



# Dorchester Town Council

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7 November 2018

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 13 November 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 11 September 2018 (adopted by Council on 25 September 2018). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### 3. Single Use Plastic

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

**4. Management Arrangements – Outdoor Services**

To receive the Outdoor Services update report (enclosed).

**5. Review of Borough Gardens Greenhouses**

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

**6. Review of Outdoor Events – Summer 2018**

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

**7. Allotment Fees 2019**

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

**8. The Great Field**

The Deputy Town Clerk to update the Committee on progress.

**9. Sandringham Sports Centre – Parkour Equipment**

The parkour equipment was vandalised back in the early part of the summer and was taken out of use. Prior to this we received some complaints from residents regarding anti-social behaviour in the area. Since the equipment was taken out of use the Council has received one query regarding when the equipment is to be put back into use. This response was from a Director of Train Hard parkour which runs the successful parkour club in the town. The Committee will be asked what action it wishes to take with regard to the future of the equipment.

**10. Maiden Castle Play Area – Wheelchair Accessible Swing**

To note that the Big Lottery Fund has awarded a grant of £6,395 towards the cost of this project. The swing is due to be installed at Maiden Castle Play Area mid to late November 2018.

**11. Town Council Governance Arrangements - May 2019 Onwards**

At the last meeting of the Full Council Members considered and agreed the following recommendation from the Policy Committee:-

***“Governance Arrangements for the new Council***

*The Committee considered a report from the Town Clerk relating to the Council’s own future governance arrangements from May 2019 and how governance arrangements are likely to change with the reorganisation of local government.*

*The Committee considered a report from the Town Clerk relating to the Council's own future governance arrangements from May 2019 and how governance arrangements are likely to change with the reorganisation of local government.*

**Recommended to Council**

*That during the November cycle of meetings each Committee appoints two Members to take part in the review, to be concluded by the March 2019 cycle of meetings."*

The Committee will be asked to appoint two Members to the review group.

## **12. Dorchester School Holiday Food Club Programme**

At the May 2018 meeting of the Committee it was agreed to provide a £500 grant to Dorchester Foodbank (lunch club) so as to help provide a holiday lunch programme over the summer. Members maybe interested in feedback received about the project which is set out below:-

*"Last year during August we supported over 40 families who were entitled to free school meals during term time by providing two parcels to each family over the four week period. We decided this year to provide parcels every week but were rather concerned when over 80 families applied for help.*

*However thanks to the generosity of local organisations, charitable trusts, churches and individuals we raised enough money to meet the expenditure of £7500 and supplied a total of 251 parcels.*

*We held morning and afternoon sessions and we were delighted that enough people volunteered to support both sessions. The families were invited to stay for coffee and cake and once again volunteers supplied a good range of homemade cakes.*

*Parcels contained fresh meat, cheese, eggs, ham, fruit and vegetables and non perishable items of pasta, rice, tinned fruit etc. We also provided a voucher to help with buying toiletries, baby food etc.*

*We are planning to provide parcels at Christmas and have already committed to continuing next year."*

## **13. The Keep Military Museum – Funding Request**

To consider contributing towards the museum's 75<sup>th</sup> Anniversary of D Day gallery (correspondence attached). Any contribution towards the project will be from the Council's Cultural Activities budget and not the small grants budget.

*If Members require any additional information regarding the project please contact officers prior to the Committee meeting.*

#### **14. Small Grant Application**

To consider a grant applications (enclosed) from:-

- (i) South West Multi Cultural Network
- (ii) Christmas Cracker, Dorchester Arts
- (iii) Dorset County Museum – Family Science Day
- (iv) Womens Action Network
- (v) Dorchester Youth Extra

#### **15. 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.

#### **16. Monitoring Reports**

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

#### **17. Urgent Items**

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

#### **18. Public Bodies (Admission to Meetings) Act 1960**

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

#### **19. Corn Exchange Roof**

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

#### **20. Sandringham Sports Centre**

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

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 13 NOVEMBER 2018**

#### **PLASTIC FREE COMMUNITY STATUS**

1. At the Full Council meeting held in July Members were addressed by Mr Edd Moore, a teacher at Damers School, who explained the approach the school was taking towards becoming plastic free. He invited the Town Council to consider how it might help extend the initiative across the town.

2. Since that meeting officers have met with Edd Moore to see how this matter could be taken forward. Edd and Damers School aspire for Dorchester to achieve the Surfers Against Sewerage Plastic Free Community Status. Surfers Against Sewerage is a UK Environmental Charity who's present priority is to reduce plastic pollution. The Plastic Free Community network aims to free where we live from single-use plastics. It is not about removing all plastic it is about stopping the reliance on avoidable single-use plastic, and changing the system that produces it.

3. At present there are about 400 Plastic Free Communities in the Country. Locally Ferndown, Broadstone and Charmouth are working towards becoming a plastic free community with Wimborne and Lyme Regis already having achieved that status.

4. To achieve Plastic Free Community Status there are five objectives to be met which are:-

OBJECTIVE 1 - LOCAL GOVERNANCE – The Local Council passes a resolution supporting the journey to Plastic Free Community status.

OBJECTIVE 2 - RESISTANCE HUBS - LOCAL BUSINESSES – To work with businesses in the community to help them reduce single-use plastics.

OBJECTIVE 3 - PLASTIC FREE ALLIES – To inspire the wider community to spread the plastic-free message.

OBJECTIVE 4 - PLASTIC FREE RALLIES – To mobilise the community by raising awareness through events.

OBJECTIVE 5 - SET UP A STEERING' GROUP – To form a group of local stakeholders to meet at least twice a year to take the community campaign forward.

5. To fulfil Objective 1 the Council will need to lead by example and start removing single use plastics from our premises; encourage and promote the initiative; appoint a representative to the Plastic Free Community Steering Group (yet to be established) and pass a resolution to support the journey to Plastic Free Community Status.

6. In respect of Objective 2 Damers School Children have already visited many Poundbury businesses to encourage them to sign up to the initiative. A leaflet has also been produced and distributed to businesses away from Poundbury encouraging them to be a part of the plastic free community (leaflet attached). Some businesses have come forward but more work needs to be

done in this area to achieve this objective and we are presently aiming to encourage businesses via the Chamber for Businesses breakfast meetings. The BID has also been approached.

7. Engaging with local schools and the community to spread the message about the importance of becoming plastic free is an important part of Objective 3 and is underway and will continue.

8. Objective 4 requires that two free, open to all, community events are to be held in the first year of becoming a plastic free community. The Council is in a position to help facilitate these events which can range from a litter pick to an event in the Gardens to raise awareness and make a positive impact on the local environment.

9. The final objective is to establish a steering group which will review the objectives and submit the formal application to be considered for Plastic Free Community Status. Ongoing the group will review objectives and set the future agenda. This group will be required to meet at least twice a year include a Town Councillor.

10. Further information regarding Plastic Free Community Status can be found at <https://www.sas.org.uk/plastic-free-communities/>

11. Members will be invited to support Damers School and recommend to Full Council

- (i) that it supports the journey for Dorchester to achieve Plastic Free Community Status and
- (ii) that it appoints one Councillor to sit on the Steering Group once established.

Steve Newman  
Deputy Town Clerk





## Can you help Dorchester to achieve Plastic Free Communities Status?

**This is what you need to do. You may already have started.**

**At least three single-use plastic items removed from your business and or replaced with sustainable alternatives. This could be:**

Plastic bottles	Plastic food on the go	Condiment sachets
Coffee Cups and Lids	packaging	Balloons
Plastic Cutlery	Plastic bags	Bathroom plastics
Straws	Plastic drink cups	

Removing the option to purchase and/or use single-use plastics is the easiest way to avoid them. Making suitable, sustainable alternatives readily available to customers will bring about a change in behaviour and reduce the amount of throwaway plastic in our society.

You will be surprised by how much you save in costs as well as dramatically reducing waste. In recognition of your contribution to the community achieving its status, you will be provided with a certificate and a sticker to be displayed in your shop window.

If you are interested in getting involved then please email Edd Moore, Eco Coordinator at Damers First School [emoore@damers.dorset.sch.uk](mailto:emoore@damers.dorset.sch.uk) with the name of your business and the three single use plastic items you will remove or replace with sustainable alternatives

### Refill Dorset



Is where anyone can go into a business displaying a refill sticker and have their reusable water bottle filled up with tap water for free. Businesses get a sticker for their window and are placed on an app so members of the public can find where Refill points are locally. If you would like to sign up then please email your Business name and address, the manager's name and email to [LitterFreeCoastSea@dorsetcc.gov.uk](mailto:LitterFreeCoastSea@dorsetcc.gov.uk)

**In 2016, 200 plastic bottles were found per mile of UK coastline. Single-use plastic bottles, cans and glass account for 40% of all litter (by volume). Refillable water bottles come in all shapes and sizes, they can keep water hot as well as cold and can be reused time and time again.**

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## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 13<sup>th</sup> November 2018 OUTDOOR SERVICES UPDATE REPORT – Autumn**

1. The start of this period saw early warm weather replaced cooler conditions until late October, despite temperatures dropping somewhat the dry continued in the main. This resulted in slower grass growth through to the end of the season. The final cutting round took place in early November

2. The Borough Gardens staff have continued to deliver some excellent work and the gardens maintained the high standards achieved during the summer through the early autumn period. Work has focused on the removal of summer annual bedding, cultivation and replacement with winter/spring bedding plants, grass cutting, weeding and the never ending battle to remove leaves from the path network and preventing accumulations killing the grass.

The Tirah bed was planted with poppies through the summer and bore the words “lest we forget” until the annual service. The grass levels in this area were poor leading to problems with mowing, the beds and turf have now been removed and the soil levelled to facilitate re-turfing and the creation of a new flower bed with a relevant shape around the memorial. Turfing will take place over the winter and planting will be re-instated in the early summer.

3. Away from the gardens, the outdoor services team have been very busy grass cutting including giving the wildflower grass area at Maumbury Rings a final cut. Works for remembrance were increased this year, additional works included a clean of the memorial garden, installation of silent soldiers and the re-painting of the fire basket at Salisbury field in advance of the beacon lighting event.

Staff have completed the improvements to the walks along Northernhay, installing new seats and bins of a better design and quality. These will co-ordinate with the new style bins being placed on South Walks and soon to be located in some open spaces such as Salisbury field, Maumbury Rings and Sandringham playing fields.

Other works have included, for the first time, trimming of the reed in the town section of the river to ensure free flow of water to comply with Environment Agency requirements. Assessments were made for water voles and other wildlife. This work will be repeated annually in late summer on a three year rotation so wildlife can move from one section to another.

Brand new shrub planters have been procured and positioned in the lower South Street shopping area to complete the street scene renovation. The planters were installed by outdoor services staff from the depot and planted up by borough gardens staff. This work is in partnership with the Dorchester BID and local businesses have undertaken to keep them watered and checked.

At the time of compilation the reaction to these planters has been entirely positive in terms of feedback to both the office and staff on site during installation.

4. Within cemeteries attention has focused on making sure services continue to be provided with dignity and respect as works on the new road network and boundary wall continue. The main contractor CG Fry has co-operated very well with the Council to ensure construction works cease

for the duration of services, disruption is kept to a minimum and access is maintained to the green area. This was particularly effective when a burial was carried out in the green area. The contractor facilitated safe and clean access directly through their work area to aid the ease of procession to the graveside and the burial was carried out successfully and without complaint which was a significant success.

As stated previously 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 flower mix. Works to strip topsoil will commence shortly, fencing will take place in the later winter period after the main wall and road contractor has left site.

#### 5. Biodiversity:

Members will be aware that the use of electric maintenance equipment is being investigated in a move to reduce CO2 produced. After some research the Outdoor Services Manager established that it would be possible to utilise an electric vehicle for use primarily in the Borough Gardens. It is however necessary that the vehicle can travel on the highway to give maximum flexibility and efficiency of use across all the maintenance teams.

After viewing, a vehicle type was selected that met this need and a model has been purchased for delivery in late January 2019. A photo of the vehicle is included below. The vehicle can be used by any staff with a driving license, it is able to be used on the highway and has an approx. range of 40 miles which is sufficient for need. The vehicle has a cage body which allows for maximum capacity and is demountable. The vehicle charges from a normal domestic supply and plug and recharge time is comfortably achieved overnight which fits working patterns. The vehicle is road tax exempt and does not require an M.O.T. and will replace an existing "Pick up" type vehicle that has reached the stage of being beyond economic repair. The Outdoor Services Manager is continuing to evaluate 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.



6. Staff training has continued. To respond to changes in legislation a member of staff successfully completed a rodent control course in September this year. This is part of the wider staff development work commenced last year which is now approx. 70 % complete. The next area of attention will focus on play area inspection refresher training and hopefully the training of an additional member of staff in playground inspection to give greater service resilience.

Carl Dallison  
Outdoor Services Manager





# Dorchester Town Council Borough Gardens Nursey Facility Options Report

Carl Dallison  
Outdoor Services Manager, November 2018

# Foreword

This report is intended to enable councillors who are members of Dorchester Town Council's Management Committee to make a decision as to the future use for the area within Borough Gardens currently used as a nursery producing bedding and other plants.

As part of this report options for alternative use of some or all of the site are included. The options offered are intended as examples and do not comprise an exclusive list. The continuation of use as a Nursery is also an option open to Councillors.

The decision will give a clear indication of the wishes of the Council to enable its officers to progress further developmental work to the area.

## 1. Background

The site of the nursery adjacent to Borough Gardens House is shown on the location plan on the following page.

The nursery is located in the southern end of the gardens, a contemporary account of the gardens creation follows:-

*“On March 25th 1895 the late Alderman Gregory who was at the time Mayor of Dorchester on behalf of the Corporation of the borough purchased of the Duchy of Cornwall 4½ acres of land adjoining the West Walks and having frontage on the Cornwall road and the whole of the Southern line of Albert Road for £3,400 to which they borrowed from Local Government Board to be paid back over 50 years, a further loan of £1,100 repayable over 20 years for the purpose of laying out the Grounds. Subsequently the Corporation made arrangements with Mr. S.R. Harris by which they purchased his house and Nursery, which are situated at the Southern extremity of the Borough Gardens for £1,800.”*

*BOROUGH GARDENS -DORSET COUNTY CHRONICLE AND SOMERSET GAZETTE, 6TH AUGUST, 1896*

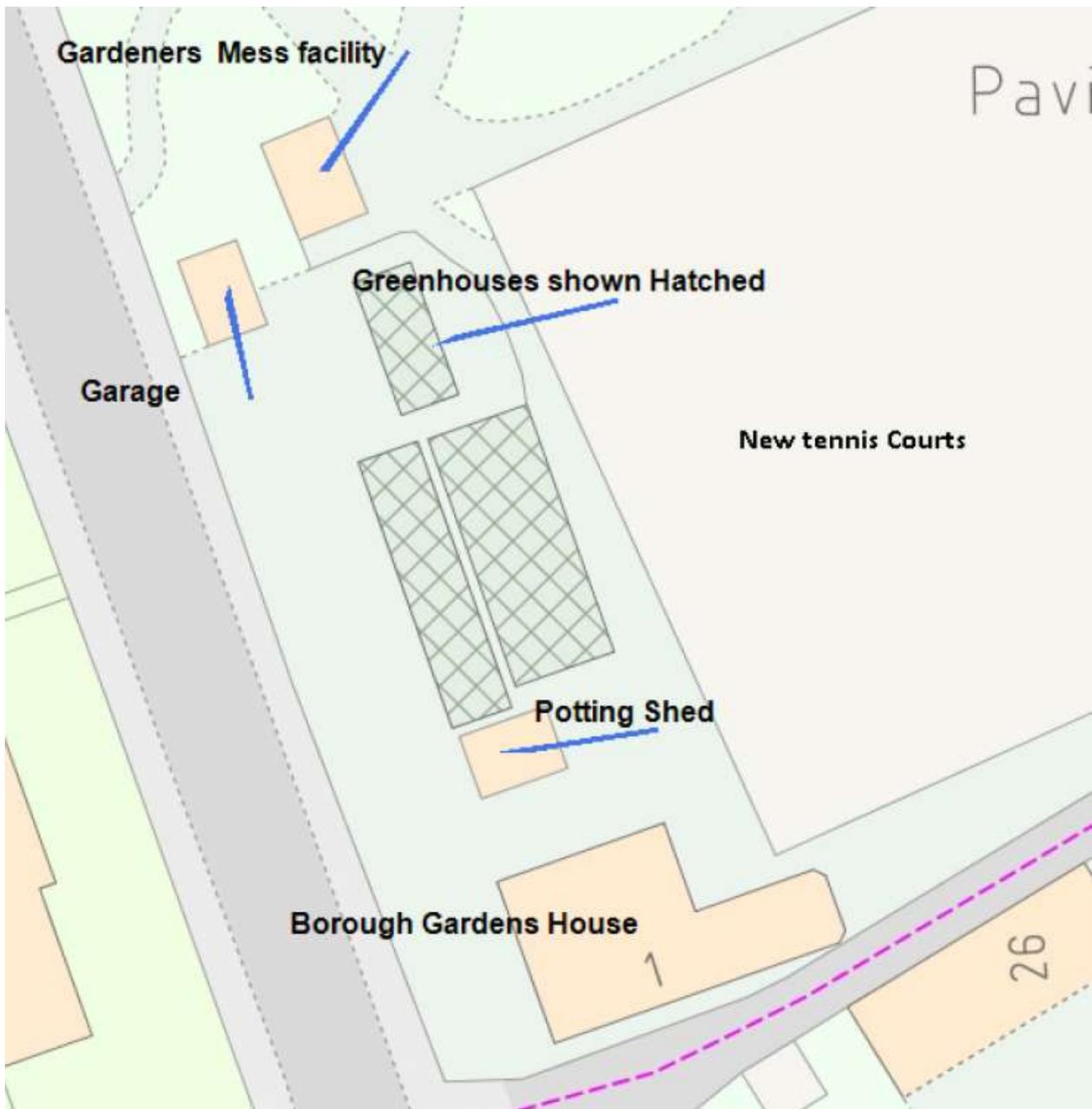
It can be seen from the above that the former commercial nursey and house originally on the site was taken over to facilitate development of the gardens. Between 1902 and 1928 the majority of greenhouses were demolished to make way for the bowling green, trees, shrubs etc. The two greenhouses that remained, along with the potting shed, were used to various extents over the following years before being replaced with Mid Twentieth Century structures which were augmented by the addition of a further small late 20<sup>th</sup> C style glasshouse located at the northern end of the nursery.

Ongoing maintenance was provided on a limited scale to these structures until the early twenty first century when a wider improvement initiative was developed.

The following is an extract from the Borough Gardens Management plan produced to support the heritage Lottery Fund bid to renovate the Gardens circa 2007-8

*“The Town Council has funded the repair and refurbishment of the potting shed and cold frames during the spring of 2007, it is planned to revamp the greenhouses during the winter of 2007/8 to improve on Health and Safety issues”*

Since that date the Glasshouses have remained largely un-altered with ad hoc maintenance being carried out as required, mainly in response to vandalism or accidental damage.



Borough gardens Nursery, Site and Location Plan

## 2. Site Designation

### **Register of Parks and Gardens of Special Historic Interest in England Borough Gardens**

The Borough Gardens were added to the Register as Grade II in 2001 (Entry GD3360) A copy of this is included appendix 1. It is noteworthy that the Nursey areas does not solicit specific comment other than to recognise its existence as a mid-20th C feature and to record its limited development.

## 3. Current Usage

The Nursey in its widest sense comprises the following:-

- Three glasshouses all of which are aluminium in construction the two older structures having dwarf brick walls.
- A potting shed
- A Garage (standard residential type)
- Cold frames
- Hard standing
- Standing out ground

### 3:1 Glass houses

These are used for the production of two crops of annual bedding plants per year namely summer and winter /spring. In addition to the aforementioned the houses are used to overwinter some plants which are then used the following year within bedding displays or be used for cutting material which in turn is then used in displays. A limited number of plants are retained to grow in the protected environment to help with the provision of planters for certain civic events where larger plants giving a high impact is required. Two of these aluminium structures are heated to give protection for tender plants.

Plants required for use in the carpet bedding (shield bed) displays are overwintered here and these are used also to take receipt of carpet bedding plants grown by specialist plant suppliers. Stock plants are also overwintered for use in future bedding displays or to provide propagation material.

Plants are grown on raised benches, the under bench area is used for storage of old pots awaiting re-use etc.

### 3:2 Potting shed

The Potting Shed is, as its name suggests, primarily used for the potting on of plants, other operations include seed sowing and pricking off. Cuttings are taken and other plant culture processes take place. The potting shed is also used to store some plant production consumables and as a general work area. The shed also houses the safe formerly used to receive monies for payment of tennis although this practice is significantly reduced now due to the introduction of the fob key system.

### 3:3 Garage

The garage is used for general storage and houses the ride on mower used within the gardens along with general materials and some hand tools.

### 3:4 Cold Frames

The cold frames are unheated structures built at low level that have glass or perspex covers (lights). These allow for plants produced in the glass area to be put outside to harden off but can be covered to offer frost protection at night. Lights can be left off permanently to allow for use as open standing space for shrubs or plants.

### 3:5 Hard Standing

The hard standing areas are used mainly for vehicular parking and access to the various structures along with limited shrub and plant standing before planting. The hardstanding comprises mainly tarmac and concrete areas.

### 3:6 Standing Out Ground

This comprises small areas of gravel or hard surface where plants or newly propagated shrubs in containers or trays are kept to grow on, outdoors within the site prior to planting. These areas are limited in size and therefore capacity but are used where propagation of shrubs is feasible to provide plant material for use in the gardens as opposed to buying in.

### 3:7 Additional uses

The glasshouses and associated areas are also used to facilitate the following: \_

- Currently the public gain access to the main gardens via the main gate on the Cornwall Road side of Borough Gardens House. Their route takes them across the Nursey frontage. This will cease in early 2019 when the alternative gateway on the other side of borough gardens house is created allowing access to the gardens that does not encroach into the nursesey area.
- Linked to the above is the practice of gaining access to Borough Gardens House for meetings etc by hirers. Again this route will be stopped by the opening up of the alternative gate.
- A local day service for adults with learning disabilities use Borough Gardens house on a Friday and they, as part of their activities, grow plants such as tomatoes and strawberries which are housed in the glass houses when annual bedding crops aren't in place. This is of benefit to the people who attend the day service giving them experience of growing food and looking after the plants whilst mixing with their friends and others so helping to develop their independence.

## 4. Building condition

The buildings are in reasonable structural condition but need some decorative work to bring them up to scratch such as painting and pointing to walls, filling of cracks, renewal of some fixtures.

## 5. Current Staffing Arrangements

The nursery is staffed by Town Council employees on an as and when basis, these staff are usually members of the team that maintain the Borough Gardens. There are daily requirements when specific operations are taking place and ongoing daily watering, of varying duration depending on the crop, is carried out.

Any of the permanent full time staff present in the Gardens team can be required to work within the nursery and frequently do, this work includes pricking out, potting watering etc. In addition to this staff have a rota to cover weekend maintenance requirements in both the nursery and wider gardens. Information on nursery duties and approximate staff hours can be found in table 1 below.

*Table 1.*

<b>Greenhouse</b>	<b>Frequency</b>	<b>Annual Hours</b>
Seed sowing	November and April	16 hours
Pricking out	All year	168 hours
Potting on	All year	45 hours
Watering greenhouse and cold frames	Daily	218 hours
Clean greenhouse	Annually	37 hours
Shading	Annually	16 hours

In addition to the above there are ad hoc operations to be undertaken such as weeding , cleaning , sorting pots and trays and the repair of any wear and tear and vandalism /accidental damage. Some limited routine building maintenance also takes place such as cleaning glass and gutters, servicing of heating and electrical supplies.

### 5:1 Weekend Working

Plants are cared for in the nursery at the weekends by the weekend duty staff. These duty staff also carry out other functions in the gardens so establishing an exact cost to maintain is difficult but an assessment has been made for the purposes of cost comparison.

## 6. Current Production

The nursery had the following plant production in 2018:-

### 6:1 SUMMER BEDDING

Antirrhinum	700	
Argyranthemum	100	
Begonia (Semperflorens)	1100	
Calceolaria	500	
Coleus	100	
Impatiens	1200	
Osteospermum	200	
Petunia	200	
Ageratum	1000	
Alyssum	1000	
Ornamental grasses various	1000	
Gaura	100	
Lobelia	1000	
Leucanthemum	500	Summer Total 8,700

### 6:2 SPRING BEDDING

Bellis	700	
Pansy	700	
Polyanthus (Various)	3200	
Primrose	700	
Primula	400	
Wallflowers	2100	
Aubrieta	350	
Myosotis various	2000	Spring Total 10,150

### 6:3 Additional Growing

In addition to the above the following are grown for the carpet/shield bed:-

Pyrethrum tanacetum 2000  
(In addition other species are bought direct from specialist suppliers each year).

The following are propagated by cuttings and overwintered under glass;  
Echeveria (glauca and elegans) 1000

Sagina as stock, Sedum (various) as stock	Carpet bed Total 4000
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In addition to the previous page the following species are overwintered and used for propagation material in the summer.

Abutilon  
 Argyranthemum various  
 Chlorophytum  
 Dragon Wing Begonias  
 Foliage begonias  
 Fuchsias  
 Geranium various  
 Helichrysum various  
 Osteospermum various  
 Plectranthus

Numbers are not given as these can vary significantly depending on the display required and species used. It is important to note that these species are the ones that add a different quality/dimension to the bedding displays in the borough gardens and are also used in decorative planters to be used at council events and they cannot easily be alternatively sourced.

#### 7. Materials used

The nursery consumes the following materials as part of its normal operation.

Compost, pots and trays, seeds, plugs, power, water, occasional glass and building fixtures, canes, ties and fertiliser.

This list is not exclusive and at times will include other one off items to meet specific needs such as decorative planters/pots and specific plant stock.

#### 8. Costings

It is difficult to very accurately cost the nursery operation as it is integrated into several other functions and in addition the plants required each year will vary. In particular establishing an accurate materials figure is difficult due to variable yearly demand and the re-use, where possible, of containers and trays until they finally fail. In order to overcome this problem some areas are indicated with "Item "to reflect this.

Detail	Cost per annum
Compost and fertiliser	£1100
Plants and seeds	£2114
Pots , containers, trays	£100 item
Services	£200 item
Labour, week days 400 hrs @ £13 hr	£5200
100 hrs @£21.50	£2150
Labour weekends x20 occasions x 2.45hrs	£637
@13hr	£400
Building maintenance	
12 month Estimated total	£11,901

The above is the cost to provide all aspects of the nursery operations. The time spent undertaking these is time that is removed from the hours available to staff to undertake maintenance in the gardens.

#### 9. Alternative sourcing of main bedding display plants

Brief market testing has been carried out and shows estimated costs to produce the main annual display plants to be around £6,000 this is estimated due to variance in numbers and varieties annually as displays are changed. The price does not include for delivery, it is estimated that collecting the plants as required which is the most desirable method would cost circa £400 giving an overall cost of £6400.

The above price does not include the species listed in item 6:3 as they are not easily procured and in some cases would not be commercially available. For the purposes of this report it can be estimated that the species in 6:3 would have a commercial value of circa £2000.

Displays would need, in certain circumstances, to change to allow for the absence of some of the overwintered stock.

#### 10. Staffing Implications

Irrespective of the option chosen, there will be no direct staffing implications in terms of job losses, redeployment or contractual changes. Staff have been individually written to recently confirming this.

## 11. Options

### Option 1

To Retain the Nursery Operation as it is currently.

Positives	Negatives
<p>Currently fully funded from existing budget.</p> <p>Ensures security of supply in a potentially volatile plant market.</p> <p>Allows for overwintering of added value bedding and shield bed display plants. (6:3).</p> <p>Guarantees as much as is possible quality of plant material and ability to produce a quality display.</p> <p>Facilitates production of additional shrubs etc.</p> <p>Enables flexibility to produce one off crops e.g. poppies for remembrance 2018.</p> <p>Complies with the Heritage ethos of the Borough Gardens.</p> <p>More sustainable in terms of delivery miles (CO2)</p> <p>Allows for full staff development in terms of skills to propagate.</p> <p>Allows for growing of show plants for events e.g. Mayor making.</p>	<p>The cost of buying in like for like annual bedding plants is lower (<i>note1.</i>)</p> <p>500 staff hours that could be used to further increase the range and quality of provision in the adjacent gardens are taken up with Nursery duties. (<i>note2.</i>)</p> <p>Staff have to be paid to work weekends to maintain plants.</p> <p>Depreciation of existing building infrastructure and associated cost to maintain /repair.</p> <p>Reduces the area available for enhancement of the southern end of the gardens. (<i>note3.</i>)</p>

### Notes

1. The price to buy in bedding plants refers to the production of the main types of plants used such as geraniums, begonias, polyanthus etc. which are the mainstay to an average bedding scheme. The cost to buy in does not include for overwintering of species or production of shield bed plants as detailed in section 6:3. It is these plants that give the borough gardens displays the higher level of interest and quality in comparison to other bedding displays.

The cost to buy in plants plus the value of overwintered species (as in 6:3) is circa £8400 giving a cost difference (saving) from current operational cost (£11,901) of £3501.

2. The ability to increase direct staff time in the gardens by 500 hours would offer the opportunity to increase the quality of provision across the entire site from what it currently delivered, examples of this could be, increased frequency of grass cutting, shrub pruning, hedge cutting and shrub weeding. It would also allow for additional features developed in the future to be maintained within existing budget.

## Option 2

Closure- To close the nursery and demolish existing structures as required.

Positives	Negatives
<p>The cost of buying in like for like annual bedding plants is lower <i>(note1.)</i></p> <p>500 staff hours that could be used to further increase the range and quality of provision in the adjacent gardens are realised <i>(note2.)</i></p> <p>Facilitates enhancement of the southern end of the gardens. <i>(note3.)</i></p> <p>Removes maintenance cost of existing structures.</p> <p>Reduces overtime costs as no weekend maintenance to plants. (Members should be aware that this could have an impact on staff pay and also potentially opening and closing routines for the garden gates so further officer consideration would have to be given as to how this would work.)</p> <p>Reduces materials costs by circa £3,500 which can be used to offset cost of purchase of annual bedding.</p>	<p>Creates an additional revenue cost to procure all plants. The species produced by overwintering (see section 6:3) would not be available and have to be purchased where possible <i>(note 4.)</i></p> <p>Risk of security of supply in a potentially volatile plant market is increased as the council will have no ability to produce stock itself.</p> <p>There would be no potential to grow additional one off and/or routine shrubs which would result in them having to be purchased, loss of flexibility.</p> <p>Loss of ability to produce floral decorations for events /occasions. These could however be hired elsewhere with a revenue cost.</p> <p>Loss of plant quality guarantee</p> <p>Limits range of skills required from staff and reduces staff development opportunity</p> <p>Requires something to be done with the site quickly after closure</p> <p>Generates a demolition cost</p> <p>Does not meet heritage value of gardens as strongly.</p>

*(Notes continue overleaf)*

Notes

3. The removal of the nurseery at the southern end of the gardens offers opportunity for a different use in that area and one which could significantly enhance the experience of visiting the gardens e.g.
  - The development could potentially be commercial e.g. catering, it should be noted that the current aspect is not very desirable but if combined with changes to old tennis courts could be viable.
  - Development of a garden feature in its own right on the site to add interest to this otherwise more “utility” zone of the gardens. This would potentially add significant value in terms of what visitors’ experience and contribute to the overall heritage feel of the gardens.

*It should be noted that any development could be influenced by both local and national planning guidance given the local significance and heritage designation of the site.*

4. It will be possible to buy some of the material overwintered or indeed have the plants looked after by others then propagated, however it will not be possible to do this with all species which means they would not be available for use.
5. Option 2 , Closure, facilitates greater savings in terms of reduced overtime hours, materials and services charges which would generate liquid revenue savings which could be used to offset purchase price of annuals, when compared to Option 3 (to retain structures and grow limited crops) where some overtime would have to be paid and services / materials purchased.

Option 3

Procure main Annual bedding commercially, retain nursery for overwintering.

Positives	Negatives
The cost of buying in like for like annual bedding plants is lower( <i>note 1</i> ) but savings are not as great as in option 2 ( <i>note 5</i> )	Creates an additional revenue cost to procure plants over and above option 2. ( <i>note 5</i> )
Valuable staff hours that could be used to further increase the range and quality of provision in the adjacent gardens are realised but not as much as in option 2.( <i>note2.</i> )	Risk to security of supply in a potentially volatile plant market is increased as the council will have no <u>immediate</u> ability to produce stock itself.
Allows for overwintering of added value bedding and shield bed display plants. (6:3).	No facilitates enhancement of the nurseery footprint at southern end of the gardens. ( <i>note3.</i> )
Reduces overtime costs as very limited weekend maintenance to plants.	Retains maintenance need of existing structures.

<p>There would be the potential to grow additional one off and/or routine shrubs.</p> <p>Allows for staff development in terms of skills to propagate.</p> <p>Complies with the Heritage ethos of the Borough Gardens.</p> <p>No demolition cost</p> <p>More sustainable in terms of delivery miles (CO2)</p>	<p>Loss of annual bedding plant quality guarantee.</p>
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## Appendix 1

### Register of Parks and Gardens of Special Historic Interest in England, Borough Gardens

The Borough Gardens were added to the Register as Grade II in 2001 (Entry GD3360). The description in the Register is as follows ~

DORSET	BOROUGH GARDENS
WEST DORSET	
DORCHESTER	GD3360
SY6890	II

A late C19 public park laid out to the design of William Goldring.

#### HISTORIC DEVELOPMENT

Until the construction of the Great Western Railway line from Dorchester to Weymouth in 1857, the town's western boundary remained the line of the Roman town wall and embankment, the course of which had been adapted in the early C18 to form West Walks, one of the Town Walks (qv). The site of Borough Gardens lay outside the west wall and embankment, and is shown as undeveloped agricultural land on Hutchins' Map of Dorchester (1772), and the Tithe map of 1840. As the town expanded after 1857, residential streets were laid out parallel to the railway, while a house and nursery garden belonging to S R Harris were constructed on the southern half of the site of Borough Gardens (OS 1887; Colvin & Moggridge). The northern section of the site remained the property of the Duchy of Cornwall, and was divided into several enclosures which were used as a fairground and cattle market (Colvin & Moggridge). In March 1895 the Mayor of Dorchester, Alderman Gregory, purchased from the Duchy on behalf of the Corporation four acres (c 2ha) of land bounded by Cornwall Road, Albert Road and West Walks for £3,400. Later the same year the Corporation agreed to buy Mr Harris' nursery and house for £1,800. The Corporation stated as its objective the construction of 'pleasure gardens for the health and recreation of the inhabitants' (inscription on fountain).

Plans for laying out the new park were commissioned from William Goldring (1854-1919), and were implemented by the Borough Surveyor, G J Hunt, who was also responsible for designing ornamental wrought-iron gates for the park. The park was officially opened on 30 July 1896. An account published in the *Dorset County Chronicle* on 6 August 1896 indicates that Goldring's scheme for the park incorporated gravel walks, a dell in which it was proposed to erect a fountain, a central bandstand, tennis courts and bowling greens. Some of these features were not constructed at the time of the park's opening, but followed soon afterwards: the bandstand, a memorial to Queen Victoria's Diamond Jubilee was opened in 1898, while the fountain was donated in memory of Alderman Gregory in 1898. Goldring incorporated existing mature trees on the site into his scheme, and disguised the narrow rectilinear shape of the site with boundary planting, modification to the ground levels, and curvilinear walks. The plants for the park were supplied by James Veitch and Son of the Royal Exotic Nursery, Chelsea, while the planting was personally superintended by Goldring (*Gardeners' Chronicle*, 1898). Mr Harris, whose nursery had been purchased by the Corporation as part of the site for the park, was appointed first superintendent (*Dorset County Chronicle*).

Further features were added to the park in the late C19 and early C20, and changing requirements for sports facilities led to limited alteration to Goldring's design in the early C20. In 1899 an obelisk was erected in memory of men of the 1st Battalion Dorset Regiment who had died in the Indian Northwest Frontier (Tirah) Campaign of 1897-8 (inscription), while in 1905 Charles Hansford donated an elaborate cast-iron clock tower. Between 1902 and 1928 (OS), a new bowling green was constructed at the southern end of the site, replacing some of the nursery glasshouses and some specimen trees, while the croquet lawn south of the bandstand was replaced by tennis courts, and new tennis courts were constructed on an artificial terrace to the north of the bandstand. Today (early C21) Borough Gardens retain their late C19 layout and features, together with its structural planting.

Borough Gardens remain the property of Dorchester Town Council.

## **SITE DESCRIPTION**

### **LOCATION, AREA, BOUNDARIES, LANDFORM, SETTING**

Borough Gardens are situated c 250m south of West Gate at the western end of High West Street. The c 4ha site is approximately rectangular-shaped on plan, and is bounded to the north by Albert Road, to the west by Cornwall Road, and to the east by the early C18 West Walks. To the south the site is bounded by a footpath which links Bowling Alley Walk to the east with Cornwall Road to the west. The boundaries of the park are closed by a mixture of wire and metal fences and mixed hedges behind which are extensive areas of ornamental shrubbery and specimen trees which formed part of Goldring's original scheme for the park (*Gardeners' Chronicle*, 1898). The Cornwall Road boundary is marked by a mature holly hedge. The site slopes from north to south, with an artificial declivity extending parallel to the north-eastern boundary; this forms part of Goldring's late C19 park design. There are few external views from the park, with mature trees in West Walks screening adjoining houses; to the west and north, late C19 and early C19 terraced and detached villas overlook the park.

### **ENTRANCES AND APPROACHES**

The principal entrances to the park are situated at the northern apex of the site, and at the mid-point of the western, or Cornwall Road boundary. The north entrance is aligned on Albert Road which leads south from West Gate. The entrance comprises a pair of late C19 stone square section piers which support a pair of C20 wrought-iron gates bearing a cast representation of the seal of the town of Dorchester. The stone piers at the Albert Road entrance were designed by the Borough Surveyor, G J Hunt (*Dorset County Chronicle*); the original wrought-iron gates manufactured by Hill and Smith, Brierley Hill Works, Staffordshire (*Dorset County Chronicle*) were presumably removed during the Second World War. The western entrance, which is aligned on Westover Road leading west from Cornwall Road, is of similar design but with brick piers. There are further pedestrian entrances to the park from West Walks from the east and south-east, and from the Cornwall Road at the south-western corner of the site. A further entrance at the north-western corner has been blocked in the late C20.

### **GARDENS AND PLEASURE GROUNDS**

Borough Gardens are laid out with a series of curvilinear walks which enclose and separate areas of lawns, tennis courts and bowling greens which are disposed from north to south through the centre of the site. The boundaries to the north, east and west are heavily planted with ornamental shrubbery and specimen trees.

From the north or Albert Road entrance a wide tarmac walk descends into the park and divides, one branch leading south-west, parallel to the north-west boundary of the site, while another branch leads south-east into the fountain dell. Where the walk divides a mature beech survives from a group of existing trees which was retained when the park was laid out (OS, 1887). The walk leading west from the entrance is screened from Albert Road by mixed ornamental shrubbery, and c 70m south-west of the entrance passes a mid C20 brick and concrete paddling pool which was constructed from a Second World War fire service reservoir. To the south-west of the paddling pool the vista south-west along the walk is terminated by a red granite obelisk. Placed at the centre of a circular lawn ornamented with geometrical flower beds for seasonal planting, the obelisk commemorates the non-commissioned officers and men of the 1st battalion Dorset Regiment who died in the Indian North-west Frontier (Tirah) Campaign of 1897-8 (inscription). The obelisk forms a focal point in views from the lower areas of the park to the south and south-east. To the south-east of the obelisk a late C20 sensory garden comprises raised beds retained by low stone walls. The east-facing slope below the obelisk is terraced to form a level platform enclosed by a low wire fence which is laid to lawn with late C20 children's play equipment. The terrace was constructed in the early C20 as tennis courts (OS: 1902, 1928), and did not form part of Goldring's original scheme for the park. To the east of this terrace the ground falls away to form a dell extending from north to south parallel to the eastern boundary of the park. Enclosed to the north, east and west by mixed ornamental shrubbery and specimen trees, the focal point of the dell is a late C19 carved marble fountain (listed grade II) comprising three shallow basins supported variously on seated lions and birds, and surmounted by a cherub finial. The fountain stands on a square pedestal with a carved inscription recording its donation to the town by Charles Hansford in memory of Aldennan Gregory, who had secured the site of the park for the town. The pedestal rests on a rocky base which is set in a quatrefoil-shaped marble basin (dry, 2001) enclosed within late C20 hoop-topped metal railings. The fountain was inaugurated in 1898 on a site identified for such a feature in Goldring's scheme of 1895 (*Dorset County Chronicle*).

South of the playground terrace and to the south-west of the fountain dell, lawns planted with specimen trees and shrubs slope south and south-west towards a level area of lawns and geometrical flower beds, to the south-west of which stands the late C19 bandstand (listed grade II). Comprising an octagonal rubble-stone drum surmounted by cast-iron columns linked by ornamental railings which support a leaded pagoda roof, the bandstand was donated to the town by Col W E Brymer and was opened in July 1898 (inscription) as a memorial to Queen Victoria's Diamond Jubilee. The bandstand is located in the position identified for such a structure in Goldring's scheme for the park, and is surrounded by a circle of pollarded lime trees, beneath which are arranged a group of late C19 benches with elaborate cast-iron ends (listed grade II). The bandstand was designed by the Borough Surveyor, G J Hunt, and was manufactured by Messrs T Macfarlane of Glasgow (Colvin and Moggridge). To the west and on axis with the bandstand is the Cornwall Road entrance, adjacent to which is an area of level lawn surrounding geometrical beds planted in the summer with traditional carpet-bedding schemes.

To the south of the bandstand two sets of hard-surfaced tennis courts are enclosed by high wire netting. The present courts replace grass courts laid out in the early C20 (OS, 1928), which had themselves replaced a croquet lawn which formed part of Goldring's park design; the possible replacement of the croquet lawn with tennis courts had been envisaged as early as 1896 (*Dorset County Chronicle*). Immediately south-west of the northern group of tennis courts stands the early C20 clock tower (listed grade II). Standing on a granite base, the octagonal cast-iron shaft is surmounted by a square-section clock tier with four clock faces, which is in turn surmounted by pediments and an onion dome with an elaborate weather vane. The clock tower is painted in red,

green and gold and is ornamented with panels bearing the Borough arms and an inscription recording the gift of the clock to the town by Charles Hansford in 1905. To the west and south the tennis courts are enclosed by ornamental shrubbery and trees, while to the south a bench on a raised platform affords views north across the park to the clock tower, bandstand and fountain; the bench replaces a shelter presented by Miss Winifrede Marsden in 1937 (Colvin and Moggridge).

At the southern end of the park a raised terrace retained by rubble-stone walls and approached at the north-east corner by a flight of steps is laid out with a bowling green. A crazy-paved walk encloses the green to the east, south and west, while a late C20 pavilion stands to the north-east. The south walk is bordered to the south by a beech hedge and a row of pleached limes. A bronze reduced copy of the Warwick Vase commemorating members of the Pope family who served as Mayor of Dorchester (inscription) stands on the terrace. The terrace and bowling green were constructed in the early C20, replacing an area of lawns, flower beds and glasshouses surviving from the Cornwall Road nursery; Goldring's southern walk was re-aligned to the north in this process (OS: 1902, 1928).

To the west of the bowling green, at the south-western corner of the site, is a service and nursery area enclosed by hedges. Two mid C20 glasshouses replace late C19 houses which survived from S R Harris' Cornwall Road Nursery which existed on the site by 1887 (OS). The yellow Dorchester brick villa at the extreme south-west corner of the site adjoining the nursery was occupied by S R Harris as both nursery proprietor and first superintendent of the park; traces of a painted notice advertising the nursery survive on the west facade of the villa.

#### REFERENCES

*Dorset County Chronicle* (6 August 1896) (Dorset Record Office)

*The Gardeners' Chronicle* (22 October 1898)

Colvin and Moggridge, Historic landscape assessment and management plan for Borough Gardens, Dorchester

Description written: August 2001; revised September 2001

Register Inspector: JML

### Summer Events Programme 2018 - Feedback

Date	DTC Event	Partner Event	Guestimated attendance	Comments / Feedback
Saturday 28 April		World Tai Chi Day	160	Enjoyed by those that attended and something a bit different.
FIRST MAY BANK HOLIDAY Monday 7 May		Friends of the Borough Gardens live music	350	Good weather for early May and event well attended.
Sunday 13 May	DSB		200	Always appreciated to hear the Town's silver band.
Saturday 19 May	The Lost Tribe of the Teacup Turtles		200	First time in the Gardens for these pagan folk musicians
BANK HOLIDAY MONDAY 28 May	The Legomen		550	Weather good – popular local band.
Saturday 2 June		Gypsy / Traveller Day	250	Regular event - numbers about the same as last year.
Sunday 3 June		Step Out for Stroke Event	150	Stroke awareness event
Tuesday 5 June		Rhymetime in the Gardens	40	Popular event for young children.
Sunday 10 June	DSB		220	Regular event and well received.
Saturday 16 June		Carnival	1,300	The Gardens hosted the Carnival for the first time this year.
Saturday 23 June	DJ Hurricane T with guest live music		550	Good weather and a good turnout.
Sunday 1 July	100 Years of Womens Vote		320	Excellent event funded and organised by the Youth Council
Saturday 7 July	Armed Forces Day Service and Music		180	Good weather but poor turnout – England were playing in the World Cup later in the afternoon
Sunday 8 July		Swingtime	1,500+	Well attended regular event.
Sunday 15 July	DSB		230	Always welcomed.
Saturday 21 July		Outdoor Cinema at Maumbury Rings	4,000+	Very well attended event
Sunday 22 July		MIND Family Fun Day	440	Good weather for this new event which involved animals, live music and stalls.
Sunday 29 July		Help a Friend – Warm Festival		Bad weather – event postponed
Wed 1 August	Love Parks		2,500+	Good regular event for young people and families. Good weather this year.

Sunday 5 August		Dalton Town Brass Band		Did not attend.
Saturday 11 August		One World Festival	350+	Poor weather for this annual event.
Tuesday 14 August		Rhymetime in the Gardens	40	Follow up event, again well received.
Saturday 18 August		Cider Festival	4,000+	Great well run event. Very good numbers attending.
Sunday 19 August	Tony Lowe		370	Well received easy listening event for a sunny Sunday afternoon.
Saturday 25 August	Maumbury Rings end of Summer Festival	Anonymous	2,000+	Good weather gave a good audience for this event put on by Dorchester Youth Extra
Sunday 26 August		Love Parade	300+	This event had to be moved to the Corn Exchange due to very bad weather.
Monday 27 August		Music Day	550+	Reasonable weather following some dreadful weather the day before for this regular event. A well-received headline band. Attendance was surprisingly low after a good attendance the previous year. Improvement to event advertising required. Band selection? Do we need to refresh / alter / discontinue the event for 2019? DTC Bar income from the event £162.80
Saturday 8 September	Health and Wellbeing Picnic		220	A good event but unfortunately let down by the weather.
Sunday 9 September	DSB		180	Catching the last of the warm weather.
Saturday 15 September	DJ Hurricane T with live musical guests		300	A good turnout for a mix of live and recorded music.
Sunday 16 September		Help a Friend Warm Festival	1,900+	Better weather for the re-arranged date.
Sunday 23 Sept	DSB		200	End of summer concert.

General feedback from the summer events was that there was a good selection of different events going on and that it was wonderful to see the Gardens being used by so many people throughout the summer.

Although the attendance numbers are only guesstimates it is fantastic to think that nearly 25,000 people have attended events in the Gardens or Maumbury Rings over the summer.

## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 13 NOVEMBER 2018

#### ALLOTMENTS CHARGES 2019

1. The current costs presently associated with operating the Council's 300+ full and half-plot allotments are as follows:-

	Expenditure £	Income £	Net £
Site maintenance, rental, and administration	10,542	9,232	1,310
Water (5 sites)	1,645	1,327	318
Total	12,187	10,559	1,628

2. The Council has, for the last few years, pursued a strategy of reducing the cost to the tax payer of providing this service. In particular the charges made for water have been increased to move towards reflecting the actual cost of the water provided and the service to remove green waste from sites has also been stopped with allotmenters instead being provided with composting bins.

3. Water consumption is fairly even across the five sites that have access (Frome Terrace is not served by mains water). As mentioned, Members have previously agreed that water should no longer be subsidised and to make more progress on this it is proposed that the charge for water is increased from £5.50 to £6.50 for a half plot and from £7.50 to £8.50 for a full plot.

4. In respect of the allotment fee element of the charge it is proposed to increase this by £1.00 per plot no matter what the plot size. This will help reduce the subsidy to the service and for the vast majority of plot holders mean a total increase in fees (including water) of £2.00 for the year.

5. The Council has historically agreed that non-Dorchester residents should pay a double fee and it is recommended that this continue including for when plot holders move away from the town but continue to hold allotments.

6. In summary it is **RECOMMENDED** that:-

- The allotment rent, from January 2019, be increased by £1.00 per plot no matter the size.
- The water fee, from January 2019, be increased by £1.00 per plot no matter the size.
- The practice of charging double fees for non-residents continues.

7. Set out below is the schedule of charges for 2018 and 2019. The administration fee has not been increased for the last two years as it was increased significantly before that and an additional increase is not recommended for 2019.

## SCHEDULE OF ALLOTMENT CHARGES

	Current 2018 £	Future 2019 £
Rent - Full plot on any site	35.00	36.00
Rent - Half plot on any site	19.00	20.00
Water Charge – Full plot	7.50	8.50
Water Charge – Half plot	5.50	6.50
(excludes Frome Terrace – no water)		
Administration Fee for new tenants	50.00	50.00
A double fee will be charged to non-residents		
<b>For a typical plot holder the charge will therefore be: -</b>		
Rent - half plot on any site	19.00	20.00
Water Charge – half plot	5.50	6.50
<b>Total charge for full year</b>	<b>24.50</b>	<b>26.50</b>

Steve Newman  
Deputy Town Clerk



# THE KEEP

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## MILITARY MUSEUM

01305 264066

info@keepmilitarymuseum.org

Barrack Road, Dorchester, Dorset  
United Kingdom DT1 1RN

*Dear Steve,*

30<sup>th</sup> October, 2018.

Following on from our conversation, I am writing to ask whether the Town Council would consider making a grant of £5,000.00 towards the partial refit of the museum's first floor gallery.

As you are aware, 2019 is the 75<sup>th</sup> anniversary of D Day, an event of huge international but also local significance owing to the huge contribution made by the Dorsetshire Regiment both to the landings on Gold Beach and the subsequent campaign to liberate Europe.

The current gallery does not do these events justice, particularly in terms of interpretation and it is our intention to renew a series of displays, including audio-visuais and to install new lighting for the whole gallery, converting existing neon tubes to LED.

We also intend to mark the anniversary with a series of talks and events to highlight the role played by the Regiment and the County.

The total cost of this is estimated to be in the region of £20,000.00, half of which has been pledged by the Regimental Trustees of the Devonshire and Dorset Regiment Association.

If the members of the Council would be kind enough to approve this grant, it would be hugely appreciated. The new style of exhibition and interpretation are also intended to act as a model for the future redisplay of the museum as a whole.

Yours,

Chris Copson

Curator.

Registered Charity no: 1054956





**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	South West Dorset Multicultural Network
2.	Name and address of responsible officer who should be contacted regarding this application.	<p><i>Rachelle Smith</i> 18 Isle Rd Portland Dorset DT5 2JQ</p> <p>Tel: 01305 826885 Mobile: 07795 679690</p> <p>Alternative contact: Fiona Thomas (Community Development Officer, DCP) <a href="mailto:FThomas@dorset.gov.uk">FThomas@dorset.gov.uk</a></p>
3.	Address where activities are based.	Various, but almost always in Dorchester.
4.	<i>What area (community) is served?</i>	West Dorset, Weymouth & Portland
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	In general, our activities aim to showcase the talents and celebrate the culture of BAME residents in order to reduce isolation and racism and increase the sense of social cohesion for all our residents.

7.	<i>Present charges/ subscription/fees.</i> 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.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	<p>We are requesting the cost of hiring the Corn Exchange for our annual Holocaust Memorial Day event be covered by a grant.</p> <p>HMD is an opportunity for all of us to learn from the past and to commit as a community to working for a safer and better future, free from hatred and fear.</p> <p>Locally we have discovered and given a voice to local residents personally affected by the Holocaust, we have the regular participation of local schools. We feel that we create an important opportunity for many local people to pause and reflect in their busy lives on their true values and how to sustain them.</p>
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>	n/a
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	This event will take place at lunch time Friday January 25 <sup>th</sup> 2019
12.	Please give details of the cost of the project.	The total cost of the project is approx. £250, the main costs are candles, refreshments and some travel costs for those attending Organisational meetings beforehand.
13.	<i>Please give details of other grants awarded or applied for.</i>	Other costs will be paid for out of our existing funds.
14.	Amount of grant requested from Dorchester Town Council.	£80
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).....Rachelle Smith .....</p> <p>Position Held.....Secretary .....</p> <p>For and on behalf of Southwest Dorset Multicultural Network  ..... Date.....29.10.2019.....</p>

# **SOUTH WEST DORSET MULTICULTURAL NETWORK - AGM**

## **Finance Report 31 March 2018**

### **Outline**

2017-18 has been another successful year for the Network as far as the financial. While it has been all hands to the pumps to keep up the levels of income the books reflect a fairly healthy position and the challenge for us now is to sustain this effort in 2018-19.

The challenge of raising funds has been down to the dedication, determination and selfless commitment of the Committee. Even when a door closes they have simply dusted themselves down and gone to the next door to achieve positive results. Without this effort, the Network would not be in a position to support and engage with the Diverse Community in Southwest Dorset. While we are currently in a reasonably stable financial position for 2018-19, we have to acknowledge that things are not likely to get easier going forward and we have to remain vigilance, seeking funding opportunities wherever possible to remain viable.

The efforts for fund raising brought the Network £4,028.75 which is nearly £2k more than in 2016-17. With the Gypsy, Roma and Traveller History Month already planned for 2 June 2018, we are in a good position for the start of the new financial year.

Working in partnership is something the Network has embraced and last year we secured a substantial financial donation from Bournemouth University for which we are grateful. Additionally, although this was not a direct cash contribution, the Network continues to work closely with Dorset Race Equality Council. They have supported the Network with promotional opportunities and much needed volunteers at our events.

### **Thank you**

A special vote of thanks should be recorded to Magna Housing who provide us with an excellent location for our meetings free of charge. Without such a location this would be an additional strain on our limited funds. Finally we thank you our members, who continually make contributions to support our events.

### **Other major contributors in 2017-18 have been:**

Bournemouth University	Dorset County Council
Dorset Unison	West Dorset District Council
Dorset HealthCare	Poole Borough Council
Car Boot Fund	Waitrose Community Fund
HealthWatch Dorset	

The attached spread sheet is an extract from the account which will be filed with Companies' House following acceptance at the AGM.

A full copy of the record of accounts can be made available on request.

David Corbin  
Treasurer  
18 May 2018

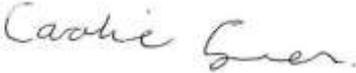
INCOME 2016-17	AMOUNT	DATE	Opening Balance (carried over from 2016-17)	£3,496.33
Running Costs			Income 2017-18 (Not inc balance carried over)	
Dorchester County Council	£ 250.00	05-May-17	Running Costs	£ 268.75
HMD Donations			Community Contacts	£ -
Rotary Club Ticket Sales	£ 52.00	TBC	Black History Month	£ 1,209.91
HealthWatch Dorset	£ 50.00	30-Jun-17	GRTHM 2017/18	£ 2,100.00
Waitrose	£ 85.00	05-Jan-18	Events	£ 700.00
Magna - GRTHM 2017			Hate Crime Focus Group	£ -
Safer Dorset Fund			PLI	£ 250.00
Dorset County Council	£ 250.00	09-Jun-17	Magna	£ -
CarBoot	£ 650.00	06-Jul-17	HMD 2017/18	£ 3.60
Dorset Unison	£ 100.00	Sheet 83	<b>TOTAL</b>	<b>£ 4,532.26</b>
Dorset County Council	£ 250.00	06-Jul-17	<b>Expenditure 2017-18</b>	
Dorset HealthCare BHM	£ 200.00	14-Aug-17	Running Costs	£ 584.26
AGM Donations	£ 131.75	Sheet 79	Community Contacts	£ -
Dorset Community Fund			Black History Month	£ 1,573.79
West Dorset District Council	£ 250.00	07-Apr-17	GRTHM 2017/18	£ 1,290.95
West Dorset District Council			HMD 2017/18	£ 142.65
Co-op Community Fund			W&PBC	£ -
Weymouth College			Raglan	£ -
Bournemouth University	£ 950.00	30-Aug-17	Events	£ -
Safer Dorset Fund - BHM 2017			PLI	£ 223.50
Poole Council GRTHM	£ 200.00	09-Aug-17	Magna	
Dorset HealthCare GRT	£ 200.00	11-May-17	Business and Education Budget	£ -
Dorset County Council BHM	£ 400.00	Sheet 83	Newsletters	£ -
<b>Total Income 2016-17</b>	<b>£4,018.75</b>		<b>Total expenditure</b>	<b>£ 3,815.15</b>
			<b>Balances 2017-18</b>	
			Running Costs	£ 379.60
			Community Contacts	£ 399.05
			Black History Month	£ 315.94
			Events	£ 700.00
			GRTHM 2017-18	£ 840.74
			HMD 2017/18	£ 158.17
			PLI	£ 265.49
			Business and Education Budget	£ 204.45
			Newsletters	£ 950.00
			<b>Total</b>	<b>£ 4,213.44</b>



**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Arts
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name: Caroline Green</i> Address Dorchester Arts, The Corn Exchange, High East Street, DT1 1HF  Tel: 01305 26692 (Mobile) 07557 257331
3.	Address where activities are based.	Tomorrow's Museum for Dorset, Unit 4, Brewery, Square, Damers and Manor Park First Schools and Dorchester Library
4.	<i>What area (community) is served?</i>	Dorchester
5.	Are there any other similar facilities or services provided in the area/district?	No. This is a special project designed to support Dorchester's Christmas Cracker.
6.	How does your organisation / activity benefit the residents of Dorchester	Christmas Cracker Lantern Making workshops will give local children and families the opportunity to develop their creative skills working with a professional artist to create a beautiful moon or star lantern. They will then join the Lantern Parade at the Christmas Cracker, creating an exciting opening spectacle and generating community spirit and pride.
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	This will be a free activity ensuring access to all regardless of income.
8.	Are there any proposals to change or introduce charges,	No

	subscriptions or fees? If so please advise effective dates.	
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	<p>Children, teenagers and families will work with local artist Sarah Butterworth to create lanterns ready for the Lantern Parade on Thursday 6<sup>th</sup> December. Workshops will be delivered with:</p> <p>Damers First School Manor Park First School The Face Forward Project (Dorset Youth Association) Dorchester Family Partnership</p> <p>There will also be two drop in sessions on Saturday 1<sup>st</sup> and Sunday 2<sup>nd</sup> December for members of local Scout and Guide units and the general public and sessions at Dorchester Library.</p> <p>This will build a large parade with 100 – 150 Lanterns, ensuring a spectacular start to the Christmas Cracker, attracting more families to the event, supporting local businesses and a generating a sense of community spirit and pride.</p> <p>The lantern workshops will be the first in a series of a series of moon-themed creative events leading up to Dorchester Arts' and Dorchester Town Council's <i>Moonbury Rings</i> event (July 19-21 2019), a special celebration of the 50th anniversary of the moon landings held in Maumbury Rings. The lantern workshops will help build awareness of and interest in this event.</p> <p>The lantern making workshops are being organised by Dorchester Arts and Dorset County Museum.</p>
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>	We hope that Brewery Square will continue to be a major sponsor in future years. A successful parade this year will give us the potential to attract other sponsors. We hope that once this year's parade is a success local organisations will be motivated to contribute towards material costs in future.
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	Workshops will take place between 19 <sup>th</sup> November and 3 <sup>rd</sup> December 2018.  6 <sup>th</sup> December 2018.
12.	Please give details of the cost of the project.	<p>Artists Fees 6.5 days @ £200 = £1300 (includes, design, sourcing materials, workshop delivery and parade</p> <p>Artists Travel 7 x £20 = £ 140</p> <p>Materials for lanterns = £ 723</p> <p><b>Total = £ 2193</b></p>

13.	<i>Please give details of other grants awarded or applied for.</i>	Brewery Square (confirmed) = £1,683 Dorchester Bid (confirmed) = £ 100 Dorset Youth Association (TBC) £ 260 <b>Total</b> = <b>£2043</b>
	Amount of grant requested from Dorchester Town Council.	£150
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 style="text-align: center;"></p> <p>Signature of Applicant(s)</p> <p>Position Held Programming and Participation Coordinator</p> <p>For and on behalf of Dorchester Arts Date 31.10.2018</p>	



## DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<p><i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>FAMILY SCIENCE DAY SUNDAY 17<sup>TH</sup> MARCH 2019</p> <p>Dorset County Museum (request to waver fee for use of whole Corn Exchange so no cheque payment necessary)</p>
2.	<p>Name and address of responsible officer who should be contacted regarding this application.</p>	<p><i>Mary-Anne Edwards</i> Dorset County Museum Offices The Old Warehouse 31a Durngate Street Dorchester Dorset DT1 1JP</p> <p>Tel: 01305 262735 (Mobile) 07770 890786</p>
3.	<p>Address where activities are based.</p>	<p>Corn Exchange (Whole Building)</p>
4.	<p><i>What area (community) is served?</i></p>	<p>Primarily Dorchester, and all the communities/areas within the Dorchester Area School Partnership (DASP)</p>
5.	<p>Are there any other similar facilities or services provided in the area/district?</p>	<p>DASP Family Fun Science Day was run at the Thomas Hardy School from 2009-2016. The event grew from 84 children attending in 2009 to well over 1,000 annually. The last event in 2016 had 33 activities provided by a team of volunteer scientists and helpers.</p> <p>We propose to revive this incredibly popular event, hosting it in the heart of Dorchester.</p> <p>There is already a very successful annual Science Festival in Sidmouth.</p>
6.	<p>How does your organisation / activity benefit the residents of Dorchester</p>	<ul style="list-style-type: none"> <li>• Hands-on life-long learning activity, suitable for all ages</li> <li>• Opportunity to engage with science providers from outside the Dorchester area</li> <li>• Social inclusion</li> <li>• Community cohesion</li> <li>• Filling a gap in the Dorchester offering– there are currently established arts and literary festivals but no science</li> <li>• It will generate interest for the Dorchester Arts</li> </ul>

		Summer event celebrating the Lunar landing to be held at Marmbury Rings.
7.	<i>Present charges/ subscription/fees. Please attach schedule if available.</i>	<p>Dorset County Museum is working in partnership with Dorchester Town Council, Bournemouth University and Thomas Hardy School to offer a FREE Family Science Day, to coincide with National Science Week.</p> <p>All partners and scientists who participate will offer their time for FREE.</p>
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No.
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	<p>15 stands potentially including:-</p> <ul style="list-style-type: none"> <li>• Microscopes by Bournemouth University (BU)</li> <li>• Augmented Reality of Dinosaurs (BU)</li> <li>• Elephants (BU)</li> <li>• Tree rings (BU)</li> <li>• Thomas Hardy tic project</li> <li>• Dorset County Museum science collection</li> <li>• Dorchester Arts Moonbury Apollo</li> <li>• Jurassic Coast</li> <li>• Jelly brain Sara Pascoe,</li> <li>• Institute of Physics team,</li> <li>• Litter-free Coast and Sea,</li> <li>• South Wessex Ridgeway,</li> <li>• Dorset Wildlife Trust</li> <li>• Urban Heaths Partnership, Wessex Water,</li> <li>• Ask an Astronomer.</li> </ul> <p>We would have STEM ambassadors from BU, and 6<sup>th</sup> volunteers from Thomas Hardy School to help steward the day.</p>
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>	<p>Dorset County Museum would work in partnership with Dorchester Town Council, Bournemouth University and Thomas Hardy School to offer a free Family Science Day, to coincide with National Science Week.</p> <p>Our ambition is to develop this into an annual event, renaming it as 'Dorchester Science Festival'. We would evaluate 2019 event and apply for science related funding and sponsorship for 2020.</p>

11.	a) Proposed starting date of project and completion date.	Sunday 17 <sup>th</sup> March 2019, linking to National Science Week.
12.	Please give details of the cost of the project.	£500 for the cost of Corn Exchange. All partners and scientists are giving their time for free.
13.	<i>Please give details of other grants awarded or applied for.</i>	None
14.	Amount of grant requested from Dorchester Town Council.	£500 for the fee of the whole Corn Exchange (upstairs and downstairs)
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	Based on the success of DASP Family Science Fun Days we are confident that this event will be very popular. We believe that in future we would be able to develop an annual 'Dorchester Science Festival' which would be a credit to the town.
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).....Mary-Anne Edwards.....</p> <p>Position Held.....Acting Community Curator.....</p> <p>For and on behalf of.....Dorset County Museum..... Date...31.10.2018.....</p>	



**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	<p><i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>Womens Action Network Dorset ( WAND )</p>
2.	<p>Name and address of responsible officer who should be contacted regarding this application.</p>	<p><i>Name Susan Bickle</i>  Address WAND , c/o Volunteer Bureau, The Old Coach House, Acland Road,Dorchester, DT1 1EF</p> <p><u>Tel:01935 709182</u> ( work ) _(Mobile 07483 854674</p>
3.	<p>Address where activities are based.</p>	<p>Peripatetic activities in Dorchester mainly, occasionally visits in west Dorset, core group meetings held in Homechester House, High West Street , Dorchester</p>
4.	<p><i>What area (community) is served?</i></p>	<p>Mainly Dorchester and Hinterland, some members from further afield in Dorset</p>
5.	<p>Are there any other similar facilities or services provided in the area/district?</p>	<p style="text-align: center;">No</p>
6.	<p>How does your organisation / activity benefit the residents of Dorchester</p>	<p>We provide signposting and campaigning on women issues , such as women’s health, domestic violence , isolation .</p> <p>We hold conferences aimed at informing women about issue pertinent to them in todays society.  We provide social activities to reduce isolation and loneliness.</p> <p>Through the core group we encourage women to gain transferable skills to help with education and employment opportunities.</p>

7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	£5 membership, non-members welcome to all events, but cannot vote at AGM. Entrance fee at some events.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	To run a Reclaim the Night Event in Dorchester to raise awareness of Domestic Violence and Abuse, and to support the local SARC and Domestic Violence Support Service  The Community will benefit through increased awareness of the support mechanisms available.
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>	We make a small charge to cover refreshments, and rely on donations and grants, plus our own fundraising activities.
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	24.11.2018 one night only
12.	Please give details of the cost of the project.	Organic Rhythm      £280 Venue Hire      £100 Food and Drink      £250 Publicity      £220 TOTAL COST      £850
13.	<i>Please give details of other grants awarded or applied for.</i>	Small Arts Grant £200 ( approved )
14.	Amount of grant requested from Dorchester Town Council.	£50 towards venue hire
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	We will be using ticket sales and reserves to fund the rest.

16.	<p><b>Declaration</b></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)...Susan Bickle ... Secretary</p> <p>For and on behalf of.....WAND..... Date...02.11.2018.</p>
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FRONT SHEET				
PROJECT	INCOME 2017-18	OUTGOING 2017-18	BALANCE	Started with
<b>£2714.23 Carried over from 16-17</b>				
Running Costs	£ 525.00	£ 424.93	£ 1,900.65	£ 1,800.58
Dorset Womens Day	£ 2,708.30	£ 610.24	£ 2,582.48	£ 484.42
Dorset Womens Week	£ -	£ -	£ 378.96	£ 378.96
Reclaim	£ 1,391.10	£ 1,478.22	-£ 246.85	-£ 159.73
No Excuse for Abuse	£ -	£ -	£ -	£ -
Donations - see page separately	£ -	£ -	£ 210.00	£ 210.00
<b>TOTALS</b>			<b>£ 4,825.24</b>	<b>£ 2,714.23</b>
<b>Database says</b>	<b>£ 4,825.24</b>			
<b>Bank statement 29 March</b>	<b>£ 4,825.24</b>			



## DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Youth Extra (DYE)
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Alyshia Bridle</i>  7 Sherren Avenue Charleton Down Dorset DT2 9UA  (Mobile) 07956 896114
3.	Address where activities are based.	C/o Town Council offices and various locations.
4.	<i>What area (community) is served?</i>	Dorchester
5.	Are there any other similar facilities or services provided in the area/district?	DYE are the only youth led youth forum in the town.
6.	How does your organisation / activity benefit the residents of Dorchester	By putting on events and activities for the local community including the Anonymous Festival and The Open Air Cinema event.  DYE have also led several campaigns over the years including working to improve transport for young people and providing more play activities for young people. They are currently overseeing a project to improve the mental health of young people in the town.
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	The group is free to attend.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	Members of the youth group Dorchester Youth Extra would like to undertake a training course in First Aid. This will provide 12 young people with a level 2 qualification and an introduction to using an AED device. There will be benefits to the community because these young people, who are often volunteering at public events will be better trained to support people in case of any incidents. Also, by teaching them to use AED devices they may even be in a position to help save the life of a member of the public.
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 training course will take 4 hours. A date is yet to be finalised pending funding. It is intended to take place before the end of Jan 2019.

11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	By end Jan 2019.
12.	Please give details of the cost of the project.	<p>The course is run for 12 people and costs £40 per person including certification).</p> <p>The total cost therefore is £480.</p>
13.	<i>Please give details of other grants awarded or applied for.</i>	The group have already raised funds to pay towards the cost of the course.
14.	Amount of grant requested from Dorchester Town Council.	£240 (50%)
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) Alyishia Bridle</p> <p>Position Held: Chairperson</p> <p>For and on behalf of: Dorchester Youth Extra</p>	

Date 05.11.18





**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 13 NOVEMBER 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:

<b>Name</b>	<b>Full Burial/Ashes</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>			
JUDITH CLARKE	ASHES	3037	2240D
<b>Poundbury Cemetery</b>			
HAYLEY & ANTHONY COOPER	FULL BURIAL	3034	354
TINA JANE COOPER	FULL BURIAL	3035	410
V. WILSON	ASHES	3036	C188B
GARY NOTHER	FULL BURIAL	3038	624
S. YIN	FULL BURIAL	3039	TO BE ALLOCATED
V. PUCHIN	FULL BURIAL	3040	TO BE ALLOCATED
<b>Fordington Cemetery</b>			

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

<b>01.09.2018 – 31.10.2018</b>	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	3	0	5
<b>Ashes</b>	5	0	2
<b>Garden of Remembrance</b>	1	0	0
<b>Dorchester South Chapel</b>	1	0	1
<b>Poundbury Chamber</b>			
<b>Children's Plot</b>			



**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 13 NOVEMBER 2018**

**Monitoring Report – Lettings**

<b>Chargeable Bookings 2017-18</b>					<b>Chargeable Bookings 2018-19</b>				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
SEPT	37	25	3	£5343	32	20	6	£3657	(£1686)
OCT	32	25	3	£4202	43	33	6	£5725	£1523
Total	69	50	6	£9545	75	53	12	£9382	(£163)

<b>Bar Income 2017-18</b>			<b>Bar Income 2018-19</b>		
SEPTEMBER		£736	SEPTEMBER		£396 (£340)
OCTOBER		£330	OCTOBER		£419 £89
Total		£1066			£815 (£251)

<b>Non Chargeable Bookings 2017-18</b>				<b>Non Chargeable Bookings 2018-19</b>			
	Council	Partners	Total		Council	Partners	Total
SEPT	7	5	12	SEPT	7	4	11
OCT	5	5	10	OCT	2	4	6
Total	12	10	22		9	8	17

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

Municipal Buildings – Percentage of actual income against estimated income to date: 60%

<b>Borough Gardens House 2017-18</b>				<b>Borough Gardens House 2018-19</b>			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
SEPT	7	1	£292	6	3	£252	(£40)
OCT	10	0	£411	9	1	£378	(£33)
TOTAL	17	1	£703	15	4	£630	(£73)

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 13 NOVEMBER 2018  
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

<b>Regular Contracts</b>	<b>Contractor</b>	<b>Last Completed</b>	<b>Next Scheduled</b>
Emergency Lighting annual test and service	Andy Whitty	January 2018	January 2019
Boiler Service	New contract: 2016 Benzoni Services Limited	May 2018	May 2019
PAT Testing	DAM Group	November 2016	November 2018
Lightning Protection	GNS Steeplejack Ltd	October 2018	October 2019
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2018	February 2019
Fire Alarms annual test and service	Andy Whitty	July 2018	January 2019
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	November 2018	November 2019
Service Clock – annual test and service	Smiths of Derby	November 2017	November 2018
Ventilation Clean	Rentokill	October 2018	October 2019
Intruder Alarm	Chubb	September 2018	September 2019
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	November 2018	November 2019
Lift	Stannah	October 2018	October 2019
Fire Extinguishers	Fire Express Ltd	June 2018	June 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 March 2018	March 2019

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

<b>Project</b>	<b>Cost</b>	<b>Progress</b>
Town Hall internal stonework repairs and external painting of wooden windows and doors.	£21,254.00	Completed

