



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861

For information about this agenda contact Steve Newman
s.newman@dorchester-tc.gov.uk

5 September 2018

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 11 September 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 (Chairman), F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter, M. Rennie, K. Rice and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 10 July 2018 (adopted by Council on 24 July 2018). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Site Visits – 21 August 2018

To consider the notes of the Site Visits held on 21 August 2018 (enclosed).

4. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

5. Biodiversity Statement and Action Plan 2018 - 2023

To consider the final version of the Biodiversity and Action Plan 2018-2023. A complete copy of the full Plan is available to view on the Council's website and has been emailed directly to all Members. A covering report by the Outdoor Services Manager is enclosed.

6. Inside Out Dorset 2018

To consider contributing to the Dorchester based element of the Inside Out Dorset 2018 Festival which is being presented by Activate. Details enclosed.

7. Small Grant Application

To consider a grant application from the Dorchester Area Family Partnership Zone (enclosed).

8. Cemetery Matters

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

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

(b) Headstones and Inscriptions

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

9. Monitoring Reports

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

10. Dorchester Arts

To receive the notes of Dorchester Arts Board meeting held on 7 August 2018 (enclosed).

11. Urgent Items

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

Notes of a Site Visit held on 21 August 2018 at 5.00pm.

Sites visited – Fordington Cemetery, Open space at Red Cow Farm, St George’s Road allotments and Louds Mill Depot.

Attending: Councillors T Harries, J. Hewitt, S. Jones and T. Jones.

Steve Newman, Deputy Town Clerk.

Carl Dallison, Outdoor Services Manager.

1. Fordington Cemetery

The Outdoor Services Manager explained to Members the proposals within the emerging Biodiversity Plan for creating additional wildflower and habitat spaces within the cemetery. Members were shown a number of wildflowers already within the cemetery and the areas most likely to be identified for progressing this matter. A full report identifying areas and plans to inform the public would be presented to Management Committee in due course. It was noted that creating this type of habitat would mean that the grasses in those areas would only be cut once or twice a year.

The Group supported the idea of creating some more natural and diverse wildflower habitats in the cemetery subject to full details being presented to a future Committee meeting.

2. Open Space at Red Cow Farm and St George’s Road Allotments

The Group visited the new allotment site and open space at Red Cow Farm. It was noted that the area had not been transferred to the Town Council as yet. The Deputy Town Clerk reported that the community group which had come forward to operate the new allotment site in the area seemed to have lost interest. At present the Council had a number of vacant allotment plots around the town. Members were also informed of the idea of possibly creating a wildlife walk from King’s Road Playing Fields all along Lubbecke Way. Members were disappointed that the woodland area that had been planted as a part of the development had largely died.

Members felt that the Duchy of Cornwall should be encouraged to transfer the land to the Town Council as soon as possible so as to enable it to be managed in an appropriate way.

The Group noted that the notice board at the St George’s Road allotment site would be moved to a more appropriate position and the gated entrance closest to St George’s Road would have the slope reduced enabling better access to that end of the allotments.

3. Louds Mill Depot

Members visited the Louds Mill Depot and noted its facilities. The Group felt that the depot was a very useful facility and was still in good condition.

Meeting closed 6.50pm.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11th September 2018 OUTDOOR SERVICES UPDATE REPORT – Late summer

1. The start of this period saw early warm weather replaced by very hot conditions until early August despite temperatures dropping somewhat the dry continued. This resulted in poor grass growth through late June, July and August. Grass cutting was suspended in early July and this continued to mid-August when some growth occurred and a light cut was given mainly to control weed growth. The reduction in workload has seen staff being able to take more time to attend to finer detail work which normal summers do not afford. This was particularly evident with grass edging, hedge and shrub maintenance.

2. The Borough Gardens staff have continued to deliver some excellent work and the gardens have been at a high standard all summer. As stated in the last report a more flexible working approach has seen other projects within the gardens being completed by depot staff this has continued with the slow but valuable work of attending to the hedge/shrubs that face out into Cornwall Road. It is easy to forget when familiar with the gardens and how lovely they are inside, that visitors and non-users aren't familiar with them and what they have to offer so external boundaries give a first impression. This work is intended to make the boundary look cared for and also allow glimpses into the gardens so from the outside some of the excellent features can be seen and people encouraged to investigate. Preparations for Green Flag judging were carried out this year by a combined team from the gardens and depot, this is part of the new management regime to make staff more able to respond to demands in various work areas, increase their overall skills and knowledge, add interest to their jobs and hopefully increase pride in the finish they produce and this was rewarded by the winning of the Green flag Award for the 11th year. Judges' comments have now been received and they commend the high quality of delivery on site which recognises the benefits of joint working through the entire team that councillors have been made aware of. The judges did raise the issue of the approach to the gardens from the traffic lights by Borough Gardens House and how that was not particularly welcoming and did not encourage access. The re-siting of the gate already agreed by members will certainly assist with this, but work will be put into considering how best to present that area to visitors. The increased score for on-site delivery has resulted in an increased overall site score, this is now highest it has been.

The summer has seen numerous very popular and well attended events within the gardens which have been successful and encourage people to use the gardens, be aware of them and what they have to offer.

3. Away from the gardens, the outdoor services team have been very busy grass cutting wildflower grass area at Maumbury Rings and Poundbury cemetery the dry weather having forced early seeding of many species followed by drying leading to a fire risk. Routine work has continued, the deep inspection prior to the school holidays has resulted in several replacement parts being ordered as wear and tear has taken its toll on several pieces of play equipment. Staff have also been involved in the latest improvements to the surface along Northernhay, removing seats and benches from bays to be surfaced. An agreement with the Dorset Waste Partnership will see new bins located along the Walk to give a high level of finish to the works and co-ordinate with the new style bins already in place on South Walks and soon to be used in some open spaces.

4. Within cemeteries attention has focused making sure Poundbury cemetery is looking its best, weeding in hard surfaces has taken place and the grass in the wildflower area has been cut and collected. Works on the new road network and boundary wall have commenced and staff carried out final cutting and tidying works to enable this in late August.

The standard of provision for the natural burial area has been reviewed with the aim to improve its appearance and the quality of wildflower. People who own plot rights in that area have been contacted to inform them of improvement working coming up including general levelling, removal of existing grass, depletion of soil quality and fencing. This will be followed by new fencing and a re-seed with a suitable wildflower mix.

5. Sportsfield work has very much been focused on maintaining the quality of football pitches although this has been significantly compromised by the extremely dry weather now being experienced and the previously sown and germinated grass is struggling to survive which has had a detrimental effect on the pitches available at the start of the season. The pitches at Sandringham have benefitted slightly from a change in pitch size which has allowed very worn areas from last year to be avoided slightly for this season.

6. Biodiversity work has moved forward further with the continued use of biological control for slugs and scairid fly within Borough Gardens. The Outdoor Services Manager is also investigating the use of electric, battery powered maintenance tools to both reduce the use of petrol and oils and also reduce noise levels within the gardens. Battery life is now less of an issue but it is looking probable that with reviewed working practices the effect of this can be negated. Product demonstrations and the loan of equipment for work testing is arranged for later in September. The grass/wildflower banks at Maumbury rings have been cut twice this year so far, the cuttings being raked by both volunteers and staff.

The final draft Biodiversity report is included elsewhere on the agenda for this meeting, briefly several comments were received by the OSM the bulk of which have been included within the final draft. One notable inclusion is a section relevant to Veteran Trees of which one exists on Land Owned by the Town Council.

The August Councillor site visit tour took in Fordington cemetery and members were informed of the rich number of chalk grassland species present and of the potential to develop parts of the site as wildflower areas.

The Outdoor Services Manager will bring a report to members in the coming months outlining proposals to create wildflower areas and produce interpretation material to keep the public informed of what is happening in the cemetery. A photograph of the chalk grassland species in Fordington cemetery taken earlier this year before the drought took hold is included on the next page.



Fordington cemetery wildflower early summer 2018

Photo courtesy of S Cooch.

7. Staff training has continued, three staff completed a course in the safe use of excavators earlier in the summer, since then two have completed ride on mower training and another has completed Brush cutter training. To respond to changes in legislation a member of staff is booked on a rodent control course later in September this year. This is part of the wider staff development work commenced last year which is now approx. 70 % complete.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 11 September 2018

Biodiversity Statement and Action Plan 2018-2023

1. The Town Council, at its meeting of 22/5/18, considered the “Draft Biodiversity Statement” prepared by the Outdoor Services Manager. Comments were received from a local resident around hedgehogs and slug pellet use. While expressing support for the majority of the policy the Full Council agreed:-

i) That the draft Biodiversity Statement and Action Plan 2018-2023 be returned for further consideration at the next meeting of the Management Committee.

2. The Outdoor Services Manager has been since revised the document after a consultation period. A copy of the final draft has been supplied to Committee Members electronically.

3. Comments were received as part of the consultation process from three individuals. These comments were considered and where possible amendments made to take account of the responses whilst maintaining both the integrity of the report and reflecting the practical prospect of being able to deliver work, in terms of capacity, in respect of the action plan.

4. Meetings were held with two people providing the following comments and feedback.

- Impact on Hedgehogs of Molluscicides
- Impact on hedgehogs of third party practices
- The value of Council land as permanent homes for certain species and management
- Value of the grass land within Fordington Cemetery
- The inclusion of veteran and notable trees within Dorchester
- The need for surveys of some valuable species
- The potential to manage more areas of grass land for the development of chalk grassland.
- The value of Dorchester open spaces and gardens as green corridors.
- Identification of key species
- Inclusion of other habitat types not present in Dorchester.

5. After consideration and discussion with the relevant parties the following changes were made in the original document.

- The wording around the effects of molluscides on hedgehogs was amended.
- Evidence of practices that hinder with movement of wildlife were included.
- Fordington Cemetery is now cited as a favoured site for chalk grassland management.
- A section on veteran and notable trees is included
- More surveys than originally suggested appear in the action plan.
- Wording has been changed to emphasise the value of open spaces as green corridors
- Key species have been indicated
- The habitat table has been reduced to reflect only habitats present in Dorchester.

Carl Dallison
Outdoor Services Manager



Activate Performing Arts

Dorchester Town Council

September 2018

Who We Are

Activate (Performing Arts Ltd) is a charity (1069622) and limited company (3439777) and is the strategic organisation in Dorset focused on producing large scale outdoor performing arts and creating an infrastructure to support the wider dance and theatre sector. Our heritage is in dance and more recently theatre and outdoor arts. We continue to work in these fields, with a particular interest in cross art-form opportunities.

Activate is committed to challenging perceptions that the arts are elitist and not for everyone. We seek to remove barriers to participation, particularly for under-represented groups and individuals and champion arts for its inherent value as well as the effect it has on our general well-being and health.

Activate has been based in Dorset for over 25 years as a charitable company, helping to put the county on the map with a high calibre of artistic work. We are an ambitious, hard-working and committed organisation; delivering social justice through the arts, by retaining free sites at the festival of extraordinary events in extraordinary places and through our outreach programme; maintaining the rich talent and venue development that supports the county. We deliver high quality presentations underpinned by high quality producing and development in the knowledge that the arts can be transformational.

Twelve years ago, we began to work on the Inside Out Dorset festival. Our work outdoors is now nationally distinctive. It is arguably the only place that is committed to a model that deliberately works across both urban and rural locations; that chooses locations and the artists based on our artistic vision and clearly offers a programme that is particular to our area. Our relationship with artists, partners, audience and place is rooted in an ethical practice that equally values these aspects of the work.

Since 2007 our data has shown that:

- over 140,000 audiences have engaged with the festival
- audiences are diverse, as are the companies we present
- 95% of the festival events have been at total capacity
- audiences travel between festival locations across the county and the traditional rural/urban divide
- 67% of our festival audience has never seen anything like it and would like to see more

We have won two Tourism Awards in Poole for the festival in 2007 and 2012 along with a Highly Commended certificate in 2014.

We work extensively with volunteers throughout all our activity across the county – they are integral to all of our work as a third sector organisation. As a member of the Dorset Arts Trust we know volunteer skills development is a priority across culture, heritage and sports. We work to develop and train our volunteers to create a pool of people we can work with over a number of years and with a wider range of community projects.

We are the lead organisation in The Dorset Theatre Promoters Consortium (DTPC): a group of professional arts organisations who together deliver high quality events which draw large audiences across Dorset, Bournemouth and Poole (the sub-region) and work in local communities to impact positively through arts activity.

For more information see: www.insideoutdorset.co.uk

Our Project

Inside Out Dorset is the project we are producing for September 2018 and this application is focussed on the opening procession of And Now:’s *Wayfaring* – part of our Life Cycles and Landscapes project - which will take place in Dorchester town centre between 2pm and 4pm on Saturday 15th September.

Life Cycles and Landscapes is a ground-breaking partnership between Activate, UK artists And Now: and the National Association of Areas of Outstanding Natural Beauty. It develops the strategic relationships between the custodians of our landscapes and the outdoor arts sector through professional development, advocacy and skills sharing. They work together to create artworks that inspire audiences to access and see the landscape in a new light.

The artistic culmination of this three-year artistic and heritage collaboration, *Wayfaring* is a journey of exploration, inspired by the present landscape and ancient routes of the Icknield Way, which runs from North Norfolk to the Dorset Coast and has existed since pre-Roman times. Journeying along these routes, artists And Now: have been commissioned to create a series of artworks inviting audiences to think about movement and migration; how we arrive at, understand, inhabit and leave a space.

Wayfaring has taken place at a series of locations each within an Area of Outstanding Natural Beauty: Wells-by-the-Sea in Norfolk, Oerol Festival on the island of Terschelling in the Netherlands, and Basildon Park in Berkshire; the sites speak of the opportunities and tensions present in the countryside today. The route surfs the leading edge of the chalk geology along the interwoven trackways and paths that connect the many archaeological and historic sites.

Using local and found materials And Now: craft installations that audiences can move through, investigate and contribute to. On the final evenings fire, music and performance transform the installations in a rousing celebration of the people present, coming together, of paths crossing for a single special night.

The project is nearing completion. On Saturday 15th September the Wayfarers arrive in Dorchester. They have travelled along the chalk and are nearing their final destination, Maiden Castle, where they will build an installation culminating in a celebration event on the autumn equinox, Saturday 22nd September.

The Processional group is led by a musician playing the fife. Behind her follow a puppet stork and a golden egg, children in colourful clothes with withy crowns and bells, and more children, passing out invitations to join the Wayfarers at Maiden Castle. Following them, a line of chalk is drawn before a group of musicians bring up the rear of the group.

The group will set off from County Hall at 2pm and travel through town along Corn Hill and South Street, up Bowling Alley Walk, back down through Borough Gardens, up to Brewery Square and on to Maumbury Rings.

When the procession arrives at Maumbury Rings, there is a short ritual performance. The procession moves into the rings, the edges of which are defined by structures that have been built during previous iterations of the work. Finally the audience links arms and dance, and then everyone drinks tea from a Samovar.

Finance

Funding

Activate receives regular funding as an Arts Council England National Portfolio Organisation. We receive project funding from trusts, foundations and grant-giving organisations, as well as donations and in-kind support. We also earn income through project delivery.

This programme is co-commissioned by Activate Performing Arts, Norfolk and Norwich Festival and Corn Exchange Newbury, and is supported by Arts Council England and Landscapes for Life. In Dorset it is supported by the Dorset AONB, West Dorset District Council and Inside Out Dorset.

Financial Controls

Activate is a registered charity and a company limited by guarantee and is fully accountable in its internal procedures and is audited on an annual basis. The company has thorough financial management and reporting procedures in place. These will be used to monitor and control festival expenditure and project income. Professional staff with relevant experience undertake thorough costings of each area of project activity. There will be clearly identified dates by which point financial decisions need to be taken and a clear set of criteria on which these are based. Adequate contingencies will be maintained for the project and fall-back positions will be established. Activate's finances are certified by an independent accountant. Activate has a director on the Board who is a professional finance director and a member of Activate's finance sub-group with the Chair and the Executive Director. Activate has a reserves policy of 3 months running costs which it has in place to safeguard the organisation.

Monitoring and Evaluation

Internal review processes, independent evaluation and market research have been an integral part of shaping our work and its development. We have established evaluation mechanisms and this has been built into all aspects of delivery. We will use the following main methods of evaluation:

- Activate Board and the Inside Out Dorset Advisory Group will review the programme against the agreed development aims, new Youth Advisory Panel will also take a view
- Market research and data will be collected using the West Midland Economic Impact Toolkit and Audience Finder/Audience Spectrum to gain insight on the audiences across the programme
- Documentation (images, video etc.) will be commissioned

- Stakeholder review meetings with key funders will be set up
- Artistic assessments from Arts Council England will take place.

These processes will enable us to evaluate the following areas:

- Enrichment levels
- Enjoyment
- Level of reach
- Artistic excellence and suitability
- Management
- Local partner and agency engagement
- Audience development

Public Benefit Test

Charities undergo two tests now, which Activate passes annually. Occasionally we do charge for what we do, but we always ensure that it is at an accessible rate. The programme outlined in this project is free to participants. Most of our charges are subsidised especially when we work with hard to reach communities where the activity is either free or at a very minimal charge. As you will see in the income line, we have not included earned income/ticket income/charges included and thus all participants will receive this for free.

Budget

We are applying to Dorchester Town Council for £1,000 to support the delivery of the opening procession of *Wayfaring* in Dorset. This will form a proportion of the production costs, including ensuring safe transit of the procession through Dorchester, and a contribution to the specific creation costs of this aspect of the work.

Project Finance	Costs Description	Amount (£k)
	Artistic costs	2.2
	Production staff	0.25
	Security (traffic marshals)	0.45
	First aid	0.15
	Subtotal	3.05
	Contingency	Recommended minimum 10%
		0.4
	Project Costs TOTAL	3.45

Project Finance	Proposed Investment Source	Amount (£k)
	Activate Performing Arts - confirmed	2.45
	Dorchester Town Council - requested	1
	Investment TOTAL	3.45
	Project Costs TOTAL	3.45

Activate has undertaken a full risk assessment of its business that has been signed off by the Board. Risk assessments are undertaken at each site where we will be presenting either public performances or workshops for participants. These are undertaken by the appropriately qualified staff. In the case of the outdoor performance sites they are undertaken in conjunction with a Safety Advisory Group which we are setting up and is joined by emergency services, local authorities, licensing, insurance, etc. Equally, Activate have

robust public liability and employee's liability insurance to cover our activities. We take out specialist insurance to cover the Inside Out programme.

Contact

Inside Out Dorset is produced by Activate Performing Arts and our team will be happy to answer any questions you may have.

- Kate Wood – Executive and Artistic Director
- Bill Gee – Co-Artistic Director
- Dom Kippin – Inside Out Dorset Producer
- Kate McStraw – Inside Out Dorset Associate Producer

Please contact dom@activateperformingarts.org.uk or call 07866 482769 for further information.

DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM

1.	<i>Name of organisation.</i> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Area Family Partnership Zone
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name</i> Kate Parish, Family Worker <i>Address</i> Middle Farm House, Middle Farm Way, Dorchester, DT1 3WA <i>Tel:</i> 01305 221348
3.	Address where activities are based.	Dorset Centre for the Creative Arts Middle Farm Way, Dorchester DT1 3AR
4.	<i>What area (community) is served?</i>	Up to 100 families in the Dorchester area currently being supported by DAFPZ, plus members of Dorset Youth Centre
5.	Are there any other similar facilities or services provided in the area/district?	Not for free and not during school holidays.
6.	How does your organisation / activity benefit the residents of Dorchester	We support families to function as a coherent unit, particularly those with limited means. The courses we are looking to provide will be specifically targeted at our existing client base. The children of families being assisted see a direct benefit, while the positive impacts of engaged and interested young people can be felt by the wider community.
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	Nil – new project. The families we are working with do not have sufficient funds to buy the services we are looking to provide.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	None
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community.</i> <i>(Continue on a separate sheet if necessary.)</i>	DCCA to provide three half day creative arts workshops focused on children from 2 age groups, 11 & under and 12 & over, run from their Middle Farm Way base.

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>	This is a pilot project. In November we will review data from the exercise to be used to develop an application focused on mainstreaming the service through other funders (Lottery, Arts Council) to repeat and expand the programme.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	Thursday 25 – Saturday 27 October, during the Schools Half term week
12.	Please give details of the cost of the project.	£1,025, being the costs of the workshop leaders and rent of the DCCA building.
13.	<i>Please give details of other grants awarded or applied for.</i>	Requests will be made to, among others, Magna Housing and Poundbury Community Trust
14.	Amount of grant requested from Dorchester Town Council.	£500
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).....Kate Parish</p> <p>Position Held.....Family Worker</p> <p>For and on behalf of Dorchester Area Family Partnership Zone Date 23 August 2018</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 SEPTEMBER 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	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
RONALD & HILDA BROWN	ASHES	3032	2240C
Poundbury Cemetery			
REECE JOSEPH MURPHY	FULL BURIAL	3033	589
Fordington Cemetery			

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

01.07.2018 – 31.08.2018	Dorchester	Fordington	Poundbury
Interments	2	0	1
Ashes	5	0	0
Garden of Remembrance	0	0	0
Dorchester South Chapel	0	0	0
Poundbury Chamber			0
Children's Plot			0

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 SEPTEMBER 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)
JULY	26	27	1	£3346	38	24	2	£4041	£695
AUG	20	18	2	£2769	28	15	2	£3068	£299
Total	46	45	3	£6115	66	39	4	£7109	£994

Bar Income 2017-18			Bar Income 2018-19		
JULY		£251	JULY	£520	£269
AUGUST		£529	AUGUST		
Total		£780			

Non Chargeable Bookings 2017-18				Non Chargeable Bookings 2018-19			
	Council	Partners	Total		Council	Partners	Total
JULY	12	4	16	JULY	6	2	8
AUG	3	1	4	AUG	1	4	5
Total	15	5	20		7	6	13

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	7(4)	3(3)	4(2)	1(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 40%

Borough Gardens House 2017-18				Borough Gardens House 2018-19			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JULY	5	1	£208	9	3	£378	£170
AUGUST	10	0	£489	11	1	£413	(£76)
TOTAL	15	1	£697	20	4	£791	£94

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 11 SEPTEMBER 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 (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 2018	March 2019
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	July 2018	July 2019
Fire Extinguishers	Fire Express Ltd	July 2018	July 2019
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 August 2018	March 2019
Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members			
Project	Cost	Progress	
Quotes have been requested for a re-paint of the Corn Exchange lobby	Approx £2,000	Quotes being requested to re-paint the lobby in colours that match the other lobbies rather than the Corn Exchange – also a new screen will replace the static notice board in the lobby near to the bar entrance	

DORCHESTER ARTS BOARD MEETING
Tuesday 7th August, 2018, 4.30pm
CORN EXCHANGE

Present:

Mark Tattersall MT (Artistic Director)
Louise Sheaves LS (Chair)
Jennie Veale JV (Vice Chair)
Peter Smith PS (Treasurer)
Trevor Ware TW
Roger Jarvis RJ
Penelope Treadwell Anderson PTA
Fiona Pearson FP (arr 5pm)

Observing:

Laura Mulhern
Mike Coleman

1) LS welcomed all members present and introduced Laura Mulhern and Mike Coleman as potential board members. Post meeting note: Laura Mulhern has accepted our offer of a place on the board and Mike Coleman has declined.

2) Apologies received from Tess James. Susie Hosford and Fiona Kent-Ledger apologised for possible lateness but did not attend.

3) No registers of interest.

4) Approval of minutes by LS, seconded by TW.

5) Matters arising

Induction pack for new trustees is now on Dropbox (FP). Some have not received it and it was clarified that up-to-date email addresses were required.

Action - email addresses to FP and change receiving addresses on own Dropbox.

6) DTC

MT reported cordial relations continue and help with Summer Sunday fundraiser was gratefully acknowledged. DA still requires confirmation of continued rental of Magistrates Room and bar franchise.

7) Finance - Accounts

PS reported that annual accounts are in draft with auditing issues waiting to be resolved.

Management Accounts:

Reported that performance takings were down which MT reported is part of a both local and national picture. MT reports that over-programming particularly

with children's shows were contributing to this and that these issues are being addressed. The situation is improving already with good sales from outdoor productions and healthy bookings for autumn season.

There was some general discussion on fundraising targets and advertising revenue. Improvements to foyer may be possible with Growth Hub funding. The Future Fund levy imposed on ticket sales is being effective and bar profit remains ahead of schedule. Printing costs continue to rise.

8) Artistic Director's Report

As in report and some issues already discussed in Finance.

Ticket sales for Hardy Players production of *The Trumpet Major* had brought in £1000 though there had been some confusion from the public as to whose production it was.

There was discussion of the possibility and practicalities of marketing stalls for South St and TW suggested a pop-up box office.

The Apollo Project is proceeding well with progress and planning continuing as budget allows.

The Kinetics stage production may go to Edinburgh in 2019.

Banners on the Corn Exchange were discussed and adjustments to materials used being altered for planning purposes.

9) Maltings

LS reported the plan to call a meeting of all interested parties in September to discuss the way forward.

The Maltings Option agreement has been successfully extended.

FP suggested using vacant units in Brewery Square for marketing displays.

Action - LS to discuss with Brewery Square.

10) Fundraising

PTA reported that Catalyst funding from the Arts Council had enabled training for staff, board and fundraising group members and has covered crowdfunding, social media (ongoing), major donors and small donors/membership.

Sponsorship is slow at present though Jacky Thorne, Fundraising and Development Manager, has appointments with several potential sponsors. The Sugar Group will likely meet again at the end of November and a private reception will be held for the group before the Friday performance of *A Pure Woman* in September.

Membership revamping continues with Marketing Manager Elizabeth Evensen and should provide an increase in revenue.

TW reports that the Photo Competition is making progress with the partnership of magazine publishers though currently there is an issue over charging competitors for entering, and a compromise is being sought.

The regular fundraising events continue to be successful though more profits are needed from these to achieve targets.

Action - PTA and fundraising group to think of ideas to make more of each current planned event.

11) HR and Policies

FP has amended policies and they are up to date. Some administration issues discussed.

12) AOB.

TW commented on tidiness of office and there was discussion of Awayday committees' progress with improvements.

Action - MT to speak to Sam Wood, Administrator, for progress reports.

PTA asked if trustees could attend some performances free to widen knowledge of events and there was discussion over the good use of seats for poorly-attended events. MT said that was possible and just to ask. LS clarified that trustees are entitled to one complimentary ticket per season anyway.

13) Date of next meeting: Wednesday 24th October, 4.30 pm.