

# Dorchester Town Council

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

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

6 March 2019

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 12 March 2019** 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 15 January 2019 (adopted by Council on 29 January 2019). 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. Municipal Buildings Lift

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

#### **4. Management Arrangements – Outdoor Services**

To receive the Outdoor Services update report (enclosed).

#### **5. Thomas Hardy Victorian Fair – Sunday 2 June 2019**

To consider whether the Committee wishes to partner with the Dorchester Joint Heritage Committee to support the proposed Thomas Hardy Victorian Fair, to include the annual Thomas Hardy birthday commemoration on Sunday 2 June 2019. Correspondence is attached from two Dorchester Joint Heritage Committee Members who are also members of the group organising the event regarding insurance for the event and requesting a financial contribution.

#### **6. Kingston Maurward College RHS Chelsea**

To consider whether the Council wishes to support, by way of sponsorship, Kingston Maurward College, who will be preparing a Garden at the RHS Chelsea Flower Show 21-25 May 2019.

#### **7. Small Grant Application**

To consider a grant applications (enclosed) from:-

- (i) Jurassic Coast Raptors
- (ii) Life Education Wessex
- (iii) Activate Performing Arts

#### **8. Cemetery Matters**

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

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

##### **(b) Headstones and Inscriptions**

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

#### **9. Monitoring Reports**

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

**10. Dorchester Arts**

To consider the notes of a meeting held with Dorchester Arts on 11 February 2019 (enclosed).

**11. Urgent Items**

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

**12. 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".

**13. Borough Gardens Kiosk**

To receive an oral report from the Deputy Town Clerk.



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 12 MARCH 2019

#### MUNICIPAL BUILDINGS LIFT

1. At the last meeting of the Committee Members were informed of the problems associated with the lift in the building and it was agreed that alternative options be investigated.
2. The options that have been explored are:-
  - Continue with the existing lift but see if there is any work that could be undertaken to make it more reliable.
  - Replace the lift with a stairiser facility.
  - Replace the lift with a reliable like for like style lift.
3. The lift has been examined with a view to seeing if it could be made more reliable. There are a number of identifiable issues with the lift that contribute towards its unreliability. These include a lack of top support for the lift shaft, the lifting mechanism being on the stair side of the lift which adds pressure to the lift shaft when the lift rises due to there being no support and the glass construction means that the lift is more likely to flex. There are also a number of operational issues which include the lift doors having no door handles but instead having to rely on the automatic openers and the lift door on the first floor being hinged so that when it opens it pushes users towards the balustrade.
4. The option of a stairiser facility has been explored and ruled out as the stairs are no longer wide enough to accommodate such a lift.
5. Initial discussions have been held with a major lift provider about the possibility of completely replacing the lift. There are 'off the shelf' lifts which could be installed within the footprint of the existing lift. Subject to permissions being received, this type of lift would be more reliable as the issues addressed in paragraph 3 would be addressed.
6. The Committee is requested to confirm that it wishes to pursue the option of replacing the lift with a further report on the style and cost of replacement being presented to a future meeting.

Steve Newman  
Deputy Town Clerk



## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 12th March 2019 OUTDOOR SERVICES UPDATE REPORT – Winter**

1. The winter period saw ongoing maintenance work continue and one off jobs being completed by the outdoor services team. Early cooler weather restricted grass cutting, it is now starting to grow as mild conditions prevail. Staff are now ceasing winter maintenance and preparation works (that ease pressure in the summer) and moving onto normal spring routine maintenance such as early grass cutting and weeding.
2. The Borough Gardens staff have been working hard doing many tasks within the site including an overdue cleaning of the perimeter fencing which is re-instating the former colour obscured by algae and dirt. Further pruning of over grown shrub beds and low tree Branches has been undertaken especially in the entrance area from Cornwall Road, Princes Street. This work will complement the forthcoming roadworks at that junction which will see new more attractive paving directly outside the gates and a safer means of access into the gardens.
3. The staff continue to improve the appearance of the nursery area following the cttee decision in November. Further works will include the rebuilding of cold frames, painting and general building repairs.
4. The recent vehicular damage to the boundary fence in Cornwall Road is subject to an insurance claim from the driver concerned. Progress is good and the original fencing contractor has an order to fabricate and replace with like for like replacements.
5. Away from the gardens, the outdoor services team have carried out routine repairs and maintenance including painting in several play areas and more spares are on order for such locations as Borough Gardens and Edward Road play area. Further routine work has continued, inspecting play equipment to keep it in a safe and well maintained condition, collecting litter from open spaces and preparing vacant allotments for re-letting.  
The post-Christmas period saw staff heavily involved in trimming overhanging branches from trees on the perimeters of allotment sites such as Allington Avenue and Hawthorn Road that have been causing nuisance due to shading of plots below them.  
One particular area of attention has been the allotment site at St Georges road. Improvement works have seen the outside verges cut, a new shallower access slope created and brand new perimeter fencing installed. Two large plots (on land formerly managed by the Duchy of Cornwall) within the site have been returned and the first phase of getting them back into reasonable condition has started with the removal of overgrown vegetation to ground level. Spraying off of emerging growth will take place over the spring and summer with a view to killing problem weeds such as bramble before the plots are mechanically cultivated in the late summer/ early autumn. All material arising from these works has been shredded, to create a mulch and returned to shrub beds such as the ones outside the depot at Louds Mill where it will help to improve the visual appearance of the site which was formerly quite untidy and not a good image for the council to display.
7. Due to the agreements with Dorchester Cricket Club and Dorchester Football Club, sports ground maintenance is very much reduced at this time of year and is limited to removing litter and

general boundary structure checking which has included the repair of the high fencing adjacent to the bowling green at Sandringham.

8. Poundbury Cemetery improvement works phase 1 are now complete and the area is visually much improved by the new road layout and wall. Future work will now be concentrated on providing for re-sowing of the natural burial wildflower area which will be completed in time for the new growing season. Members should be aware that the seed will be a perennial mix which will take two summers to be at its best. The areas of grass in the cemetery that were disturbed by the construction work are top soiled and roughly levelled. When the soil is dryer and higher temperatures occur the areas will be properly levelled and seeded.

Works to repair and improve the appearance of both the main entrance gates and the adjoining rendered walls are continuing. All gates, doors and windows are painted and staff have refilled the main cracks in the rendering on the walls. A site visit was held recently with a specialist paint supplier to establish the best treatment for the wall to remove algae etc and prepare for painting which will happen when warmer and hopefully dryer weather establishes.

Significant effort has been put into replacing the existing pointing to the stone paving slabs under the main roofed structure which was in very poor condition leading to trip hazards and weed growth which was visually quite poor. That area is now significantly improved.

9. Further maintenance works at Weymouth Avenue cemetery have continued with the entrance gates and railings stripped back and repainted along with the main wooden doors to the chapels and the grave diggers site compound boundary fence.

11. Icen road corner on the walks network which leads through to Salisbury field has seen significant work carried out by Dorset County Council Highways team for the Town Council. This has included resurfacing through the entire site and the re-profiling of the slopes to achieve as safe and accessible route as possible. A new seat bay has been created with flat, easy access and a new seat to match others on South walks has been ordered. It will be located when it arrives.

#### 10. Biodiversity

Members will be aware that a new electric powered vehicle has been purchased and it was delivered in late February. The vehicle will be fitted with bright, positive messaging around keeping Dorchester "Clean and Green". The new battery powered brush cutters and hedge trimmers were given a good work out clearing the allotment site mentioned in section 5 and the staffs reaction was very positive. Battery life, despite very hard conditions easily exceeded the working day.

Work erecting scaffolding for the solar panels at the depot commenced in early March with a target projected completion date for the end of March. It is intended, once the solar panels are in place and the electric powered vehicle has arrived, that members can, if they wish, attend a viewing of the facilities and equipment in use.

Further non chemical pest control is being introduced in the gardens and nursery. Brightly coloured sticky traps have been introduced to physically trap Scairid fly along with the introduction of nematodes which will eat their larvae. Whilst both methods will mean some Scairid fly are present these measures should reduce numbers to an acceptable level and remove the need to apply insecticides. The use of Nematodes for slug control is now established and will continue indefinitely into the future.



## 11. Staffing

Members will be aware that the Operations Supervisor (Borough Gardens) has resigned from his position. This post will be advertised shortly as a full time Head Gardener, with the remit changed to ensure maximum flexibility of approach and range of duties. This will be combined with the ongoing development of the existing full time member of staff in the gardens to achieve high quality results and efficient working practices moving forward. Similarly with the outdoor services staff, there will be an increased focus this year on encouraging staff to get more closely involved with maintenance decisions and processes and the removal of previous informal work demarcation which has sometimes been a bar to improvement.

Finally as part of our ongoing staff development and training activity, members will be pleased to learn that competence training has been organised for our newest member of staff in the safe use of Brush cutters. It is now the case that new employees will receive training to achieve a basic standard of competency to include, Brush cutters, pedestrian and ride on mowers and manual handling. In this way staff feel valued and also have the opportunity to work as flexibly as possible being trained to undertake a range of operations. Refresher training on the safe use of chainsaws will also be arranged for the early summer.

Carl Dallison  
Outdoor Services Manager



## 9 Orchard Street Dorchester Dorset DT1 1JH

Cllr. Stella Jones  
Chair  
Management Committee  
Dorchester Town Council  
19 North Square  
Dorchester  
Dorset  
DT1 1JF

1<sup>st</sup> March 2019

Dear Stella

As you are doubtless aware a Thomas Hardy Victorian Fair (THVF) is being planned for Sunday 2<sup>nd</sup> June 2019. Both High West and High East Streets will be closed to traffic from 9am to 6pm and the Fair, which will be open from 11am to 4pm, will include the annual wreath laying ceremony at Thomas Hardy's statue at 1pm.

The enthusiastic and wide-ranging steering group behind this initiative, which aims to make the celebration of the town's most famous son more exciting and vibrant, is not constituted and has neither its own bank account nor any Public Liability cover.

Plans are coming together very well but attention to the issue of Public Liability for the event is critical. We would like the DTC Management Committee to consider allowing this event to shelter under the Public Liability cover held by the Town Council.

An approach has been made to the Dorchester BID in the hope of using their existing bank account to hold and distribute funds for the THVF. We shall have our own treasurer and there will be very little work expected of the DBID should they agree to help us in this way.

We feel there would be more chance of this proposal being accepted by the BID if they were to receive an assurance from the Town Council that there would be absolutely no risk to the DBID'S monies raised from their levy payers.

I attach a list of the organisations and their representatives on the steering group which is currently meeting in the Town Council offices every two weeks. Both Cllr. Gareth Jones and I are members of this steering group which I trust may provide the degree of credibility you might seek.

Cheers and Oyez

Cllr. Alistair Chisholm  
Chair of the THVF steering group

Request for Funding Contribution to the realisation of Thomas Hardy Victorian Fair.

Dear Chairman,

I am writing to you on behalf of the steering group behind this summer's pilot public cultural event celebrating Thomas Hardy. This will take place on Sunday 2<sup>nd</sup> June in High East & West Streets, Dorchester, which will be closed to traffic for the day.

**We are seeking a grant of £750 from your Committee towards the cost of development and delivery of the event.**

The aims of the event are to:

- To broaden knowledge of Thomas Hardy:- his life ,works & times in Dorchester, amongst a wide range of age & interest groups.
- To use Thomas Hardy as the focus of a creative, fun and accessible cultural activity for the local community and visitors.
- To contribute to the attraction of Dorchester as a cultural tourist destination.
- To encourage Dorchester heritage providers and local businesses to work together.
- To contribute to the economic and social wellbeing of Dorchester.

The specific objectives of the THVF committee are:

- To consolidate an active steering group made up of diverse interest groups in Dorchester who will plan, manage and deliver the event.
- To plan manage and deliver a 2019 pilot Thomas Hardy Victorian Fair (THVF).
- To engage with local schools, community groups and businesses to secure their participation in the THVF.
- To deliver an effective marketing campaign for the THVF in Dorchester, Dorset and nationally.
- To test and evaluate the 2019 THVF with the ambition to develop a sustainable and regular future event.

The THVF committee is made of volunteers chaired by Alistair Chisholm and drawn from:

- Thomas Hardy Society (THS)
- Dorchester Agricultural Society (Dorset County Show)
- Dorchester Arts
- Dorchester Business Improvement District (DBID)
- Dorchester Chamber for Business
- Dorset County Museum (DCM)
- Dorset Food and Drink
- Keep Military Museum
- National Trust (NT) Hardy Country
- New Hardy Players
- Round Table
- Shire Hall
- William Barnes Society

and myself from Joint Heritage Committee, for Dorchester Town Council.

We have put together a draft schedule of activities for the day including - Hardy plays and poetry, Hardy heritage tours, musical groups, military reenactment, steam engine, Victorian street market, Victorian tales, museum/artefact display, local retailer event, food & drink stalls, animals to market, horse drawn vehicles, dressing up competition (adults children, retailers). This continues to develop.

We have a estimated expenditure budget of around £5000 to cover:

- Street closure
- Project Officer
- Event staff costs including road closure stewards and Hardy fair guides in costume
- Costs of the various attractions and participating groups
- Publicity and promotion

The THVF committee is putting together a funding package. Although we have sought f.o.c. or voluntary services and attractions where possible, two core items in particular require cash funding . It is for one of these we are seeking your assistance:

- 1) Road Closure. The cost is up to £1500. The Dorchester Joint Heritage Committee has agreed to cover this cost.
- 2) Project Officer to cover 1day/week for 3 months up to 2<sup>nd</sup> June. Dorset Food and Drink has been approached to provide the Project Officer services based on their capabilities, contacts and experience and have quoted a price of £1500.

**The THVF Committee is requesting £750 / 50% towards the cost of this essential Project Officer resource that cannot be effectively provided by the volunteers on the committee.**

Other cash costs such as hire of stewards, street clean-up, provision of market animals & heritage vehicles, musicians & artistes expenses, costumes, and publicity /promotion amount to around £2000. The THVF Committee led by the Dorchester Chamber is actively seeking sponsorship and grants to cover these costs. The Joint Heritage Committee has agreed to contribute a further £500 towards meeting these costs.

We are currently in the process of establishing an accountable body to work alongside the THVF group and a treasurer to manage public and other funds. One possibility being investigated is to entrust this activity to the Joint Heritage Committee.

Finally as part of the management and delivery of THVF the various organisations involved in steering are helping "in kind". Dorchester Chamber for Business, Dorset County Museum, Shire Hall, National Trust, Thomas Hardy Society, William Barnes Society, District and Town Councils, Rotary Clubs, Keep Military Museum, New Hardy Players, local Blue Badge tour guides, Dorchester Agricultural Society and others.

We look forward to hearing from you.

Cllr Gareth Jones





Jurassic Coast Raptors  
American Football Club  
Billy Heinrich  
Club Chairman  
Telephone: 07973 436848  
Email: raptorsfootball@outlook.com

Date: 15th February 2019

**RE: Covering Letter**

Dear Sirs,

We declare that the details contained in this correspondence are an accurate description of the club, it's benefits to the community and that the grant being sought will benefit the community in the ways described.

We wish to apply for the maximum grant of £500.

Enclosed: 2018 Club Objectives, Stadium Project Overview

Upon application: 2018 Accounts, Our Constitution & Code of Conduct which is contained within our Starter Pack Issued to all members upon joining. Our Safeguarding policy is also available upon request.

Thank you for your attention.

Yours sincerely

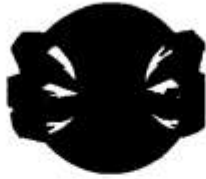
BH

**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

<p>1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>Jurassic Coast Raptors</p>
<p>2. Name and address of responsible officer who should be contacted regarding this application.</p>	<p>Name Bill HEINRICH (Chairman) Address 2 Skuppits Cottage, Moigne Combe, Dorchester, DT2 8JB  Tel: 01305 851742 (Mobile) 07973436848</p>
<p>3. Address where activities are based.</p>	<p>The avenue <del>at</del> stadium, Weymouth Avenue, Dorchester. DT1 2RY</p>
<p>4. What area (community) is served?</p>	<p>Primarily Dorchester, we have members from all over the Jurassic Coast Region as well</p>
<p>5. Are there any other similar facilities or services provided in the area/district?</p>	<p>Note to the standards of this facility.</p>
<p>6. How does your organisation / activity benefit the residents of Dorchester</p>	<p>We provide a structured safe and well supported environment for adult males to take part in a team sport that forms lifelong friendships</p>
<p>7. Present charges/ subscription/fees. Please attach schedule if available.</p>	<p>Our members support the club by paying subs of £200 per year</p>
<p>8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>We intend to charge for entry to our home games.</p>



9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>Please see included documents:- JCR Avenue stadium project. Club objectives</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future - donations, charging, grants, other etc.</p>	<p>as mentioned previously we intend to charge for entry to our home games.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.</p>	<p>our first home game is on the 9th of June this project is ongoing.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>Total cost of the posts is £3200 inc delivery</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>We have applied to the Rotary Club, also meeting with Sport England and Dorset community action, we will also have a go fund me campaign</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	
<p>16. Declaration</p> <p><input checked="" type="checkbox"/> I declare that the information given on this application is true and complete in every respect.</p> <p><input checked="" type="checkbox"/> I 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).....<i>[Signature]</i>.....</p> <p>Position Held.....<i>chairman</i>.....</p> <p>For and on behalf of.....<i>Jurassic coast Rangers</i>..... Date.....<i>15/feb/19</i>.....</p>		



Jurassic Coast Raptors  
American Football Club  
Billy Heinrich  
Club Chairman  
Telephone: 07973 436848  
Email: raptorsfootball@outlook.com

Date: 15th february 2019

**RE: Jurassic Coast Raptors Avenue stadium project**

The team serves the 'Jurassic coast' region across Dorset, with players travelling from as far as Seaton, Axminster, Yeovil, Blandford and Wareham.

We provide a structured safe and well supported environment for young adult males to compete in a team environment, with the hope that they make lifelong friendships and learn the value of teamwork and that success can be achieved by hard work.

Our plan is to provide a full American football experience for players and supporters.

This year we changed our home to the recently resurfaced Avenue stadium in Dorchester after years of practices and games being disrupted by the weather. We are now in a position to make some long term plans for the success of the team and the development of the sport in the area, which will allow the venue to be used all year round.

It is our intention to use the facility in the summer for kids American football events to begin to develop a long term following.

The facility does not however have the posts that we need to put on games and practice our kicking game, we are currently applying for grants to go towards the total cost of a set of mobile posts.

In order to make this sustainable we intend to charge a small admission fee, the total cost of the posts including delivery and VAT is £3200 and we are currently also applying to the Dorchester Town Council for funding and meeting with Active Dorset to discuss larger grants.



Jurassic Coast Raptors  
American Football Club  
Billy Heinrich  
Club Chairman  
Telephone: 07973 436848  
Email: raptorsfootball@outlook.com

Date: 15th February 2019

The objectives of the Club are to:

- Promote and stimulate the interest of American Football within Dorset and specifically, but not limited to, the region commonly known as the Jurassic Coast.
- Promote, encourage, develop and ultimately provide practical experience of the sport of American Football.
- Open membership of the Club to anyone regardless of ability, colour, age, race, creed, religion, sex or sexuality.
- Foster and promote good working practices to all other teams and organisations.
- Ensure the Club abides by all rules as set by the National Governing Body and its respective Associations.
- Ensure all Club members abide by the Club, League and National Governing Body and do not bring the club into disrepute.
- Ensure that the highest standards of discipline are maintained during members' activities particularly in relation to interpersonal, communication and teamwork skills.
- Provide opportunities to develop social, personal and inter-personal skills.
- Create an environment, which allows individuals with an interest in administration in American Football to reach the highest possible standards.

**RAPTORS INCOME AND EXPENDITURE ACCOUNT  
JAN – DEC 2018**

<b>Month</b>	<b>Income Total £</b>	<b>Expenditure Total £</b>
Start Balance	1674.2	
January	198.00	429.62
February	662.29	230.90
March	1135.25	386.99
April	2000.68	1129.92
May	1104.00	1812.55
June	596.09	614.98
July	858.50	1410.00
August	343.50	400.00
September	0.00	640.00
October	1600.00	513.45
November	1316.00	522.77
December	421.00	70.08
Total	10235.31	8161.26
End Balance	3748.25	

**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Life Education Wessex
2.	Name and address of responsible officer who should be contacted regarding this application.	John Clements 2 Barnes Croft Coles Lane Milborne St Andrew Dorset DT11 0LG  <b>john@lifeeducationwessex.org.uk</b>
3.	Address where activities are based.	The Prince of Wales First School St Mary's Catholic First School Dorchester Middle School
4.	What area (community) is served?	Catchment areas of above schools
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	Apart from the immediate impact of our programmes upon the young children (confirmed by evaluations that we have carried out) our programmes will also have a positive impact upon the local community: <ul style="list-style-type: none"> <li>• Parents/carers attending our information sessions will be able to reinforce our positive messages at home</li> <li>• A reduction in drug &amp; alcohol use by young people will result in less drug and alcohol related crime</li> <li>• A reduction in alcohol use will also result in less anti-social behaviour thus improving community safety</li> </ul>
7.	Present charges/ subscription/fees. Please attach schedule if available.	N/A

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	N/A
9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	<p>LEW has been providing its unique and valued health and drug prevention education to primary aged children (3-11) for almost 20 years. Every year we see over 52,000 children in schools throughout Dorset, Devon, Hampshire and Somerset. The aim is to help equip them with the knowledge, skills and self-confidence to form positive attitudes and make healthy choices. Through the use of group work, puppets, circle time discussion, drama and role play, music, exercise and a variety of audio-visual materials, all children are encouraged to participate.</p> <p>The fun and memorable programmes are evidence based, age-appropriate and designed to be progressively delivered on an annual basis. They are developed and updated in line with current best practice and government guidelines to complement the school PSHE curriculum. Children are also taught friendship skills and how to cope with bullying and peer pressure. The programmes are delivered by specially trained Educators; in purpose built mobile classrooms for the younger children and in school for the older pupils.</p> <p>Through their annual visits to the mobile classrooms, children progressively acquire the skills and knowledge to make their own healthy choices in life.</p>
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	The difference will be made up from donations and grants from other councils, together with applications to trusts, local community groups, companies and our own programme of community fundraising events
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>14/2/19 (visit to St Mary's Catholic First School)</p> <p>10/6/19 (visit to Dorchester Middle School)</p> <p>9/5/19 (visit to The Prince of Wales First School)</p>

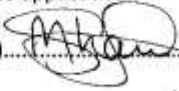
12.	Please give details of the cost of the project.	The cost to deliver our health programmes to schools is £630 a day; schools contribute approx. half of this and we need to raise the shortfall. We will be spending a total of 7 days visiting the schools mentioned above, which equates to a shortfall of <b>£2,430</b> . We do not expect your Council to contribute the whole of the difference, but obviously that would be fantastic if you were able to. Nevertheless, any contribution you could make, however large or small, would be very much appreciated.
13.	Please give details of other grants awarded or applied for.	We seek donations and grants from councils such as yours, together with applications to trusts, local community groups, companies and we have our own programme of community fundraising events.
14.	Amount of grant requested from Dorchester Town Council.	Up to £2,430
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
<p>16. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....<b>I</b></p> <p><b>J Clement</b></p>		





**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Activate Performing Arts
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Michaela Shaw Address: Activate Performing Arts 7-9 The Little Keep, Barrack Road, Dorchester, DT1 1SQ  Tel: _01305 260 954
3.	Address where activities are based.	Dorchester Borough Gardens, Cornwall Road, Dorchester DT1 1RG
4.	What area (community) is served?	Dorchester and surrounding areas
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	We will be putting on a youth event in Dorchester Borough Gardens. The event will feature a Battle of the DJ's where we will invite local up and coming DJ's to perform in a competition judged by music industry professionals. The competition will be open to young people aged 13 – 25years. We will also be performing a Banksy inspired installation performance, using local young dancers and Parkour experts, this work is supported by Arts Council funding.  The event will be free of charge and open to all.
7.	Present charges/ subscription/fees. Please attach schedule if available.	N/A
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	N/A

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>A one off event which will:</p> <ul style="list-style-type: none"> <li>- Enable local bedroom DJs to perform to a wider audience</li> <li>- Enable local dancers and parkour teams to collaborate and perform in a new exciting dance and digital commission</li> <li>- Give local people the opportunity to get together to experience an outdoor music and performance event free of charge</li> </ul>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>Donations and feedback to support future events.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.</p>	<p>a- Sunday 5<sup>th</sup> May 2019  b- Sunday 5<sup>th</sup> May 2019</p>
12.	<p>Please give details of the cost of the project.</p>	<p>£12,260</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>Arts Council £9760 ( confirmed ) Weymouth College ( in kind ) £2000 ( confirmed)</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500</p>
15.	<p>Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	
<p>16. Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s)..........</p> <p>Position Held.....Producer specialising in youth dance and diversity</p> <p>For and on behalf of...Activate Performing Arts..... Date.....28/02/2019.....</p>		

**ACTIVATE PERFORMING ARTS**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017**

	Notes	Un- restricted £	Restricted £	2017 £	2016 £
<b>Income from:</b>					
Donations	2	218,670	4,614	223,284	262,277
Charitable activities	3	18,702	403,328	422,030	190,154
Other income		<u>3,916</u>	<u>-</u>	<u>3,916</u>	<u>2,000</u>
<b>Total Income</b>		<u>241,288</u>	<u>407,942</u>	<u>649,230</u>	<u>454,431</u>
<b>Expenditure on:</b>					
Raising funds		47,750	-	47,750	46,641
Charitable activities	4	<u>196,772</u>	<u>393,930</u>	<u>590,702</u>	<u>335,033</u>
<b>Total Expenditure</b>		<u>244,522</u>	<u>393,930</u>	<u>638,452</u>	<u>381,674</u>
Net (expenditure)/income		3,234	14,012	10,778	72,757
Transfers between funds		<u>62,186</u>	<u>(62,186)</u>	<u>-</u>	<u>-</u>
Net movement in funds		65,420	76,198	10,778	72,757
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>216,986</u>	<u>30,376</u>	<u>247,362</u>	<u>174,605</u>
Total funds carried forward	13	<u>151,566</u>	<u>106,574</u>	<u>258,140</u>	<u>247,362</u>

All of the Charity's activities derive from continuing operations.

**ACTIVATE PERFORMING ARTS  
REGISTRATION NUMBER: 3439777**

**BALANCE SHEET AS AT 31 MARCH 2017**


	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	9	2,973	4,609
<b>Current assets</b>			
Debtors	10	36,313	25,425
Cash at bank and in hand		<u>232,365</u>	<u>224,571</u>
		268,678	249,996
<b>Creditors: Amounts falling due within one year</b>	11	<u>(13,511)</u>	<u>(7,243)</u>
<b>Net current assets</b>		<u>255,167</u>	<u>242,753</u>
<b>Net assets</b>		<u>258,140</u>	<u>247,362</u>
<b>Funds of the Charity:</b>			
<b>Restricted income funds</b>		106,574	30,376
<b>Unrestricted income funds</b>			
Unrestricted income funds		<u>151,566</u>	<u>216,986</u>
<b>Total funds</b>	13	<u>258,140</u>	<u>247,362</u>

For the year ending 31 March 2017, the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

The financial statements on pages 20 to 30 were approved by the trustees, and authorised for issue on 29 November 2017 and signed on their behalf by:

  
Trustee  
ADELE KEENEY

**ACTIVATE PERFORMING ARTS****STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2017**

	Note	2017 £	2016 £
<b>Cash flows from operating activities</b>			
Net cash income		10,778	72,757
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		<u>1,636</u>	<u>1,485</u>
		12,414	74,242
<b>Working capital adjustments</b>			
(Increase)/decrease in debtors	10	(10,888)	17,295
Increase/(decrease) in creditors	11	<u>6,268</u>	<u>(15,042)</u>
Net cash flows from operating activities		7,794	76,495
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets	9	<u>-</u>	<u>(2,798)</u>
Net increase in cash and cash equivalents		7,794	73,697
Cash and cash equivalents at 1 April		<u>224,571</u>	<u>150,874</u>
Cash and cash equivalents at 31 March		<u>232,365</u>	<u>224,571</u>

All of the cash flows are derived from continuing operations during the above two periods.

**ACTIVATE PERFORMING ARTS****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017****12 CHARITY STATUS**

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

**13 FUNDS**

	<b>Balance at 01/04/16</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31/03/17</b>
<b>Designated funds</b>					
Designated funds	205,401	0	0	-79,401	126,000
<b>General funds</b>					
Unrestricted funds	11,585	241,288	237,822	17,215	25,556
<b>Restricted funds</b>					
Cultural Hub					
Remix	20,471	48,246	47,336	-4,000	17,381
Inside Out	5,886	198,168	282,836	78,782	0
Health & Arts	0	508	0	0	508
Rosemary Lee	0	1,300	3,288	1,988	0
Moving On	0	8,264	6,264	-2,000	0
Dundu	0	3,930	114	0	3,816
Lifecycles	0	146,056	51,187	-10,000	84,869
CYDP	1,937	1,000	256	-2,681	0
Dance Generations	2,082	470	2,648	96	0
	30,376	407,942	393,929	62,185	106,574
	247,362	649,230	631,751	0	258,140

**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 12 MARCH 2019**  
**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>			
BRIAN EDGAR VOSS	TRANSFER DEED	3054	3334
<b>Poundbury Cemetery</b>			
JUDITH ANN JONES	BURIAL	3049	T.B.A.
ANNE M. PATTERSON	BURIAL (SINGLE)	3051	559
ANDREW RAY	BURIAL	3052	590
DAVID ROWLEDGE	BURIAL	3053	625
CHRIS JOHN WARREN	BURIAL & ASHES	3055	T.B.A. GREEN
VANESSA BOOKER-CARD	ASHES	3056	C53
<b>Fordington Cemetery</b>			
ELIZABETH DANIELS	ASHES	3050	T.B.A.

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

01.12.2018 – 28.02.2019	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	6	-	6
<b>Ashes</b>	3	-	2
<b>Garden of Remembrance</b>	-	-	-
<b>Dorchester South Chapel</b>	1	-	-
<b>Poundbury Chamber</b>			-
<b>Children's Plot</b>			-





**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 12 MARCH 2019**

**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)
JAN	28	28	1	£3455	33	26	3	£3560	£105
FEB	27	28	4	£5260	29	29	6	£4884	(£376)
<b>Total</b>	<b>55</b>	<b>56</b>	<b>5</b>	<b>£8715</b>	<b>62</b>	<b>55</b>	<b>9</b>	<b>£8444</b>	<b>(£271)</b>

<b>Bar Income 2017-18</b>			<b>Bar Income 2018-19</b>		
JANUARY		£335	JANUARY		£140 (£195)
FEBRUARY		£273	FEBRUARY		£828 £555
<b>Total</b>		<b>£608</b>			<b>£968 £360</b>

<b>Non Chargeable Bookings 2017-18</b>				<b>Non Chargeable Bookings 2018-19</b>			
	Council	Partners	Total		Council	Partners	Total
JAN	4	7	11	JAN	5	9	14
FEB	3	3	6	FEB	2	5	7
<b>Total</b>	<b>7</b>	<b>10</b>	<b>17</b>		<b>7</b>	<b>14</b>	<b>21</b>

<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)	2(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 95.5%

<b>Borough Gardens House 2017-18</b>				<b>Borough Gardens House 2018-19</b>			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JAN	9	0	£375	7	1	£292	(£83)
FEB	11	1	£458	5	0	£208	(£250)
<b>TOTAL</b>	<b>20</b>	<b>1</b>	<b>£833</b>	<b>12</b>	<b>1</b>	<b>£500</b>	<b>(£333)</b>

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 12 MARCH 2019  
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 2019	January 2020
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	February 2019	August 2019
Fire Alarms annual test and service	Andy Whitty	July 2018	July 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	December 2018	December 2019
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	January 2019	January 2020
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

<b>Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members</b>		
<b>Project</b>	<b>Cost</b>	<b>Progress</b>
Re-paint of the Corn Exchange lobby	£2,000	Completed

DORCHESTER ARTS BOARD MEETING  
MONDAY 11TH FEBRUARY 2019, 4.30 PM  
CORN EXCHANGE

Present:

Mark Tattersall MT (Artistic Director)

Jennie Veale JV (Chair)

Peter Smith PS (Treasurer)

Trevor Ware TW (from 5.10pm)

Roger Jarvis RJ

Rachel Cole RC

Laura Mulhern LM

Tess James TJ

Penny Treadwell Anderson PTA

1) **Welcome** from JV as first meeting as Chair.

2) **Apologies** received from Susie Hosford

3) **Conflicts of interest** - none reported.

4) **Minutes of last meeting** - PT had been omitted from those present, corrected. Proposed by PS, seconded TJ

5) **Matters arising**

TV remote for foyer still awaited but in hand. Fiona Kent-Ledger not present at meeting so unable to ascertain if any decision on ongoing use of lights on clock tower.

6) **DTC**

Situation remains unchanged regarding update of lease and bar but MT to liaise with Adrian Stuart.

Bookings are up for private functions in the CX leading to an increase in bar takings.

The issue of banners outside is ongoing. MT to meet with members of the Town Council regarding roof repairs to the CX as decisions need to be made.

RJ asked about idea of providing cushions for audiences. It was explained that problems had been encountered, mainly to do with storage, and the plan has been shelved.

7) **Finance**

PS reported that the DA management accounts for the period to Jan 2019 showed a deficit but that balance of programming budget was up because of measures taken by MT in planning. Fundraising balance is less than £13k and was not helped by the cancellation due to bad weather of the most recent Sugar Group meeting.

There has been an anonymous donation which with Gift Aid will improve the situation enormously. There was a general discussion about fundraising.

DA Trading: bar profit slightly behind target possibly due to increase in beer and wine purchasing costs. A comparative review is to be done locally.

Challenges continue in challenging times.

The Finance Committee has only 4 members and needs another from the board. RC volunteered and her offer gratefully received.

#### **8) Apollo Project**

MT reports all plans going very well with increasing involvement from all parties and a good Steering Group meeting had been held recently. Commitment on funding from Arts Council is causing delay in finalising plans but should be positive.

#### **9) Artistic Director's Report**

See written report.

Box office takings in January have improved by changing the timing of brochure release to before Christmas. MT is exploring more distant outdoor venues and is in discussion with Nothe Fort in Weymouth who will host Pirates of Penzance in August.

MT will do less pro tem on the Maltings project so there is no imperative to fill the role of assistant programmer at present. The Apollo project is filling a huge Participation role in itself.

The Kinetics film is being shown at the World Parkinson's Conference in Kyoto in June.

Tickets for the cellist Sheku Kanneh-Mason in November sold out within 3 hours and there was discussion about asking if there was any possibility of a second performance. MT to follow up.

#### **10) The Maltings Project**

MT reported on the meeting with stakeholders which was held on 25th January. More to report when new Dorset Council is in place.

#### **11) Fundraising**

PTA reported plans for future fundraising events and that the Big Picture Sale is on the 10th March. It is very difficult to predict likely profit from such an event but response from professional artists has been excellent.

Summer Sunday is on 28th July at Whitcombe Manor and the musical act will be Dillie Keane.

PTA reported Jacky Thorne's successes with gaining more sponsorships and with grant applications for Apollo. Sugar Group continues in spite of cancellation of last date and members will be invited to special events such as Sheku Kanneh-Mason. Catalyst funding is still available, and a social media training day is taking place this week for Fundraising group members.

#### **12) HR/Policies**

RJ reported that he is now the only member of this group and would welcome another person. TW volunteered and offer gratefully accepted.

MT and TW to decide on review process and to look at a 'lone worker' policy.

#### **13) Vice-Chair**

JV stated that she had asked PTA to be Vice-Chair. Proposed by JV and seconded by RJ. PTA accepted the post.

#### **14) AOB - none.**

Next meeting TUESDAY 23RD APRIL 4.30PM, CX