

Dorchester Town Council

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2 May 2018

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 8 May 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 13 March 2018 (adopted by Council on 27 March 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 10 April 2018 (enclosed).

4. Municipal Buildings Strategy Task and Finish Group

To consider the notes of the first Municipal Buildings Strategy Task and Finish Group held on 17 April 2018 (enclosed).

5. Wheelchair Accessible Swing

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

6. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

7. Biodiversity Strategy 2018 – 2023

A complete copy of the draft Biodiversity Strategy prepared by the Outdoor Services Manager is available to view on the Council's website and has been emailed directly to all Members. The summary and action are enclosed for consideration.

8. 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.

9. Borough Gardens Kiosk

At the last meeting of the Committee it was resolved that

That the Deputy Town Clerk, following consultation with the Chairman and Vice Chairman of the Committee, be authorised to re-let the kiosk, initially for a year, to the interested organisation.

These consultations have been completed and the Borough Gardens Kiosk has been let to the operators of Café on the Green at Poundbury. For the time of the let the kiosk will be known as the Kiosk on the Green. The kiosk will be officially open from the second May Bank Holiday but will also be open on the 6 and 7 May 2018 and then every weekend in May.

10. Borough Gardens - Women's Vote Centenary Event

To report that Dorchester Youth Council wished to commemorate the centenary of some women receiving the vote. The Youth Council felt that an event in the Borough Gardens to run alongside the 'opening' of the suffrage shield bed would be ideal. The Youth Council has successfully applied for funding to the Women's Vote Centenary fund and is now organising the event which will be held on Sunday 1 July between 12 noon and 3.00pm. The event will include key note speakers, music and talks about the era etc.

11. WW1 Centenary Commemorations

To receive an update report by the Deputy Town Clerk (enclosed).

12. Requests for Financial Assistance

- (a) Dorchester Disabled Club – grant application enclosed.
- (b) Dorchester and District Gardening Club – grant application enclosed.
- (c) Lions Club of Dorchester – grant application enclosed.
- (d) Dorchester Food Bank (Lunch Club) – grant application enclosed.

13. 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.

14. Monitoring Reports

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

15. Dorchester Arts

To receive the notes of Dorchester Arts Board meeting held on 9 April 2018 (enclosed).

16. Urgent Items

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

Notes of a Site Visit held on 10 April 2018 at 10.00am.

Sites visited – Poundbury Cemetery, Fordington Cemetery, Weymouth Avenue Pavilion (Boxing Club) and Weymouth Avenue Cemetery.

Attending: Councillors T. Harries, J. Hewitt, T. Jones and D. Taylor.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

1. Poundbury Cemetery

Members attention was drawn to the surface water running off the road into the cemetery and over the septic tank cover. This resulted in the septic tank being filled with run off water which then needed to be emptied. Members agreed that the area should be redesigned to include the drain cover being built around to prevent water from crossing it.

Those attending expressed concern at the condition of the cemetery walls which were stained and cracked. There was no easy solution to the issue and officers were asked to give some thought as to a cost effective solution.

It was noted that the main projects for the cemetery over the forthcoming year was to build the new wall which had previously been agreed and to layout the remaining path network. It was reported that the path network would be tarmac only.

Members felt that an improvement plan should be created which documented the main structural issues at the cemetery, possible solutions and their estimated costs.

2. Fordington Cemetery

The Group visited Fordington Cemetery which was considered to be in good order. It was noted that a couple of the war graves appeared not to be in good condition and should be reported to the Commonwealth War Graves Commission.

The Outdoor Services Manager reported that there was a watching brief on the tree which was growing up and pushing against the wall on the King's Road side of the cemetery.

3. Weymouth Avenue Pavilion – Boxing Club

The Group visited the newly converted space at Weymouth Avenue Pavilion which had now been occupied by Dorchester Boxing Club. The space had been created by converting the original changing rooms and ref rooms. The space was completely separate to the rest of the building which was now managed by Dorchester Cricket Club. The Boxing Club would pay rent to the Cricket Club.

Members of the Boxing Club addressed Members and thanked the Council for helping the Club find a permanent affordable home.

4. Weymouth Avenue Cemetery

Members viewed the cemetery and were very pleased with the overall condition. The Outdoor Services Manager explained the work that had been undertaken over the past year and what was likely to be proposed as a part of the new biodiversity strategy which was to be considered by Management Committee at its May meeting.

With regard to the North Chapel it was noted that there were some broken panes of glass that required replacing. From the outside of the South Chapel it appeared that there was some sagging to the stained glass window and Members requested that this be investigated further.

It was noted that the South Chapel stained glass window was of great significance and it was requested that the whole Council be reminded of its importance.

Meeting closed 12.08pm.

MUNICIPAL BUILDINGS STRATEGY TASK & FINISH GROUP

TUESDAY 17 APRIL 2018

Attending: G. Duke, S. Jones (Management), T. Harries, S. Hosford (Policy)

Officers: Steve Newman, Adrian Stuart

1. Refurbishment Works

- SN outlined the potential works required on the building

Area	Works	Cost range £k	Possible Timetable
CX, Changing Rms, n. facade	Structural – reroof and water ingress	180 - 250	Summer '19
CX	Flooring repairs	5 - 10	Not urgent
Council Chamber	Lighting and heating	5 - 10	Aug 2018
CX	Non-performance lighting	10 - 20	Not urgent
Overall	Possible replacement boiler system	?	?

- SN identified the need for a Mechanical and Electrical report to identify how heating and lighting works might be introduced
- GD asked for a solar/battery storage system to be considered to reduce utility costs
- SN noted that the reroofing works must be done within the next 3 years and that this would inevitably impact on Dorchester Arts and other regular hirers. The impact was unquantified
- SN also identified the need to separate out reroofing CX from the Changing Rooms, due to uncertainty re future of changing rooms

2. Future of the Building

- AS identified two possible scenarios, anticipating a clearer picture by September this year
 - Dorchester Arts go the Maltings in the medium term (3-5 years' time)
 - Dorchester Arts wish to stay long term, and the Council agrees to their request
- AS also identified that either scenario might accommodate the relocation of DTC's offices to the rear of the building, probably in the current Dressing Rooms
 - This would release a significant capital sum from the sale of 19 North Square but would also necessitate works to remodel the rear of the Corn Exchange.
 - Leaving 19NS would save c. £12k a year in supply costs but would also create operating efficiencies
 - It might also facilitate the delivery of 4 - 6 affordable flats in the 19NS building
- The two scenarios would impact on
 - Works on the building which go beyond keeping the building structurally sound
 - Future management and use of the building, including staffing and hiring

- Members recognised that until the position regarding The Maltings became clear it would be difficult to plan for some of the works identified at 1 above. AS anticipated that a clear picture might emerge re The Maltings by the end of the summer

3. Decisions and Recommendations

- It was agreed that
 - SN will approach Starks to understand the potential to separate works to the CX roof and the N. façade from those to the roof of the Dressing Rooms, and will investigate the cost of an M&E survey
 - Ideas for improved heating and lighting of the Council Chamber, for implementation before next winter, will be developed
- **It is Recommended to Management**
 - Management Committee be invited to confirm the view of the Group that, in the event The Maltings project does not happen, Dorchester Arts be invited to discussions to identify an alternative way forward for developing the Corn Exchange and ground floor ancillary spaces as an Arts venue, while upstairs spaces remain managed by the Town Council
 - That the development of a proposal to include our offices in the Municipal Buildings is considered once the picture regarding Local Government Reorganisation has been clarified

AS

18 April 2018

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 8 MAY 2018

PROVISION OF A SWING SUITABLE FOR WHEELCHAIR USERS

1. Members will recall that at the January 2018 meeting the Committee considered a request from a member of the public requesting that a swing suitable for wheelchair users be provided at one of the Council's play areas (the January report is attached). The suggestion from the resident was that the equipment could be placed at Castle Park play area.
2. The Committee was supportive of the idea but felt that it should be located at Sandringham Sports Centre play area alongside the roundabout which was also suitable for wheelchair users, had a free car park next to it and a tarmac path to the play area.
3. Following the January meeting a petition was launched via social media from a separate local resident also with the aim of providing a wheelchair accessible swing in the town. This petition raised a number of signatories in support of the proposal.
4. Since the January meeting discussions have been held with both local residents. Both local residents would wish to see the swing located at Castle Park rather than Sandringham as there is a number of children in wheelchairs that attend the first school opposite the park. The provision of a swing in this location would mean that these children would have some element of play to enjoy with their friends both before and after school. The head teacher of Prince of Wales School has been in contact with the Council and is also very supportive of a swing in this location.
5. The local residents have confirmed that access to Castle Park play area is suitable for wheelchair users without the need for a tarmac path or any adjustments to the gate. On street parking is freely available in the area.
6. The cost of the swing previously agreed by the Committee and agreed as suitable by the local residents is £5,000. A contribution towards the cost of the facility could be applied for from the Dorset Police Community Grants Fund, no other grant sources have been identified.
7. The Committee will be asked to consider whether it wishes to proceed with the purchase of the swing and, if it does, to confirm where it is to be located.

Steve Newman
Deputy Town Clerk

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

MANAGEMENT COMMITTEE – 8th May 2018 OUTDOOR SERVICES UPDATE REPORT – Spring 2018

1. This period saw ongoing maintenance work and one off jobs being completed within the outdoor services team. A second cold snowy spell saw much normal work delayed due to the weather and a slow start to the grass cutting season. This was then followed by cold and wet weather which again prevented grass and shrub growth until late in April when warmer weather arrived and rapid grass growth started. The challenge then was to cut the grass in often wet conditions without creating a mess or causing damage. Staff have now successfully completed the first cut and avoided such problems.
2. The Borough Gardens staff have been working hard doing many task within the site. Edging of grass areas has taken place, this is a long process but improvement can already be seen. The pruning of shrubs and low tree branches over Cornwall Road has been undertaken to remove the nuisance to pedestrians, accompanied by relocation of the bike racks and the creation of a new bins storage area to the rear of the shrub beds.

The Clock renovation works are completed and new tennis court works almost so, additionally work to provide free Wi-Fi in the gardens is also completed. This activity has understandably resulted in damage to grass area, this has been repaired by the gardens staff using both turf and grass seed. Ongoing works have been carried out shredding prunings and green waste and using the resulting material to mulch shrub beds so keeping weeds down and freeing up staff time to improve quality in other areas.

The paving around the Fountain has been problematic again this winter due to the growth of Algae causing a very slippery surface. The OSM will consider this problem over the coming months with a view to reducing this risk.
3. The Borough Gardens clock redecoration is complete, as mentioned previously turfing has taken place to un-avoidably damaged grass areas. Further to this a small shrub bed is being created at the base of the clock to both prevent accidental damage from mowers working tight up to the base and to improve the appearance of the area. The main contractor on the clock painting work has created a video of the work carried out, which at the time of writing is being edited. A copy of the video will be sent to members via email when it is received.
4. 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 further replacement of roundabout bearings, painting and pressure washing. The works changing litter and dog bin positions has taken place, three complaints have been received so far based upon resistance to change and a perceived threat of the bins being too small. All were re-assured staff were monitoring and reporting any increase in floor litter or over full bins and if this does become a problem bins would be increased in size in those areas where there is evidence it is needed.
5. Preparing vacant allotments for re-letting will continue into summer due to the poor early spring weather. It was previously reported that it was the case that demand for allotments had fallen and several sites now had very small waiting lists and some were waiting for a specific numbered plot so sites could well continue to have un-allocated plots due to lack of demand, this is still the case with numbers down.

6. Grass edging works are complete in Weymouth Avenue cemetery, this work has a very good visual impact after years of it not being carried out, members who attended the recent site visit saw first-hand the impact this work has. All cemeteries have been cut at least twice this year so far.

7. 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. The season at Sandringham has been extended to allow for catch up of fixtures.

8. Staff are continuing to focus attention on treating and making light repairs to furniture in the Borough Gardens ensuring that is well maintained before the visit from Green flag Judges expected sometime in early June. Thanks to the hard work of numerous staff and contractors the gardens have seen significant improvements and change over the last 18 months which should impress the judges and more importantly provide excellent facilities for residents and visitors to enjoy.

Carl Dallison
Outdoor Services Manager



The above is a montage of the works to the clock and it shows very well the improvement from its previous condition and how shiny the new coating is.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 8 MAY 2018

BIODIVERSITY STATEMENT AND ACTION PLAN 2018 – 2023

1. Attached is the summary and action plan of the Council's draft Biodiversity Statement and Action Plan 2018-2023. A full copy of the report has been emailed direct to Members and can also be found on the Council's website.
2. The Committee will be asked to agree the statement and the action plan enclosed.

Carl Dallison
Outdoor Services Manager

5:0 Summary

5:1 Current Position

- Dorchester town Council provides a range of Open Spaces and Gardens. Due to the way those sites originated, evolved and have been managed over many decades they do not include any specific habitats contained within the Dorset Wide Biodiversity Action Plan. This is not surprising given the size of those areas and the profile of land uses.
- The creation of “wildflower” meadows currently at both Maumbury Rings and Poundbury Cemetery meet a wider biodiversity goal but will not sufficiently re-create Calcareous Grass land, furthermore, over time, Poundbury Cemetery area will be reduced as burials continue. This will be more than offset by the creation of a large meadowland area at The Great Field.
- DTC land does provide a valuable opportunity for some of the species listed on the NERC list, not directly dependant on the wider Dorset Biodiversity Plan habitats, to either exist or temporarily take advantage of.
- DTC land provides important links for wildlife to move through the urban area of Dorchester.
- There is significant pressure to meet public expectation of facilities and balance that with the needs of “nature”.
- The nature reserve provides a good habitat in an environment where nature is clearly the main element of the site. Further developmental work to increase habitat range and quality could occur.
- Good work has been carried out to meet the wider strategic nationwide needs of Water, Energy and Waste reduction.
- Tree management will support biodiversity in Dorchester.
- Pesticide use still occurs and will into the future but there is the potential for replacement with Biological control.

5:2 Further Action

If the action plan at 6:0 is delivered then the situation is improved further especially in the areas of Pesticides, Trees and Fauna.

6:0 Action Plan

The following action plan follows the subject headings detailed in section 4 previous.

Subject Heading	Action	Owner	Target Date
Calcareous Grassland	1. To continue to support and extend the grassland development work at Maumbury Rings	OSM	Life of Plan
	2. To support and adopt meadow land area being developed at great field.	OSM	Life of plan
	3. To investigate creation of trial wildflower section within Weymouth Avenue Cemetery and to produce report to Management Cttee	OSM	Aug 2018
	4. If above is practicable and agreed create wildflower area and then manage to encourage species.	OSM	Feb 2019
Ponds	5. Provide ongoing management to both pond sites including continued removal of invasive species and silt when necessary	OSM	Life of plan
Gardens and Open Spaces	6. Continue to provide opportunities for placement of hedgehog, bat and bird boxes.	OSM	Life of plan
	7. Investigate and if appropriate provide owl boxes	OSM	Jan 2019
Cemeteries	8. Continue to maintain and seek new opportunities to extend existing wildflower area at Poundbury Cemetery	OSM	Life of plan
Trees	9. To increase replacement ratio of trees that have been felled or died for like for like to 2 for every one lost.	OSM	Aug 2018
	10. Implement a biosecurity procedure ensuring tree stock is UK grown and wherever possible uses seed or propagation material from UK.	OSM	June 2018
	11. When replanting utilise UK native trees where appropriate given existing site characters.	OSM	June 2018
Fauna Fauna (Cont.)	12. Continue policy of Hedgehog Friendly Dorchester	OSM	Life of plan
	13. Carryout management works to trees and scrub within Nature reserve to encourage Fauna and to provide both habitat and protective cover to amphibians using pond.	OSM	Feb 2019
	14. Undertake Bat survey in Borough Gardens	OSM	March 2019

Water	14. Investigate and where possible implement rainwater capture in any re-building or new building work	OSM	Life of plan
	15. Cease outfield fertilising of sport pitches as routine and feed only when absolutely necessary to sustain grass growth	OSM	Life of plan
Energy	16. Review lighting on a building by building basis ensuring most efficient lighting is in use where appropriate	OSM	Life of plan
	17. Ensure efficient heating system is used when re-modelling Corn exchange building	TC, OSM	Jan 2020
	18. Utilise Solar power for ancillary electrical equipment where practicable	OSM	Life of plan
	19. Continue to closely monitor Energy consumption, annually review.	TC	Life of plan
Waste	No current action		
Pesticides	20. No use of nicotinoid insecticides outside of closed environments	OSM	July 2018
	21. Cessation of Nicotenoid use	OSM	Jan 2020
	21. Introduce biochemical control alternative (predators) to insect pests in greenhouses e.g. Scarid fly, whitefly.	OSM	Life of plan
	22. Trial use of biological control (nematodes) for use on molluscs and if successful adopt no slug pellet practice	OSM	June 2018

TC – Town Clerk

OSM – Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 8 MAY 2018

WW1 CENTENARY COMMEMORATION UPDATE

1. At the end of last year Members received a report setting out proposals for WW1 centenary commemorations. This report updates the Committee on those proposals.
2. Sculpture – Mike Chapman has been commissioned to produce a sculpture based around the theme of peace and friendship which reflected the sculpture produced by him for the twin town of Lubbecke. This sculpture is proposed to be located opposite the War Memorial on the eastern side of the Prince of Wales Road /South Walks Road junction. The work to be complete by end October 2018.
3. WW1 Poppy Trail – Heritage Lottery funding was granted to create a WW1 trail which will shed light on Dorchester's largely hidden WW1 history by way of information boards a downloadable leaflet etc. The project is being researched by volunteers using the knowledge and photographic resources of the Keep Military Museum, the Dorset County Museum and the Dorset History Centre. The project is due to be completed late summer 2018.
4. Memorial Visit – It was originally envisaged that the Council would organise a visit, during the summer of 2018, to the new memorial to the three County Regiments of Devon and Dorset at the National Memorial Arboretum in Staffordshire. Following discussion with the Armed Forces Day Committee it appears that this trip is too much for a single day. Further discussion will be held with the AFD Committee to see if it is possible to contribute to the RNA's annual two day visit so as to allow the Mayor and veterans to view the memorial.
5. Corn Exchange Event – A free access event being called 'Keep the Home Fires Burning' is being organised in the Corn Exchange on 7 November 2018 between 10.30am and 4.30pm. The event will include talks from a local historian, the History Centre and The Keep Military Museum. There will be entertainment from St Osmund's School children and Thomas Hardy School children, children's activities, music, a WW1 café etc.
6. Silent Soldiers Project – Silent Soldiers are starting to appear across Dorset at the present time. Dorset County Council, West Dorset District Council and The Keep Military Museum are considering being a part of this RBL project. The Town Council has purchased two silent soldiers which will be located near to the War Memorial for Remembrance Day and as a part of the Corn Exchange event. Members are asked to consider other locations for the soldiers to be located prior to these events.
7. Battle's Over, WW1 Beacon of Light – On 11 November at 7.05pm the beacon in Salisbury Fields will be one of thousands of beacons lit across the country to symbolise the light of hope that emerged from the darkness of war.

8. The Town Council is also partnering and/or supporting other organisations to commemorate the 100 year anniversary of the end of WW1. The Council supported St Osmund's School who worked with local historians and musicians to present their research findings in the form of a play called 'When the Men Marched Away', which included music and singing and was very successful having a sell out two night run at the Thomas Hardy school theatre.

Future events that are being supported by the Town Council include three Dorchester Arts WW1 themed events in the Corn Exchange, a discussion evening regarding the process of remembrance at the History Centre on 9 November, an anniversary concert by Thomas Hardy School and members of the BSO to be held at St Mary's Church on 10 November and discussions are being held with St George's and St Peter's Churches, about taking part in the 'Ringing Out for Peace' initiative on the 11 November.

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>	Dorchester Disabled Club
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Irene Calcutt Address 43 Mellstock Ave, Dorchester, DT1 2BG Tel: ___263085___(Mobile)_____
3.	Address where activities are based.	Day Care Centre Acland Road Dorchester
4.	What area (community) is served?	Dorchester – but our vehicles are used for surrounding villages
5.	Are there any other similar facilities or services provided in the area/district?	Not to our knowledge
6.	How does your organisation / activity benefit the residents of Dorchester	The ethos of the Club is to improve the conditions of life of disabled persons in and around Dorchester providing advice and recreational activities and getting them out of their housebound environment.
7.	Present charges/ subscription/fees. Please attach schedule if available.	£7 annual sub £1 towards ambulance at each meeting £1 Raffle and tea
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Annual subs reviewed annually
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>	Members of the Disabled Club are undertaking a tandem ride along the cycle paths from Dorchester to Weymouth and back. The money raised will go towards Disabled facilities for local residents and the next new ambulance fund.

10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	The Club has been operating in Dorchester for many years and has raised sufficient funds to purchase a replacement ambulance at a cost of £50,000. Whilst the club has sufficient funds to continue its good work purchasing 'extras' is challenging and is reliant on fundraising activities.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	16 June 2018 16 June 2018
12.	Please give details of the cost of the project.	£0
13.	<i>Please give details of other grants awarded or applied for.</i>	None
14.	Amount of grant requested from Dorchester Town Council.	£100
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
16.	<p>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) Irene Calcutt Position Held Secretary</p> <p>For and on behalf of: Dorchester Disabled Club Date.....24.4.2018</p>	

DORCHESTER DISABLED CLUB

ACCOUNTS FOR THE PERIOD 1st APRIL 2017 to 31st MARCH 2018

RECEIPTS

Donations:-		
ACT Foundation	5000.00	
Dorchester Masons	1606.00	
Charities Trust	1038.00	
Others	1195.00	
	8839.00
Profit on Fund Raising:-		
Bingo	297.60	
Cards etc	0.00	
Harvest Festival	85.00	
Raffles & Teas	426.00	
Jumble Sale	0.00	
Other Fund Raising	4854.77	
	5663.37
Transport		7187.67
Interest on Tracker Account		68.49
Subscriptions		354.00
Shopping Subsidies		900.00
		0.00
	
		23012.53

PAYMENTS

Outings etc	1834.14
Speakers/Entertainment Expenses	351.72
Administration	65.32
Transport	5356.37
Magna Subsidy - Transport	0.00
Insurance on Directors and Officials	305.91
Depreciation of Buses	7061.00

	14974.46

BALANCES B/F

Tracker Account		
Ambulance Fund	51576.8	
Shopping Service Subsidy	999.40	
Current Account	2936.50	
Petty Cash	0.00	
Debtors	43.85	
Payments In Advance	543.00	
	56099.55
Less Receipts in Advance	3 310.00	
Creditors	4 71.94	
	55717.61
	
		78730.14
		=====

BALANCES C/F

Rate Reward Account		
Ambulance Fund	20242.44	
Shopping Service Subsidy	1288.70	
Current Account	2039.66	
Petty Cash	0.00	
Debtors	1 326.40	
Payments In Advance	2 420.00	
Fixed Assets - Buses	69770.00	
Adjustment to asset value	-29706.00	
	64381.20
Less Receipts in Advance	3 551.00	
Creditors	4 74.52	
	63755.68
	
		78730.14
		=====

Mrs I E Calcutt (Hon. Treasurer)

I.E. Calcutt 19.4.2018

Audited B R Hansford ACMA

B.R. Hansford 19/4/2018

**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>	DORCHESTER AND DISTRICT GARDENING CLUB
2.	Name and address of responsible officer who should be contacted regarding this application.	Name MAS. SANDRA WALBRIN Address 3 WILLS LANE, CERNE ABBAS DORCHESTER, DT2 7TY Tel: 01300 (Mobile) _____ 341917
3.	Address where activities are based.	ST GEORGES CHURCH HALL FORDINGTON, DORCHESTER
4.	What area (community) is served?	DORCHESTER AND SURROUNDING VILLAGES
5.	Are there any other similar facilities or services provided in the area/district?	NOTHING ON A SIMILAR SCALE TO THIS CLUB
6.	How does your organisation / activity benefit the residents of Dorchester	PLEASE SEE ATTACHED SHEET
7.	Present charges/ subscription/fees. Please attach schedule if available.	ANNUAL SUBSCRIPTION £12.00 VISITORS £3.00 PER MEETING
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	NO

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>PLEASE SEE ATTACHED REPLY TO QUESTION NO. 6</p>
10.	<p>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>NOT APPLICABLE</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>NOT APPLICABLE</p>
12.	<p>Please give details of the cost of the project.</p>	<p>NONE</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>NONE</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>R100 WOULD BE MUCH APPRECIATED</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>NONE</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)..... <u>Sandra Waller</u></p> <p>Position Held..... <u>Treasurer</u></p> <p>For and on behalf of <u>DORCHESTER & DISTRICT GARDENING CLUB</u> Date <u>20 APR. 2018</u></p>		

Copy of answer to question 6.

The Club meet on the first Wednesday of each month. For 2018 we are planning to hold 10 meetings at St George's Hall. There will be a visit to Brimsmore Garden Centre in Yeovil at our May meeting. The annual outing for this year will be to Hestercombe in Somerset. The cost of this is met by the members. Local organisation members will also be invited.

During the year we have a range of speakers dealing with aspects of gardening, countryside pursuits along with hobbies connected with horticulture.

The Committee endeavours to obtain Speakers from the local area in order to keep the outgoings at a reasonable level. Obviously the Speakers increase their fees to cover ongoing costs from time to time and these have to be covered by the Club.

The Club currently hold two shows a year, the Spring Show in April, and the main Annual Show in August. The Mayor expressed how much she enjoyed the Annual Show last year and was impressed by the quality of the exhibits. All shows are open to anyone who wishes to exhibit this includes flowers, vegetables, crafts and cookery.

You will see from our enclosed accounts for 2016/2017 that the Club made a loss of £270.84 this is an increase of £200 from the previous year despite efforts with fund raising.

The Committee therefore again seek the Town Council's help in providing a grant so that a very successful Club in Dorchester can continue to function.

Dorchester & District Gardening Club

Receipts/Payments – 1.10.2016 to 30.9.2017

<u>Receipts</u>		<u>Payments</u>
Subscriptions	372.00	St George's Hall 630.00
Bring & buy	44.45	Speakers 327.00
Raffle	283.00	Weldmar for auditing 25.00
Refreshments	102.01	R.H.S Aff. & Insurance 105.00
Guests	54.00	Nat. Veg. Society 28.10
Sponsorship	90.00	Judges fees 91.00
Open Garden	134.80	Year Book printing 30.00
Outing to West Dean Gardens	690.00	Gold Club 70.00
Flower voting	5.84	Dorset Fed. of Hort. Society 10.00
Entry fees for Annual Show	47.85	Tea, coffee & biscuits 9.89
Interest FSA	2.05	Flowers for Mayor 15.00
Other income	4.75	Prize money for Annual Show 60.60
	1830.75	Book tokens for Kingston Maurward 50.00
Loss	270.84	Crossways Travel 650.00
		Total 2101.59

Accumulated funds

1.10.2016	Accumulated funds brought forward		1761.87
	Loss on Annual Show	104.10	
	Loss on General Account	143.36	(270.84)
30.9.2017	Accumulated funds carried forward		1491.03

ACCOUNT RECONCILIATION

30.9.2017	Petty cash in hand	0.92	
	Lloyds Bank Account Bank Sheet 81	350.66	
	Less unrepresented cheque	50.00	
	Deposit Account	1189.45	
30.9.2017		1189.45	1491.03

OVERALL LOSS 270.84

S. Walbrin

Hon. Treasurer

6 October 2017

CERTIFIED AS CORRECT

**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>	LIONS CLUB OF DORCHESTER & DISTRICT
2.	Name and address of responsible officer who should be contacted regarding this application.	Name DERRICK BUSWELL Address 52 WEATHERBURY WAY DORCHESTER DT1 2EF Tel: 262952 (Mobile) 07970820071
3.	Address where activities are based.	DORCHESTER MIDDLE SCHOOL
4.	What area (community) is served?	DORCHESTER AND SURROUNDING AREA.
5.	Are there any other similar facilities or services provided in the area/district?	SEE ATTACHED
6.	How does your organisation / activity benefit the residents of Dorchester	SEE ATTACHED
7.	Present charges/ subscription/fees. Please attach schedule if available.	THE CLUB IS NOT ALLOWED TO USE MONEY RAISED BY EVENTS FOR THE ADMIN OR RUNNING THE CLUB. THESE COSTS BORNE BY MEMBERS.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No

<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>SEE ATTACHED</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>SEE ATTACHED</p>
<p>11. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>SEE ATTACHED</p>
<p>12. Please give details of the cost of the project.</p>	<p>TOTAL of 2940 - COVERS HIRE OF EQUIPMENT, MEDALS FOR ALL RUNNERS, PRIZES, DOCS & PR.</p>
<p>13. Please give details of other grants awarded or applied for.</p>	<p>WE HAVE NOT MADE ANY APPLICATION FOR OTHER GRANTS. BUT WE HAVE APPROACHED LOCAL BUSINESSES FOR SPONSORSHIP, NATED in g.11.</p>
<p>14. Amount of grant requested from Dorchester Town Council.</p>	<p>£400-00</p>
<p>15. Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>APPLICATION MADE FOR CLARITY COMMISSION REGISTRATION.</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).....<u>T. Buswell</u>.....</p> <p>Position Held.....<u>Treasurer</u>.....</p> <p>For and on behalf of.....<u>Leans Club of</u>..... Date.....<u>19-04-18</u>.....</p> <p><u>Dorchester & District.</u></p>	

GRANT APPLICATION TO DORCHESTER TOWN COUNCIL

Answers to questions on form.

5. Yes. Several organised by large commercial organisations or profit making organisations.
6. Mainly by making grants to individuals, families or groups who are in need of some financial assistance or help.
Such cases can be referred to the Club by Social Services, Citizens Advice, health officials or through knowledge of what we do for the community.
9. The Dorchester annual Fun Run and Race started in 1983 and has had the support of the community and local businesses in meeting the cost of the event. Proceeds from the event are used to make grants to individuals, families or groups who are in need of some financial assistance or help.
10. This annual event will continue and develop. The entries to the 10k, (previously the 5 mile) and resulting income has increased year by year, despite the challenges from other organisations who have similar running events. Introducing an additional 5k run to attract a wider range of participants is being considered for future years.
11. 6th May 2018. Some equipment is used annually, replaced as needed and we hire specialised equipment such as electronically chip time recording. The cost of time recording equipment is £1200 per year for which we currently have donations of £400 each from two local businesses. We are requesting a grant to cover the remaining £400.
12. Total £2940. This covers the hire of equipment, medals for all runners, age category prizes, poster, documentation and PR.

LIONS CLUB OF DORCHESTER & DISTRICT
ACCOUNTS FOR THE YEAR ENDED 30th JUNE 2017

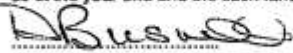
RECEIPTS AND PAYMENTS ACCOUNT	CHARITY ACCOUNT	ADMINISTRATION ACCOUNT	2017 TOTAL FUNDS	2016 TOTAL FUNDS
RECEIPTS				
Fun Run	4,731	-	4,731	5,676
less paid direct to charities by 2 participants	-	-	-	(570)
Swimmarathon	1,257	-	1,257	1,038
less cash	-	-	-	(75)
Easter egg hunt	1,959	-	1,959	1,835
Other regular fund raising events (note 1)	1,149	-	1,149	2,028
One off fund raising event (Pig Race evening)	1,129	-	1,129	-
Other one-off raised charity funds	145	142	287	690
Other income	-	12	12	79
Social activities (note 2)	-	515	515	684
Lions subscriptions	-	720	720	1,265
Business meetings (meals, bottle, fines)	-	186	186	107
Transfer in from Charity/Administrative account	500	500	1,000	273
TOTAL RECEIPTS FOR THE YEAR	10,870	2,075	12,945	13,030
PAYMENTS				
Donations paid out (note 3)	6,886	80	6,966	6,100
50% of sponsorship paid out	854	-	854	1,498
less paid direct to charities by 2 participants	-	-	-	(570)
Cost of fund raising events	2,201	-	2,201	2,284
School awards	126	-	126	-
PR/MIB	253	-	253	-
Social activities	-	-	-	653
H Q and international membership	-	781	781	1,225
Affiliation fees	-	48	48	48
Website hosting	-	-	-	114
Officers expenses	-	53	53	34
Dorset Show - zone stand and other costs	-	504	504	-
Other expenditure (note 4)	509	-	509	208
Cheque previous year still not presented - written back	-	(34)	(34)	-
Transfer out to Charity/Administration account	500	500	1,000	273
TOTAL PAYMENTS FOR THE YEAR	11,329	1,932	13,261	11,867
NET RECEIPTS/(PAYMENTS)	(459)	143	(316)	1,163
CASH FUNDS AT LAST YEAR END	6,789	663	7,452	6,289
CASH FUNDS AT THIS YEAR END	£6,330	£806	£7,136	£7,452
Total funds held:				
Lloyds current (Charity) account 00165406			6,330	6,789
Lloyds current (Admin.) account 01280063			806	663
			£7,136	£7,452

Notes:

- Includes donations over £150 from 100 Club (£450), Tesco (£417.74) and Lidl (£197.40).
- December 2016 Social evening.
- 'Admin.' includes £50 present for two retiring members.
- Banner repair and print.

Treasurer's Annual Report

Please note that cheques drawn and monies banked in the year are included as payments and receipts. Some cheques had not cleared as at the year end and the cash funds balances shown assumes that all these cheques will be presented.


Derrick Buswell Treasurer, 2016/17

25/07/17
Date

Independent Examiner's Report

From the books, records and supporting information supplied to me for the independent examination of these accounts, I find them to be a true and accurate record.


Clive Dickinson-MAAT (Retired)

25/7/17
Date

DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM

1.	<p>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</p>	Dorchester Food Bank (Lunch Club)
2.	Name and address of responsible officer who should be contacted regarding this application.	<p>Name: John Weir Address: 9 Peverell Avenue West, Poundbury, Dorchester, DT1 3SU Tel. No: 01305 458949 (Mobile) 07773 737571 Email: mrjohnweir23@gmail.com</p>
3.	Address where activities are based.	The Dorford Centre Bridport Road Dorchester
4.	What area (community) is served?	School children in the Dorchester Area Schools Partnership
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	Relieving the financial burden of families who receive free school meals during term time but who struggle when that provision isn't available in the school holidays.
7.	Present charges/ subscription/fees. Please attach schedule if available.	None
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	Families in receipt of free school meals in the Dorchester area are invited once a week during the summer holidays to attend a free drop-in café where they can also collect a hamper of fresh and tinned food. The hope is that the food goes some way to filling the gap that is left in the holidays when the children are not receiving their free school lunch. Families are invited through their school offices and schools complete a Food Bank referral as evidence that the family is eligible for help. It is also planned to distribute food hampers at Christmas to the same families.
10.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	August 2018 Christmas 2018

11.	Please give details of the cost of the project.	<p>£7,500 in 2018</p> <p>Accounts from 2017 Income (including balance brought forward from 2016):£4688 Expenditure: £2380 Income is grants and donations only.Expenses are only food. Balance carried forward to 2018 - ££2308 Further income so far in 2018 is £1392</p>
12.	<i>Please give details of other grants awarded or applied for.</i>	We will be applying for grants from C of E Relief, Boulay Fund, Poundbury Trust, B D & M Trust
13.	Amount of grant requested from Dorchester Town Council.	£500
14.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	<p>Thank you for supporting the Holiday Food Club last year. We were overwhelmed by the high level of demand for food hampers last summer holidays; with the help of the Food Bank we provided a hamper of fresh and tinned food every other week to 50 local families. We also partnered with The Thomas Hardy School and the Food Bank to provide these families with a hamper during the Christmas holidays. At the start of the year we had a balance of £68 in our account, so we could not have achieved all this without your generous donation!</p> <p>This year our target is to provide families with a hamper every week (a total of 4 weeks). We are also expecting an increase in families requesting help, so we anticipate an increase in costs to approximately £7,500 in total. With donations that have come in so far this year we are fortunate to have a healthy balance in our account of £3,700 which will get us off to a flying start. However, we would be so grateful if your organisation could help us to meet the £4,000 shortfall to enable us to continue to make a real difference to local families living in poverty.</p>

15.	<p>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).....John Weir</p> <p>Position Held.....Chair of Lunch Club</p> <p>For and on behalf of.....Dorchester Food Bank</p> <p>Date.....24.4.2018.....</p>	

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 8 MAY 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		
SHIRLEY ANN WICKHAM	3015	2236B
Poundbury Cemetery		
BARBARA CLANCY	3014	557
CAROLE SANDRA DOWNTON	3016	TBA
PATRICIA FRANCES LEGG	3017	588
Fordington Cemetery		
DARIN EDWARD HARRISON	3018	GOR17A

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

01.03.2018 – 30.04.2018	Dorchester	Fordington	Poundbury
Interments	1	1	2
Ashes	3	2	2
Garden of Remembrance	-	-	-
Dorchester South Chapel	-	-	-
Poundbury Chamber			-
Children's Plot			-

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 08 May 2018**

Monitoring Report - Lettings

Chargeable Bookings 2017-18					Chargeable Bookings 2018-19				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
MAR	33	33	3	£4303	34	31	7	£4817	£514
APRIL	25	23	4	£4929	31	20	2	£4382	(£547)
Total	58	56	7	£9232	65	51	9	£9199	(£33)

Bar Income 2017-18			Bar Income 2018-19		
MARCH		£378	MARCH	£543	£165
APRIL		£874	APRIL	£769	(
Total		£1252		£1,312	£60

Non Chargeable Bookings 2017-18				Non Chargeable Bookings 2018-19			
	Council	Partners	Total		Council	Partners	Total
MAR	6	10	16	MAR	4	12	16
APRIL	10	5	15	APRIL	6	6	12
Total	16	15	31		10	18	28

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:
MARCH 2018: 106% APRIL 2018: 9.3%

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 2017-18				Borough Gardens House 2018-19			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MARCH	12	4	£542	12	4	£542	0.00
APRIL	12	3	£500	10	1	£514	£14
Total	24	7	£1042	22	5	£1056	£14

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 08 MAY 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 (6 monthly)	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 14/16	May 2018	May 2019
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	Repaired March 2018	March 2019

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

Project	Cost	Progress
None at present		

Minutes of DORCHESTER ARTS BOARD MEETING
MONDAY 9th APRIL 2018, 4.30pm

Mark Tattersall MT (Artistic Director)
Louise Sheaves LS (Chair)
Sara Lock SL (Vice Chair)
Peter Smith PS (Treasurer)
Fiona Pearson FP
Trevor Ware TW
Tess James TJ
Carl Woodward CW
Susie Hosford SH (for WDDC)
Penny Treadwell-Anderson PTA
Fiona Kent-Ledger FKL (for DTC)
Jennie Veale JV
Roger Jarvis RJ

1. Welcome: the Chair welcomed MT, TW, FP, PTA, JV, TJ, RJ, PS and Jacky Thorne (JT Fundraising and Development Manager).
2. Apologies were received from SH, KW, SL.
3. There were no Conflicts of Interest registered.
4. There were no corrections, and approval for the Minutes from the last meeting was proposed by TW and seconded by RJ.
5. Matters Arising: LS said that she had sent round the relevant meeting notes and MT reported that as Shire Hall has had planning permission for publicity banners he has contacted the planning department about banners for DA and DTC on the Corn Exchange.
6. DTC: dates for Corn Exchange roof repair and subsequent closure of DA for 6-8 weeks have not yet been given and there is no recent update.
7. HR / Policies: The GDPR deadline for data protection on 26th of May has been prepared for and Jacky Thorne was asked to inform the board of some of the important issues. A discussion ensued and several helpful points were raised. FP suggested a friend who could give advice and MT advises not to be afraid of GDPR but to see it as an opportunity. TW suggested the need for a 'data breach action plan' and LS asked if GDPR guidelines could be included in the board induction pack. Action 1: FP to resend the online pack to LS. Action 2: Jacky Thorne to check who the data protection officer for DA is. The Oscar box office system is to be checked for GDPR compliance and TIC info is to be included.

8. Fundraising: JT gave a very positive update which included news and breakdown for spending of the Arts Council Catalyst grant of £23940 + match funding from our own resources. Nearly half of the grant is for fundraising training and a discussion followed which included membership schemes, wills and legacies, and how to look after major donors. Action: JT to look into the different levels of donors and she will also send out doodle polls for the training sessions.

J T left the meeting at 5.20 pm.

9. Finance: please see PS's Budget v Actuals to March 31st handout.

Thanks were given to MT and Kathy Sweeting for the prompt production of financial information which shows a good surplus.

Congratulations were given to the fundraising team for £41k net result in the fundraising line.

MT explained about a financial pay-back arrangement for Ben's super fast laptop and TW asked about bar profit predictions for next year. MT replied that with more bar experience DA could make more accurate projections in future.

MT is frustrated about the inconsistency of box office success and FP wondered about the reliability of social media applications to publicise events.

10. AD's Report: please see MT's report. A discussion about the challenges of making a DA event a 'Good Night Out' led to comments about the chairs, the bar decor and ongoing seating rake / sight line problems. Family shows and children's events are still doing well. FP suggested appointing 'champions' or ambassadors to help to advertise events in a more personal / word of mouth way.

Jane Burden stopped minute taking and left at 6pm.

11. Maltings

MT and LS gave the board an update of the situation, including meetings with Oliver Letwin and Julian and Emma Fellowes.

12. AOB

LS raised the subject of a new Chair for when she steps down from the board in January 2019. LS had had an initial conversation with JV whom she considered to be an excellent candidate to take on the role. At JV's request, all the rest of the board had had an opportunity via email to volunteer for the position. No one other than JV had stepped forward. Accordingly LS proposed that JV be appointed Chair designate to take over in January 2019. The proposal was accepted unanimously.

13. Date of next meeting: Monday 11th May at 4.30

JB/LS