		2
Ashes	3	1	1
Garden of Remembrance	-	-	-
Dorchester South Chapel	1	-	1
Poundbury Chamber			-
Children's Plot			-

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 16 JANUARY 2018
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)
NOV	30	31	7	£4538	29	29	3	£4421	(£117)
DEC	22	23	4	£3495	19	18	1	£3090	(£405)
Total	52	54	11	£8033	48	47	4	£7511	(£522)

Bar Income 2016-17			Bar Income 2017-18		
NOVEMBER		£304	NOVEMBER		£289 (£15)
DECEMBER		£512	DECEMBER		£488 (£24)
Total		£816	Total		£777 (£39)

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
NOV	4	4	8	NOV	7	8	16
DEC	1	4	5	DEC	2	1	3
Total	5	8	13	Total	9	9	19

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)	5(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 77.0%

Weymouth Avenue Pavilion 2017				Weymouth Avenue Pavilion 2017-18			
	Paid	FOC	Income	TRANSFERRED TO D. CRICKET CLUB			
JULY	15	1	£492				
AUGUST	6	1	£175				
TOTAL	21	2	£667				

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
NOV	13	2	£606	6	0	£250	(£356)
DEC	6	1	£321	6	0	£250	(£71)
Total	19	3	£927	12	0	£500	(£427)

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 16 JANUARY 2018
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2017	November 2018
Boiler Service	New contract: 2016 Benzoni Services Limited	October 2017	October 2018
PAT Testing	DAM Group	November 2016	November 2018
Lightning Protection	GNS Steeplejack Ltd	September 2017	September 2018
Emergency Evacuation Chairs service	Evac + Chair International	August 2016	August 2018
Fire Alarms annual test and service	Andy Whitty	November 2017	November 2018
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2017	October 2018
Service Clock – annual test and service	Smiths of Derby	November 2017	November 2018
Ventilation Clean	Rentokill	October 2017	October 2018
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 17/19	May 2017	May 2018
Lift	Stannah	June 2017	June 2018
Fire Extinguishers	Fire Express Ltd	August 2017	August 2018
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	New Contractor	February 2016	September 2018

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

Project	Cost	Progress

Meeting of representatives of Dorchester Arts Board/Trading Ltd and Dorchester Town Council - 14 November 2017

Present:

Dorchester Arts/Trading: Mark Tattersall, Louise Sheaves, Paul Smith
Dorchester Town Council: Kate Rice, Stella Jones, Susie Hosford, Fiona Kent-Ledger, Adrian Stuart

1. Operational Issues related to Dorchester Arts activities

- The move to the Municipal Buildings in July 2015 had presented a major opportunity for DA to develop its cultural role, safeguard its future and make a step to taking on The Maltings. The move was viewed as overwhelmingly positive
- Relations with the Town Hall team were very strong and DA could not speak highly enough of their willingness to support DA operations
- The following minor issues were raised by DA or by DTC members
 - How can we minimise non-use of the building on Saturday evenings?
 - AS agreed to research the number of actual occurrences of non-use
 - Due to the impact on bar takings DA offered to assist the process of advertising short notice booking opportunities
 - Members agreed not to pursue ideas for opening the building on New Year's Eve due to past experiences. AS identified there was little demand between Christmas and New Year, DA echoed this view
 - DA identified weaknesses in communications regarding the calendar of events and available booking slots, and asked if the computerised booking system could be shared with them. Members also expressed concern about the ease of access to booking information. AS acknowledged that the booking software was weak, but that it served wider purposes including pitch booking. There were currently no plans to replace it, but that replacement would be investigated if pitch booking ceased in 2018
 - In order to reduce time spent dealing with general queries from visitors to the building DA asked if signage in the lobby could be improved, to include the weekly calendar of events at the building – DTC Members agreed to investigate
 - DA requested that the Council consider specific proposals for replacing the flagholders on the front of the building. Members supported the idea and agreed to promote early change to the Management Committee
 - DA requested that the Council consider introducing wi-fi to the Dressing Rooms. Members also supported this request. AS agreed to investigate the cost
 - DA requested a protocol for access to suitable ground floor changing rooms for disabled artists. Members agreed this should happen
 - A Member asked about the comfort of the chairs, which extended into a discussion about the limitations of the current staging. AS explained that there were no plans to invest in either at present and DTC could not guarantee their suitability once DA had left

2. Operational Issues relating to Dorchester Arts Bar

- Bar is now well established and operating well; it is contributing £15-£20k a year to support DA's arts programme
- DA is experiencing occasions when the bar was being requested but not being patronised, to the detriment of Bar profits and hence support for Arts activities; they requested
 - That they be allowed to not provide a bar for regular hirers when there is clear evidence it is not viable. Examples included Leroc dance evenings and Armed Forces Day. Members supported this request and agreed to raise it with the Management Committee as a matter of urgency
 - That consideration be given to the introduction of a returnable deposit scheme for casual hirers, to give the comfort that DA's losses would be limited
- Acknowledging the bar agreement was to be renewed in June 2018 DA requested
 - That the situation regarding corkage for NADFAS and the Film Society be clarified
 - That the point at which the payment to DTC rises from 10% to 15% be increased
- Members recognised the Bar was now operating very effectively
 - DA confirmed that the plastic glasses being used were recyclable
 - AS asked about use by DA of the kitchen. They confirmed it was not a key part of their requirements

3. Longer Term Issues

- Noting that The Maltings is not likely to happen for 3-4 years DA and DTC agreed it was appropriate to start discussions about renewing the lease and the bar franchise
- AS noted that the Council had been holding off a full roof repair for the Corn Exchange and that this was inevitable during any extended lease period

4. Recommendations and Issues to Note

- Recommendations for Immediate Action
 - That discussions on the renewal of the various lease agreements and franchise arrangements start, to be completed by July 2018
 - That the current bar franchise agreement be varied to remove the obligation on Dorchester Arts to provide a bar for regular events where there is evidence that a bar is not viable
 - That the flagholders on the outside of the Municipal Buildings are replaced so that they can be used more effectively
- Other Recommendations for Action
 - That a process for advertising short notice booking opportunities be developed
 - That consideration is given to implementing a new booking system once Sports Pitch Booking demands have reduced
 - That the use of information regarding daily activities be introduced to the lobby area

- That provision of wi-fi to the dressing rooms is investigated
- That a protocol for providing appropriate disabled facilities for artists is developed
- That consideration be given to the introduction of a returnable deposit scheme for casual hirers, to give the comfort that DA's losses would be limited
- Issues where no action is proposed at present
 - Improvements to chairs and the rake

AS

15 November 2017