



Dorchester Town Council

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7 March 2018

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 13 March 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 16 January 2018 (adopted by Council on 30 January 2018). 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 meeting held on 20 February 2018 (enclosed).

4. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

5. Borough Gardens - New Tennis Courts

The Deputy Town Clerk to report on progress with the construction of the new tennis courts in the Borough Gardens which commenced on 5 March 2018.

6. Tirah Information Board – Borough Gardens

Members will recall that in May last year the Committee considered whether move or turn the Tirah Information Board around. At that stage it was agreed that it should stay in the present location.

The Friends of the Borough Gardens has requested, and the Chairman has agreed, that the Committee give further consideration to this matter. Email extract below:-

“Information board for the Tirah Monument – While we, the Friends of the Borough Gardens, understand that the Town Council recently decided to leave the Information Board as it is for the time being, we wonder if we might prevail on the Town Council to consider just turning the notice round so that the information faces the visitors instead of presenting a black object that nobody notices as at present; at least the post holes are all there so it needn't be a lengthy or expensive job and as we have already said, we would be very happy to pay any expenses. We are sure that this little adjustment would make all the difference to visitors' appreciation of a monument to an important event in Dorchester's history.

The report considered by the Committee in May 2017 is enclosed for information.

7. Borough Gardens Kiosk

The Deputy Town Clerk to report on progress with the re-letting of the refreshment kiosk in the Borough Gardens.

8. Wheelchair Accessible Swing

To receive an update from the Deputy Town Clerk.

9. Requests for Financial Assistance

(a) Dorchester Disabled Club – to consider sponsoring the Club's Carnival Tandem ride (correspondence attached).

(b) Dorset Youth Association – in recognition of the support offered to the Dorchester Youth and Community Centre to consider offering a grant of up to £500 to the Dorset Youth Association (correspondence attached).

10. Task and Finish Group – Municipal Buildings

To appoint two Members to the Task and Finish Group proposed by the Management Committee and established by the Policy Committee at its last meeting to consider the future management and maintenance of the Municipal Buildings.

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.

(c) The Purchase of Exclusive Rights of Burial

To consider a report by the Burials Administrator (enclosed).

12. Monitoring Reports

To consider the Municipal Buildings 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 4 December 2017 (enclosed).

14. Urgent Items

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

Notes of a Site Visit held on 20 February 2018 at 4.15pm.

Sites visited – Municipal Buildings and Borough Gardens.

Attending: Councillors C. Biggs, J. Hewitt, S. Jones, T. Jones, F. Kent-Ledger, R. Potter, M. Rennie, K. Rice, P. Stein and D. Taylor.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

Ian Homer, Head Gardener (for Borough Gardens visit).

1. Municipal Buildings

The Deputy Town Clerk reported on the completion to the stonework renovations in the Town Hall and the repainting of all of the external woodwork. Members noted that the removal of the double glazing and the installation of blinds in place of curtains in the Town Hall had improved the space significantly.

Having viewed the buildings Members identified the following matters:-

Town Hall

- Skirting boards needed repainting
- Paintwork on walls and pillars needed touching up
- Some small window panes were cracked particularly in the bay at the oriel window end of the room, a check should be made to ensure that there was not an underlying issue in respect of that bay.

Council Chamber

- It was noted that the heating system had failed beyond repair, temporary heating was being arranged whilst a review of heating arrangements was undertaken.
- The wooden chairs were in need of inspection and repair.
- The clock should be moved to the back of the Council Chamber.
- Paintings needed straightening.
- There should be a photo of the current Mayor on display (it was later felt that this photo could be displayed in the lobby)
- More use could be made of the visitor book and / or the possible introduction of a photo book.

Corn Exchange

- Bulbs needed replacing in chandelier at the apps end of the room.
- Paintwork needed refreshing in certain areas.
- Inspections by THK's required to ensure hirers are not affixing items to the walls.
- It was noted that the task and finish group recently established would be considering the roof repairs and other major works.

Kitchen

- A more secure method of holding up the dishwasher stacking shelf should be introduced.
- Loose light fitting needed securing.

2. Borough Gardens

The Group visited the Borough Gardens and were updated in respect of the following projects:-

WiFi – The Council had previously agreed to contribute towards a town centre free WiFi initiative which included the Borough Gardens. To enable the WiFi in the Gardens it was necessary to install the main router equipment in the basement of the BG House together with a small ‘throwing’ device attached to the wall of the building which would connect with a similar device on a pole fixed to the corner of the tennis courts which, in turn, would connect with another device to be installed on a four metre black column to be installed into the shrubs near to the borehole, which would then finally connect to a device located on the top of the kiosk.

Members noted the arrangements.

Kiosk – It was noted that expressions of interest would now be sought for a new operator of the kiosk. It was hoped that the kiosk would be open again by the second May bank holiday if a local charity or community organisation came forward.

Clock – The Outdoor Services Manager explained the process with the stripping and repainting of the clock. Photos were circulated which showed the detail of the clock which could now be seen following the removal of eight layers of paint.

New Tennis Courts – The Group viewed the groundworks that had been completed in readiness for the construction of the new tennis courts which was due to commence on Monday 5 March 2018. Due to there being no access to the old bowling green for vehicles via the Gardens a road closure of the southern end of West Walks Road and West Walks themselves was required to use as a compound and to allow the many lorry movements for the removal of the topsoil and bringing in aggregate for construction. Residents of West Walks Road would be informed of the closure. It was noted that there would be no pedestrian access through West Walks from Bowling Alley Walk for the period of the construction although every effort would be made to open a walkway at some stage if it was safe to do so.

Generally – Members appreciated the growing numbers of snowdrops which had been planted year on year into the grassed area to the left of the Prince’s Street entrance and agreed that the planting of some Japanese Maples in this area would be a further improvement.

The Outdoor Services Manager reported on the works proposed to improve the entrance into the Gardens from Prince’s Street, how the Tirah bed was to be refreshed and the success of the recycling area which was to have some fencing around it to supplement the bamboo.

Members discussed what could be done with the pollarded trees next to the old bowling green and it was agreed to trial crown reinstatement (lollipopping).

Meeting closed 5.43pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13th March 2018

OUTDOOR SERVICES UPDATE REPORT – Late Winter 18

1. This period saw ongoing maintenance work and one off jobs being completed within the outdoor services team and this has continued through the late winter. A cold snowy spell saw much normal work suspended due to the weather. Given the forecast staff were instructed to prepare, check and fit the appropriate snow ploughing and salting equipment. The procedure under the winter plan is to try to apply salt to surfaces before snow arrives. Staff achieved this well in advance of the snow which was a good achievement. Once the snow had arrived travelling to work for some was not possible but 6 outdoor services staff managed to attend and the Council's grave digger even managed to inter ashes, in a blizzard, on the Thursday afternoon at Fordington Cemetery. The plan then requires that during and after snow the walks and town centre pavements are ploughed and gritted. This again to the credit of the staff was achieved by mid-day on the Friday. It is a credit to staff that they responded well and tried their best to attend during quite cold weather. It is anticipated that that will be the final snow event of the winter so local grit boxes will not be refilled unless an adverse forecast which has a high level of forecaster confidence arrives. Local grit bins will be then emptied by Council staff and refilled by the County Council in late October / November. 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 task within the site. Edging of grass areas has taken 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 work carried out so far. Pruning of shrubs and low tree branches over Cornwall Road has been undertaken to remove the nuisance to pedestrians. The long hedge between the Glasshouses and the old bowling green site has now been reduced in both height and width as part of the wider tennis court project. These works allow for more comfortable access for pedestrian diverted by the closure of the lower section of west walks and also start the process of changing the landscape around what will be the new courts.

3. Away from the gardens, the outdoor services team have been very busy ensuring facilities are of a good standard. Further routine work has continued keeping play equipment in a safe and well maintained condition including replacement of roundabout bearings at Poundbury Crescent and the replacement of springs on the trampoline at Kings Park. The first tranche of works changing litter and dog bin positions has taken place, no complaints have been received so far. Preparing vacant allotments for re-letting will continue until early summer. It is the case that demand for allotments has fallen and several sites now have very small waiting lists and some are waiting for a specific numbered plot so sites may well continue now to have un-allocated plots due to lack of demand. Grass edging works are almost complete in Weymouth Avenue cemetery, this work has a very good visual impact after years of it not being carried out. Weymouth Avenue is now closed to new burials but Ashes interments can still take place as can the burials in pre-purchased plots so maintaining the appearance of the sites to users is still a priority.

4. The Borough Gardens clock redecoration is nearing completion this is currently estimated for the end of w/c 12th March. It was pleasing to note that the contractors carried on during the severe weather attending site and working every day, significant effort was put in to heat the clock during decoration to ensure a good standard of finish. The public have been kept informed with progress via the Borough Gardens Facebook pages with updates and photos such as the ones below showing the newly painted features.



5. Sportsfield work has very much been focused on maintaining the quality of football pitches to allow games to go ahead during what, at times, has been very wet weather. Some games have had to be cancelled but in the main pitch provision and quality has held up well. As soon as grass growth commences and the risk of frost is past a drying spell will see pre-season rolling of the cricket square along with continued cutting.

6. Over the coming weeks staff will continue renovating seats and bins in various locations and they are also still busy cleaning road signs in the town to give a good appearance to both locals and visitors. A focus for attention will shift to furniture in the Borough Gardens ensuring that is well maintained before the visit from Green flag Judges expected sometime in April /may

7. Tree works are now completed on the Walks network and the responsibility for maintenance will now shift to the County Council. Members should note that several Horse Chestnuts along the Walks network are suffering from a disease which is affecting Horse Chestnut trees nationally. In all but a few cases this disease leads to the eventual death of the tree, following a period of decline featuring early drop of leaves and die back of branches. There is no treatment and when the trees decline to such an extent they become dangerous they will have to be felled. The worst examples are currently outside the district council offices on South Walks.

The outdoor services manager will continue to have dialogue with county tree staff and the district tree officer regarding these trees and will make members aware of any impending works where it is possible to do so. The County Council have agreed to the replacement of any trees lost in the future to maintain the tree lined walks as they should be.

Carl Dallison
Outdoor Services Manager

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 DISABLED CLUB



Charity Number 1138215

Tel: 01305 263085

**43 Mellstock Ave
Dorchester
Dorset**

DT1 2BG

20th February 2018

Mr S Newman,
Deputy Town Clerk,
Town Council,
Dorchester
DT1 1JF

Dear Mr Newman,

In conjunction with Carnival on June 16th, we are running a sponsored Tandem Ride along the cycle paths to Weymouth and back. We intend to share the sponsor money between Dorchester Middle School Disabled Unit and ourselves and wondered if the Town Council would kindly consider making a donation of £100 to this worthy cause?

Yours sincerely,

J.C. Graham Curtis
Chairman



Dorset Youth Association HQ, Lubbecke

Way, Dorchester, Dorset, DT1

1QL

Telephone: 01305 262440

Email - info@dorsetyouth.com

Registered Charity Number: 306009

Dorset Youth Association (DYA) is an independent charity which has been supporting youth clubs and groups in the shire county of Dorset since 1943. Successful fundraising over many years has helped us to increase our reach and enabled us to provide a wide range of services in support of vulnerable and disadvantaged children and young people. In recent years we have identified the need to provide more support for families and as a result we attracted funding to deliver the Strengthening Families Programme which has now been running for 6 years and were successful on 2 occasions with tenders to deliver the Dorset Family Link Worker Service and are supporting families throughout Dorset in their homes and communities.

The youth sector has seen many changes and the most recent and devastating was brought about by Dorset County Council's decision to cease funding for 22 youth clubs from 31st August 2016. The cut was £2 million.

The running of many of these clubs has been passed to local communities and voluntary sector organisations who are now managing staff, volunteers and premises and running youth services in their communities. Youth clubs are often feeling the effects of being in a largely rural county and the withdrawal of funding has created a feeling of greater isolation for some clubs. We often hear from clubs who want to provide the best possible service for their young people, but the individuals involved may not have appropriate experience to know how to make that happen and don't know where they can get the help they need.

DYA is currently providing vital support for 65 youth groups across the county. We provide weekly information alerts for 330 paid and voluntary youth workers, a county wide DBS (Criminal Records) clearance scheme and help with safeguarding issues. We also attract vital funding to meet our aim of improving the quality of life for children, young people and families in Dorset.

During the past three years it has been extremely difficult to attract new monies to Dorset to support young people and youth groups and in this time we have had to use reserves to enable us to continue to deliver these services. However demand for our support has increased and is predicted to do so for the foreseeable future. We have reviewed our services and reduced our costs, but still need to raise £20,000 to continue to provide support for clubs and groups next year.

I am writing to all Parish and Town councils with the hope that it will be possible to make a contribution however large or small to enable us to continue to support our communities.

A handwritten signature in black ink, appearing to read 'Dave Thompson'.

Dave Thompson
Director

DORSET YOUTH ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
Income					
Grants and donations	3	137,017	151,964	288,981	277,376
Affiliation fees		1,275	-	1,275	925
Lettings		17,652	-	17,652	15,790
Sundry		3,184	33,312	36,496	13,645
Interest received		170	-	170	259
Total income		<u>159,298</u>	<u>185,276</u>	<u>344,574</u>	<u>307,995</u>
Resources expended					
Charitable activities	4/5	107,555	220,304	327,859	342,865
Governance	4/5	53,235	1,000	54,235	59,558
Total resources expended		<u>160,790</u>	<u>221,304</u>	<u>382,094</u>	<u>402,423</u>
Net incoming / (outgoing) resources before transfers		(1,492)	(36,028)	(37,520)	(94,428)
Transfers between funds	6	(26,023)	26,023	-	-
Net movement in funds		(27,515)	(10,005)	(37,520)	(94,428)
Opening fund balances		195,909	56,469	252,378	346,806
Closing fund balances		<u>£168,394</u>	<u>£46,464</u>	<u>£214,858</u>	<u>£252,378</u>



DORSET YOUTH ASSOCIATION
BALANCE SHEET AS AT 31 MARCH 2017

	Note	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	8		190,564		199,220
Current assets					
Prepayments			1,681		2,225
Debtors			30,022		1,145
Cash at bank : NSB			13,782		13,700
: CAF			30,264		70,179
: Lloyds			42,677		63,278
Cash in hand			333		273
			<u>118,759</u>		<u>150,800</u>
Current liabilities					
Mortgage	9		6,316		6,002
Creditors			5,915		3,090
Accruals			1,000		1,000
			<u>13,231</u>		<u>10,092</u>
Net current assets			105,528		140,708
			<u>296,092</u>		<u>339,928</u>
Long term liability					
Mortgage	9		(81,234)		(87,550)
Net assets			<u>£214,858</u>		<u>£252,378</u>
Represented by:					
Funds					
Unrestricted funds	10		168,394		195,909
Restricted funds	11		46,464		56,469
			<u>£214,858</u>		<u>£252,378</u>

Approved by the trustees on the 20th September 2017 and signed on their behalf



Allen E Knott
Chairman

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 MARCH 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		
JEAN MARY LANG	3002	2234A
DIANA MARY DAVIES	3003	2238A
NICOLA JEAN DUNNING	3004	2238B
NICOLA JEAN DUNNING	3005	2236A
VERA BLANCHE MARY ALVIN	3010	2215B
JOSEPHINE RIGBY	3011/3008	2258B
LINDA HANSFORD	3012/3009	2245C
ALBERT & ELENA SHORT	3013/3010	2239B
Poundbury Cemetery		
CAROL BERNSTEIN	3000	720
CINDY ZDUNEK	3001	721
CAROLINE FRANCES DEACON	3006	C187A
JANET PULLEY	3007	1273G
CHI WANG KWAN	3008	690
BERYL JEAN APLIN	3009	C186A
Fordington Cemetery		

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

01.01.2018 – 28.02.2018	Dorchester	Fordington	Poundbury
Interments	2	1	6
Ashes	6	1	2
Garden of Remembrance	1	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 MARCH 2018

THE PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL AT POUNDBURY CEMETERY

1. When Poundbury Cemetery was opened in 2002 the Dorchester Joint Burial Committee agreed that people could purchase an Exclusive Right of Burial (ERB) for a period of a hundred years (ERB's are now valid for 50 years) which would allow them to be buried at the cemetery. As well as purchasing the right of burial residents were also allowed to pick the exact plot in the cemetery where they wished to be buried.
2. In the last year 24 ERB's were issued for Poundbury Cemetery. Ten of those were bought in advance of burial, the remaining Fourteen were purchased at the time of burial.
3. However, as time has gone on, it has become apparent that allowing residents to purchase an exact plot in advance of its use has caused a number of significant issues as follows:-
 - When the time arrives to dig the grave the space has been surrounded by burials making it inaccessible with the digger requiring it to be dug by hand.
 - It means that often spoil has to be placed on an adjoining grave causing upset to relatives.
 - If the plot is in a presently unused area of the cemetery it is exceptionally difficult to dig the grave in exactly the right spot meaning that it might not be exactly in line it crosses two grave spaces etc. This has a knock on effect to the surrounding grave spaces.
 - Record keeping errors in the burial books could occur meaning that a grave space is sold twice.
 - The risk of the grave walls collapsing (making the plot unusable) at the time of digging if the plot is already surrounded by established graves.
4. These issues can be both upsetting for relatives at the time of burial and also administratively very time consuming.
5. In order to address these issues it is proposed that the policy to allow people to specify an exact plot in the cemetery should be discontinued. An ERB could still be purchased but it would only allow the right of burial in either the Traditional area, Green Burial area, Lawn area, Muslim area or Cremated Ashes area, and not the right of burial in a specified plot within those areas.
6. At the time of death the Council would allocate the plot which was next in line for use. In practice this would mean that grave spaces were dug one after another and next to each other. This system addresses all of those issues highlighted above and means that the cemetery can operate in the most efficient manner. Those ERB's that have already been issued with a specific plot will be honoured. It is worth noting that this style of system is used in Weymouth and many other local authority cemeteries.

7. This proposal has been discussed at the annual meeting with Dorchester Funeral Directors, held in January 2018, who agreed that this was a sensible change to the cemetery policy.

Julie Hollings
Burial Administrator

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 13 March 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)
JAN	31	25	2	£3795	28	28	1	£3455	(£340)
FEB	27	23	4	£4314	27	28	4	£5260	£946
Total	58	48	6	£8109	55	56	5	£8715	£606

Bar Income 2016-17			Bar Income 2017-18		
JANUARY		£159	JANUARY	£176	£17
FEBRUARY		£180	FEBRUARY	£93	(£87)
Total		£339		£269	(£70)

Non Chargeable Bookings 2016-17				Non Chargeable Bookings 2017-18			
	Council	Partners	Total		Council	Partners	Total
JAN	6	3	9	JAN	4	7	11
FEB	3	2	5	FEB	3	3	6
Total	9	5	14		7	10	17

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)	3(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 95.9%

Borough Gardens House 2016-17				Borough Gardens House 2017-18			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JAN	8	1	£338	9	0	£375	£37
FEB	9	2	£456	11	1	£458	£2
Total	17	3	£794	20	1	£833	£39

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 13 MARCH 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	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	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	May 2017	May 2018
Lift	Stannah	June 2017	June 2018
Fire Extinguishers	Fire Express Ltd	August 2017	August 2018
Fixed Wire Testing (5 Year)	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 Openings.co.uk	To be repaired March 2018	March 2019

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

Project	Cost	Progress

DORCHESTER ARTS BOARD MEETING
Monday 4th December 2017, 5.30pm
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)
Penny Treadwell Anderson PTA
Fiona Kent-Ledger FK-L (for DTC)
Jennie Veale JV
Roger Jarvis RJ
Peter Smith PS

1. LS welcomed : MT, TH, TJ, TW, PTA, CW, PS, RJ, FP, SH, JV and Elizabeth Evensen from DA staff.
2. Apologies were received from: FK-L, SL.
3. There were no conflicts of interest registered.
4. Elizabeth Evensen made a presentation on DA's social media status and several points were highlighted.

****Action all:** She particularly asked for input from anyone and assured the board that all comments were welcome. She also requested volunteers to join in with social media activity. She particularly wants to get 'out of the echo chamber' and get the public 'talking back to us'.

It was suggested that a board member could organise a rota to deliver content to Dorset Hour on Twitter. TW suggested an intern but it was felt that the social interaction is better coming from within DA because social media 'must not sound like advertising'.

****Action:** CW and Elizabeth are to engage in a tweetathon and FP offered to help.

TH repeated his request for more analysis to be included in MT's report, particularly 'to measure resources against achievement.'

5. The Minutes from 25th September 2017 were approved by LS and TH.

6. Matters arising from the Minutes:

Item 5: the problem about the side letter to MT's contract is to be sorted out at the next Maltings meeting.

Item 7: SH reported that the availability of dates for weddings at CX was not such a problem now (see below item 7)

Item10: TH's request for social media statistics is to be reported in the next AD's report, if it is available by then.

7. DTC extension of agreement on magistrates room and bar franchise:

It was reported that no significant issues have arisen, dates for weddings are more flexible than was thought; but MT remarked that promotion of CX private events could be more pro-active and

perceptions about wedding dates and availability for other private events need to be changed as this would help the bar income.

A deposit scheme to discourage unprofitable bar openings was discussed.

MT said that a major issue is that CX roof needs repair and closure will be at least 2 months.

Suggested closure time is August /September 2019. To be discussed with DTC.

Thanks were recorded to the DTC for their flexibility in being open to extending the Magistrate's Room agreement.

****Action:** LS to forward the DTC meeting notes to the board to keep them informed.

TW And JV left the meeting at 6.25

8. LS reminded the board about the AGM on Saturday 20th January 2018 and the performances by Connect and MT@DYT

9. The Maltings:

MT reported that the Arts Council meeting was a fact-finding exercise and outlined some of the points that were made.

Congratulations were given on the receipt of the repayment from the Canopy funds and a vote of thanks was given to SH for her help in their resolution. TH also gave thanks to MT and LS.

DTC are to appoint a representative to sit on the Maltings Arts board.

****Action:** A meeting is to be set up with Phil Gibby (Regional Director SW, ACE): MT

TJ left at 6.35

10. Fundraising: PTA reported that fundraising was going really well. A very successful Sugar Group meeting raised £12k plus potential for gift aid, as well as £20k from a charitable trust towards A Pure Woman, and HEHS was also a great success.

Thanks were given to PTA and her team.

****Action:** all board members to advertise the big fundraising gala on 23rd Feb '18.

11. AD's report:

MT reported a good autumn season with only some small criticism about a children's show not being what it said it was on the tin. He reported that the children's audience has picked up and the box office has hit its target in only six months. He underlined the need for a push on the Live for 5 initiative

****Action:** MT to look at the age range of workshops

****Action:** FP to feed back about Live for 5 events and how to raise awareness with dedicated and age-sensitive social media.

****Action all:** promote Pop Club.

TJ left at 7pm

TW Arrived back at 7.05 pm

The proposed Jazz festival is to be shelved for several reasons, so DTC still has £12k to be used for an outside event (bust must have extensive community involvement). FP suggested the Great Field 'Proms In The Park' event might offer potential for partnership (POST MEETING NOTE: this event has been postponed, possibly to 2019)

****Action:** FP to send info.

There is to be another hard hat tour on 15 December at 10am and MT is to take The Suits business networking group around the Maltings on the same day.

MT told about the great success of Kinetics and its gala premiere on January 10th, plus other shows in Bristol and London.

12. HR/ policies: board induction pack by FP is almost completed. TJ and RJ have joined the committee with TJ responsible for safeguarding.
CW suggested looking at the Royal Court code of conduct that can be downloaded.

** action: FP to look at it as a potential good practice guide.

TW asked for closer information about DA's financial instruments i.e. procedures for spending money and who holds credit cards?

** action: to discuss at next Finance Committee meeting (PS/MT)

13. Finance: report from TH was very positive. The box office success has resulted in significant surplus at Sept 30th and there was discussion of whether the opportunity might arise to spend some of the reserve before the year-end on specific items. Agreed that this would be reviewed in the light of Dec 31st figures. TW asked if a loan could be transferred to the Maltings.

** Important announcement: from the bottom of LS's heart she thanked TH for 6 years of hard work and attention to detail. All agreed.
Peter Smith is to take over as the treasurer in January 2018.

LS also commented on the stability of the board and the professional nature of the members. She said that the board had been emailed about the salary increase for staff.

14. No other business was raised.

15. Date of next meeting is briefly after AGM on 20th January 2018, then Monday 5th Feb at 4.30pm.

The meeting closed at 7.25.

Minutes: Jane Burden.