



Dorchester Town Council

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4 September 2019

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Monday 9 September 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 S. Biles, A. Canning, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo, D. Taylor and The Mayor ex-officio.

Agenda

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 9 July 2019 (adopted by Council on 23 July 2019). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

4. Consultation on Extension to Dorset Council Dog Related Public Spaces Protection Orders

Members will be informed that It is the intention of Dorset Council to have a single dog-related PSPO, drawing all former 5 Orders in to one. To do this a 12 week public consultation exercise must be undertaken, with appropriate reports to committees. There is a great deal of pressure on agendas as the new Dorset Council is moulded and the reports to committee must be heard to complete the democratic process, and consequently the time line for producing a new Order is in the region of 12 months.

The Council is invited to comment on the proposal to extend the West Dorset Dog related PSPO (due to expire in August 2020) until *31 December 2020*.

By extending the existing Order, they will continue to be in force whilst the process is completed. If an extension is agreed, it is proposed to undertake a full public consultation on a 'new' Order during that period and complete the production of a single Order.

5. Grant Application

To consider a grant applications (enclosed) from:-

- (i) Dorchester Community Plays Association (report from the Town Clerk also enclosed).
- (ii) Volunteer Centre Dorset.

6. Dorchester Food Bank

To receive a report back from John Weir of the Dorchester Food Bank – the Committee allocated a grant of £500 to this project earlier in the year.

“This year we provided 4 hamper distribution days on each of the four Thursdays during August. Families who are eligible for free school meals during term time were invited through their schools to come along and join us for tea/coffee/cakes and a chat and to collect their food parcels containing fresh food and non perishable items. We supported 88 families (over 160 children) and distributed 425 parcels in total. Some families were prepared to make the trip into Dorchester from the surrounding villages in order to access this service.

We can only provide this service through the generosity of our supporters include trusts, churches and individuals who provided funds of nearly £10,000. We are also indebted to the many volunteers each Thursday and the people who provided home made cakes (these featured very highly in the feedback we received from parents!). We are also grateful to The Baptist Church who provided the accommodation and office support for no charge.

We spent around £9000 directly on families and we therefore have money left to provide parcels at Christmas. Our expenses only totalled £35. We invited feedback from the families and may make some small changes next year. We were particularly pleased how

much people valued having a chat over coffee etc. There were a number of families who stated that they or their children would have gone hungry this summer holiday without this extra help and others who were grateful that they could use the money they had saved on buying food to provide small treats or excursions for their children - something that most people would take for granted.”

7. 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 (report on the website).

(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.

8. Monitoring Reports

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

9. Dorchester Arts

To consider the notes of a meeting held with Dorchester Arts on 24 July 2019 (enclosed).

10. Urgent Items

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

11. 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”.

12. Dorchester Christmas Market

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9th September 2019

OUTDOOR SERVICES UPDATE REPORT – Late summer 2019

1. This period saw hot, dry weather arrive until early August. This resulted in moderate droughting, what is of some concern currently is how dry the sub soil profile is, grave digging operations have revealed very dry soils down to 2 m. This could have an effect on tree growth and may adversely affect trees already struggling to cope with pests and/or disease. The drier conditions saw grass browning and growth slowing, operations however carried on but at a reduced frequency on as weed growth and the production of grass seed heads still continued.

2. Works in the Borough Gardens have continued with a large effort being put into improving the quality of work carried out, thus raising the standard of provision in the gardens. These works have included, the maintenance of the annual borders, shrub bed reduction and pruning, facilities cleaning and grass cutting quality. This has already been recognised with many visitors to the gardens saying to on site staff and the Outdoor Services Manager how much improved and enjoyable the Gardens are. The area now has a more open and welcoming feel, old viewpoints have been opened up and shrubs that have overgrown and dominated for several years have been reduced. This in turn will allow for some selected planting of flowering shrubs to improve the impact of the gardens. As shrubs are planted and others regrow, growth can then be managed to start to introduce view surprises to keep interest as visitors walk in the garden in a far more structured way than previously.

The Tirrah memorial area will receive special attention before the annual commemoration event in October, it will be completely stripped of old grass, levelled and consolidated and re turfed creating flower beds in the outline shape of the VC medal. The memorial itself will also be washed and cleaned.

Attention will soon turn to the annual beds and the change over from summer to winter plantings and staff have been busy propagating and potting the plants for the winter in the Council's Nursery which in accordance with members wishes has seen improvements in the form of repaired cold frames, improved equipment and shortly the renewal of propagation equipment with up to date versions which will improve germination rates.

The team have also been working hard to facilitate the many events that are held in the gardens through the summer including Love Parks Day which, for the first time, was facilitated by the on site gardens staff and it is hoped that next year the garden staff will create and man a stall so visitors can meet the gardeners and ask any questions they have about the gardens and how maintenance operations are carried out.

Winter works lists are being created at the moment again with a view to improving the quality of the gardens for visitors these will include for example the painting and treatment of seats and bins, edging of grass, cleaning of fencing and the aforementioned shrub planting.

Additional bulb planting will also take place this autumn with the creation of a Camassia meadow bank adjacent to the entrance to the gardens by the old Bowls Pavilion.

The site is currently a grass bank with some tree canopy over parts of it. The Camassias should provide a very bright show in a previous un-inspiring area and offer a warm welcome to the gardens from that gateway. This is part of a wider initiative to bring the tennis court end of the gardens into more use.

Camassia Meadow

This planting will be based on the existing meadow at Wisley Gardens, and it will bring a vivid display in the early summer each year.



3. The Outdoor Services team have been very busy carrying out both grass cutting and other operations over the summer weeks. Routine work has continued keeping play equipment in a safe condition, much of it has received heavy use this summer especially during the school holidays with large numbers of children using play areas such as that in Borough Gardens on most days.

Works were carried out to facilitate the installation of new signage with the town, several benches and bins have been replaced or renovated. Unseasonal high winds during the later summer when trees were in full leaf resulted in some damage, staff dealt with this very quickly restoring sites to a tidy condition and also ensuring as much as possible that any dangerous hanging branches etc were removed.

Within cemeteries attention has focused on the meadow burial area of Poundbury Cemetery which is subject to an improvement plan. The site has had treatments to remove undesirable aggressive weeds and grasses to facilitate a clean seed bed for the desirable species seed to be applied to. The new fencing has also been installed, it is split chestnut, post and rail fencing and it has deliberately been selected to make a statement that the meadow area is different from the formal cemetery and to create a more rural feel/ atmosphere for visitors to that section. Re-

seeding the grass boundaries of the newly graded soil area in the section will take place when the rainfall levels are more reliable. This will then create a mown grass access around the perimeter of the site to facilitate easy access and frame the meadow area in the middle.

In other sections of all three cemeteries old ugly open wire litter baskets are being phased out and replaced with smarter enclosed bins carrying the Town Councils Seal, these are easier to service, deter the dumping of soil and clay and prevent the wind blowing litter back out into the cemetery.

4. Biodiversity work has moved forward further with the implementation of trial wildflower areas at Fordington Cemetery as per the Biodiversity action plan item 6.0 Calcareous Grassland.



As reported previously several sections of prominent wildflowers were not cut earlier this year; It is fortunate these are, in the main, not in zones where recent burials have taken place so easing issues around safe access to graves etc. Temporary information notices were put up in the cemetery advising users of the projects aim and ambitions. The remaining grass in the cemetery was cut at normal frequencies and the wildflower areas were cut on the 2nd and 3rd of September, at the time of compilation it is hoped that a community event will take place on the weekend of the 7th with an aim of raking off the cut grass and wildflower heads which will over time reduce the fertility of the soil promoting flowers by reducing the growth rate of grass. This initiative has been supported by the work of a local Ecologist Sean Cooch who is resident in Dorchester and visits the cemetery regularly. His knowledge and advice have been very welcome and used to establish the maintenance regime. In addition, Sean and Lyn Cooch have carried out a species surveys of the cemetery (a copy of this has been sent to members separately by email for information) there are many highlights but stand out statistics include the presence of over 70 Species of vascular plant of which at least 13 are Dorset Notable species.

A small number of phone calls have been received enquiring as to the reasons for the change in maintenance regime and reactions have been positive when the initiative has been fully explained. The survey contains several management and maintenance recommendations that the Outdoor Service Manager will try to embed into routine going forward.

A second electric powered vehicle has been delivered and liveried as the first one; and is now used for the collecting of litter and emptying bins across Dorchester as well as the cutting of vacant allotments, hedges etc so will be very visible.

Officers have met suppliers to assist with the evaluation of batteries to store electricity generated by the panels on the depot roof. It is envisaged that this storage capacity will provide for the charging of electric vehicles and equipment. It is hoped to have a clear picture by early winter. Garden maintenance equipment such as hedge trimmers and brush cutters will continue to be replaced at end of life by battery powered alternatives.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 SEPTEMBER 2019

DORCHESTER COMMUNITY PLAYS ASSOCIATION – GRANT REQUEST

1. Please find attached a grant request and supporting information from DCPA.
2. A number of Members of Council have had direct involvement with previous DCPA productions and can advise regarding the cultural and community benefits of such events. It is worth noting that “Spinning the Moon” will be a record breaking 7th community play and that Dorchester is recognised as a national exemplar in the field.
3. The key issues from discussions with DCPA, the grant application form and the draft budget that Members may wish to consider are
 - a. The project will involve a cast of c. 200 local people making 11 performances to a total audience of 2,000+, indoors at Thomas Hardy School at Easter 2020
 - b. The budget shows planned expenditure of £78k, with ticket sales and other direct income totalling £31k, leaving a deficit of £47k
 - c. The budget recognises that some costs that were, in the past, free are now chargeable, as previously supportive partners have to balance their own budgets
 - d. Grant and sponsorship support is becoming increasingly difficult to attract as more requests are made and donor organisations have less funds available
 - e. A key potential funder is Arts Council England – raising the necessary funds without some support from them will be a significant challenge
 - f. DCPA are working closely with Dorchester Arts on fundraising, marketing and ticketing
 - g. DCPA have some legacy funds of their own to put into the project, but also need to consider their long term future and the need to create legacy funds beyond this project
 - h. Cashflow is a key issue, with much of the cost arising before ticket sale income is generated
4. The Town Council has previously been an important supporter of DCPA and could help in the following ways
 - a. It could make a one-off grant available. The Town Council provided support of c. £5,000 to “Drummer Hodge” in 2014
 - b. While acknowledging that there is a risk of non-delivery of the project should other funding not be achieved, the Town Council could choose to advance any grant it makes at an early stage to assist with cash flow
 - c. Without losing income or increasing its own costs the Council could provide free access to rehearsal space on Sundays in the Corn Exchange or Town Hall (equivalent to c. £1k of support)
 - d. The Town Council can support the profile of the play through our town newsletter and other media
5. The Committee is invited to consider the following **RECOMMENDATION**

- a. That the Town Council makes a grant of £5,500 to the Dorchester Community Plays Association, to be payable once the Association has sufficient financial support to proceed with the production
- b. That the Town Club is authorised to offer the free use of the Municipal Buildings for large scale rehearsals at times when the building would not otherwise be generating an income

Adrian Stuart
Town Clerk

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Community Plays Association
2.	Name and address of responsible Officer who should be contacted regarding this application.	Name: Rowan Seymour Address: 23 Queens Avenue Dorchester DT1 2EW Tel: 01305 261538 Mobile: 07930 175033
3.	Address where activities are based.	Dorchester Community Plays Association is a company registered in England & Wales and limited by guarantee (no: 07369993) & a registered charity (no: 1140952) Address: Clementine House, Martinstown, Dorchester Dorset, DT2 9JN Performance space: Thomas Hardy School Queens Avenue Dorchester DT1 2HU
4.	What area (community) is served?	The focus of the activity is the town of Dorchester. However, our experience from six plays over the past 30 years shows that participants are drawn from the wider Dorchester community and surrounding villages. Around 200 local people will take part in the project to an audience of over 2000.
5.	Are there any other similar facilities or services provided in the area/district?	Not on this scale. The community play provides large-scale theatre for all. We have a policy of total inclusivity: anyone who wants to take part, whatever age, background or gender, can do so at no cost to themselves, making this a very accessible opportunity and experience.
6.	How does your organisation / activity benefit the residents of Dorchester	Dorchester Community Plays Association produces large scale professional standard theatre accessible to all, based on researched material of the town's history. The production is led by a professional team who cascade their knowledge and skills throughout the community. The local residents benefit from the opportunity to be involved, both as participants and audience members. The plays also bring business and visitors into the town.

7.	Present charges/subscription/fees. Please attach schedule if available.	Not applicable
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	<p>Our project, a 7th community play for Dorchester, <i>Spinning the Moon</i>, is a fantastic, unique and life-changing way of bringing the residents of a town together by shining a light on a period of their community's past while linking it to the events and issues affecting their lives today.</p> <p>With a cast and crew of c200, community plays are a microcosm of the town as a whole, throwing people together who may otherwise never meet, building new friendships, providing opportunities for learning and developing new skills, and adding immensely to the town's culture. This project is important to the artistic and social development of individuals and communities in Dorchester.</p> <p>The project will inspire creative ambition and excitement about what can be achieved together. The research from all 6 past plays has been recorded and forms an archive at the Dorset History Centre for current and future generations to access. This forms not only a comprehensive community play archive but a thoroughly researched archive of the town's history for each play.</p> <p>Like Thomas Hardy the Dorchester community plays have become a hugely important part of the historical, social and cultural heritage of Dorchester and a matter of civic pride.</p> <p><i>Spinning the Moon</i> will be professionally produced, designed and led. Its cast and crew of some 200 people will be drawn from all parts of the community. There will be 11 performances over 2 weeks in April 2020. Performed as promenade theatre with an ever-present cast, interacting with over 2000 total audience members.</p> <p>Through the last 6 productions, this artistic legacy has grown in quality, scale and community impact. This seventh production will provide creative continuity and further opportunities to build on the artistic success, social cohesion and high production values achieved previously.</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.	This particular project is a one off, however, we are reluctant to run our own cash balance almost to zero, as we believe it is crucial to retain funds to develop further projects.

11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>a) Launch with Play Reading: Late October 2019</p> <p>b) Final performance Saturday 18th April 2020 Get-out completed Monday 20th April 2020</p>
12.	Please give details of the cost of the project.	See Budget attached
13.	Please give details of other grants awarded or applied for.	<p>Steel Charitable Trust Dorset Council Bunbury Trust Solo Trust Arts Council England small grants fund</p>
14.	Amount of grant requested from Dorchester Town Council.	As discussed with Adrian Stuart
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>Copy and paste link into your browser for promotional film: https://www.youtube.com/watch?reload=9&v=3onvUEacbp&featu=Press & Sponsorship pack attached</p>
16.	<p>Declaration</p> <p>I declare that the information given on this application is true and complete in every respect.</p> <p>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: <i>Rowan Seymour</i></p> <p>Position Held: Acting Chair</p> <p>For and on behalf of: Dorchester Community Plays Association Date: 09/08/2019</p>	

Spinning the Moon - Budget revised

COSTS	£		£
Playwright	9500	Ticket Sales	27000
Director	8000	Programmes	2500
Production Manager	8000		
Asst Director	2500	Refreshments	1600
Designer	6500		
Costume supervisor	2500	Total Revenue	31400
Musical Director	5000		
Technical Director	2500	Deficit	47200
Play officer	3500		
Professionals expenses	8000	Potentially funded by: -	
Costumes	6000		
Set and props	6000	Local Fundraising Events	6500
Lighting	3000	Donations/Grants	26120
Marketing	1000	Sponsorship/adverts	5000
Premises hire play	3600		
Premises hire other	2000		
Misc. Office costs	1000	Own Funds	9580
TOTAL	78600	TOTAL	78600

Budget notes

Costs are largely based on what we spent on the Drummer Hodge production. We have taken particular note of current ITC (Independent Theatre Council) equity rates for the contracted professionals we employ. Ticket sales and other performance revenues reflect our most recent experience of producing a community play (Drummer Hodge 2014).

For all previous plays we have NOT incurred costs for performance and rehearsal space. This time Thomas Hardy School is charging us for use of the theatre space.

Local fundraising events are the many small events organised by the cast and crew. This gathers momentum once casting has been established in November this year and engages participants further, promoting new skills.

DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<p><i>Name of organisation.</i> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	Volunteer Centre Dorset
2.	<p>Name and address of responsible officer who should be contacted regarding this application.</p>	<p><i>Name Craig Womble</i> Address the coach house Acland Road Dorchester DT11EF</p> <p>Tel: <u>01305269214</u> _____ (Mobile) <u>07713916913</u> _</p>
3.	<p>Address where activities are based.</p>	Dorchester and surrounding area. The event will take place at the Dorford Centre Dorchester
4.	<p><i>What area (community) is served?</i></p>	Dorchester and surrounding Area
5.	<p>Are there any other similar facilities or services provided in the area/district?</p>	<p>The event is the only one recognising a wide range of voluntary and third sector organisations in the area and Support a wide range of volunteers chosen by their peer</p>
6.	<p>How does your organisation / activity benefit the residents of Dorchester</p>	<p>The event supports and recognises local volunteers and the impact they make, it enhances community spirit it The Volunteer Centre are involved in a range of local direct delivery projects Including free cookery workshops, Volunteer help scheme for elderly and disabled residents, Community allotment schemes, supporting food banks Sunday and Christmas lunches, projects for those with disabilities as well as supporting all voluntary groups and volunteers of all abilities</p>

7.	<p><i>Present charges/ subscription/fees.</i> Please attach schedule if available.</p>	<p>Ours is a free service open to all No present charges</p> <p>Not applicable</p>
8.	<p>Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>No plans at present to introduce Charges</p>
9.	<p><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>	<p>We are Holding a Volunteering Throughout Dorset Awards evening inviting over 240 local volunteers and organisation representatives to show the strength and depth of local volunteering. It is important to recognise the impact volunteering makes an provide a free evening to All volunteers that do so much. Recognition is so important. m We will provide a buffet lunch, non alcoholic Drinks and appropriate music and VIP guest present awards to <u>all</u> that are nominated volunteers chosen by the peers. Such evening enhance and hopefully draw more people in to support the local communities and support those most vulnerable locally as volunteer continue be the backbone of society categories include</p> <ul style="list-style-type: none"> Volunteer of the year Young Volunteer of the Year Team or group of the year Community award for volunteering (employee volunteering)
10.	<p><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>	<p>We will continue to hold such evening supported by a range of public private and statutory organisations dona and grants are sourced to ensure we continue to hold this important evening the volunteering calendar</p>

11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>Date of event 30th October. We have started sourcing purchasing for the event this will continue</p> <p>Completion date 30th October</p>
12.	Please give details of the cost of the project.	Total cost £2500 Providing for 240 Volunteers
13.	<i>Please give details of other grants awarded or applied for.</i>	Magna Housing £300, Henry Ling, £50, own fundraising £200, are applying to Dorset Council, local rotary and lions' clubs, and all local businesses
14.	Amount of grant requested from Dorchester Town Council.	£500
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).....Craig Womble</p> <p>Position Held.....Deputy manager</p> <p>For and on behalf of.....Volunteer Centre Dorset.....</p> <p>Date.....</p>		

Volunteer Centre Dorset- Company Registration Number: 05685988**Balance Sheet
As at 31 March 2018**

		£	2018 £	£	2017 £
Fixed assets					
Tangible fixed assets	6	2,980		3,039	
			2,980		3,039
Current assets					
Debtors	7	14,631		16,997	
Cash at bank and in hand		104,938		99,743	
		119,569		116,740	
Liabilities					
Creditors falling due within one year	8	(46,574)		(63,775)	
Net current assets			72,995		52,965
Total net assets			75,975		56,004
The funds of the charity:					
Unrestricted funds:					
General funds	9	36,260		537	
Designated funds	9	27,507		43,132	
Total unrestricted funds			63,767		43,669
Restricted funds	9		12,208		12,335
Total charity funds			75,975		56,004

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

Approved by the Board for issue on 14 June 2018 and signed on their behalf by:

A Bailey
Director of Finance

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2018

2 Income from:

	Unres- tricted £	Res- tricted £	2018 Total £	Unres- tricted £	Res- tricted £	2017 Total £
Donations and legacies						
Donations	2,152	4,322	6,474	2,186	7,471	9,657
	<u>2,152</u>	<u>4,322</u>	<u>6,474</u>	<u>2,186</u>	<u>7,471</u>	<u>9,657</u>
Charitable activities						
<u>Grants</u>						
Big4Littlemoor	-	442	442	-	-	-
CCG	-	22,800	22,800	33,624	-	33,624
Dorset County Council	61,000	5,761	66,761	54,760	15,948	70,708
Big Lottery Fund	-	74,293	74,293	-	49,198	49,198
Postcode Community Trust	-	8,148	8,148	-	11,406	11,406
HMP Guys Marsh (started 01/09/17)	-	11,800	11,800	-	-	-
Santander	-	589	589	-	-	-
Tesco	-	7,000	7,000	-	1,000	1,000
Grants - Other	-	-	-	4,000	4,000	8,000
<u>Service Level Agreements</u>						
Christchurch BC	-	1,150	1,150	1,341	-	1,341
HMP Guys Marsh (ended 31/08/17)	-	6,944	6,944	-	9,723	9,723
EDDC	-	3,000	3,000	3,000	-	3,000
	<u>61,000</u>	<u>141,927</u>	<u>202,927</u>	<u>96,725</u>	<u>91,275</u>	<u>188,000</u>
Other trading activities						
Advertising and Sponsorship	1,192	-	1,192	-	-	-
Affiliation Fees	708	-	708	653	-	653
Fees & Training	1,217	-	1,217	-	189	189
Miscellaneous income	-	-	-	133	-	133
	<u>3,117</u>	<u>-</u>	<u>3,117</u>	<u>786</u>	<u>189</u>	<u>975</u>
Investment income						
Bank interest	264	-	264	34	-	34
Total income	<u>66,533</u>	<u>146,249</u>	<u>212,782</u>	<u>99,731</u>	<u>98,935</u>	<u>198,666</u>

Volunteer Centre Dorset
Notes to the Financial Statements
For the Year Ended 31 March 2018

3 Expenditure on charitable activities

	Unres- tricted £	Res- tricted £	2018 Total £	Unres- tricted £	Res- tricted £	2017 Total £
Development	-	2,367	2,367	-	5,292	5,292
Events	1,662	5,654	7,316	1,721	3,575	5,296
Salaries	26,384	90,857	117,241	57,628	45,350	102,978
Staff travel	2,943	6,109	9,052	4,957	2,948	7,905
Volunteer expenses	1,007	2,327	3,334	639	2,664	3,303
Training and fees	650	3,011	3,661	425	1,343	1,768
Vehicle costs	245	2,106	2,351	300	1,301	1,601
Repairs and renewals	-	435	435	-	455	455
Newsletter	2,143	1,509	3,652	300	1,287	1,587
Subscriptions	2,318	60	2,378	2,348	40	2,388
Premises	7,003	7,682	14,685	6,154	3,645	9,799
Miscellaneous	634	293	927	559	1,562	2,121
Postage	1,512	3	1,515	1,497	-	1,497
Telephone	2,895	582	3,477	3,033	559	3,592
Stationery	1,865	37	1,902	1,325	82	1,407
Advertising and promotion	317	1,196	1,513	87	744	831
Insurance	449	251	700	614	150	764
Computer repairs	509	125	634	-	98	98
Photocopying	1,701	-	1,701	1,524	-	1,524
Water	314	-	314	229	-	229
Depreciation	613	383	996	733	284	1,017
Bookkeeping	4,031	7,129	11,160	5,060	2,080	7,140
Accountancy	750	-	750	1,050	-	1,050
Independent examination	750	-	750	600	-	600
	60,695	132,116	192,811	90,783	73,459	164,242
<u>Recharges</u>						
Contribution to core costs	(19,483)	19,483	-	(13,778)	13,778	-
Total	41,212	151,599	192,811	77,005	87,237	164,242

4 Trustee expenses

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2017 - £nil).

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 SEPTEMBER 2019**

Monitoring Report – Lettings

Chargeable Bookings 2018-19					Chargeable Bookings 2019-20				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
JULY	38	24	2	£4041	27	25	3	£2623	(£1418)
AUG	28	15	2	£3068	20	14	2	£1991	(£1077)
Total	66	39	4	£7109	47	39	5	£4614	(£2495)

Bar Income 2018-19			Bar Income 2019-20		
JULY		£520	JULY		£391
AUGUST		£359	AUGUST		£350
Total		£879			£741
					(£138)

Non Chargeable Bookings 2018-19				Non Chargeable Bookings 2019-20			
	Council	Partners	Total		Council	Partners	Total
JULY	6	2	8	JULY	7	7	14
AUG	1	4	5	AUG	1	4	5
Total	7	5	13		8	11	19

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
16	24	14	18	15	7(4)	3(3)	4(3)	2(1)	2(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 36.3%

Borough Gardens House 2017-18				Borough Gardens House 2018-19			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JULY	9	3	£378	9	1	£338	(£40)
AUG	11	1	£413	13	1	£498	£85
TOTAL	20	4	£791	22	2	£836	£45

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 SEPTEMBER 2019
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	January 2019	January 2020
Boiler Service	Benzoni Services Limited	May 2019	May 2020
PAT Testing	DAM Group	November 2016	November 2019
Lightning Protection	GNS Steeplejack Ltd	October 2018	October 2019
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2019	August 2020
Fire Alarms annual test and service	Andy Whitty	January 2019	January 2020
Stage Units – annual test and service	Cahill Ltd	November 2018	November 2019
Service Clock – annual test and service	Smiths of Derby	December 2018	December 2019
Ventilation Clean	Rentokill	September 2019	September 2020
Intruder Alarm	Chubb	September 2018	September 2019
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics	January 2019	January 2020
Lift	Stannah	October 2018	October 2019
Fire Extinguishers	Fire Express Ltd	June 2019	June 2020
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	June 2019	June 2020

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

Project	Cost	Progress
New LED Corn Exchange House Lights (in place of chandeliers)	£3600	Completed September 2019

**MINUTES OF DORCHESTER ARTS BOARD MEETING
WEDNESDAY 24TH JULY, 2019
CORN EXCHANGE**

Present:

Mark Tattersall MT (Artistic Director)

Jennie Veale JV (Chair)

Penny Treadwell PT (Vice chair)

Peter Smith PS (Treasurer)

Roger Jarvis RJ

Rachel Cole RC

Tess James TJ

1) Welcome from Chair.

2) Apologies received from Trevor Ware and Laura Mulhern.

3) Conflicts of interest - none registered.

4) Minutes of previous meeting approved by RJ, seconded PS.

5) Matters arising

MT reported that Stella Jones is to be the new representative of the Dorset Council on DA board.

RJ asked about progress on looking at increasing membership fees. MT reported that a survey showed that it is acceptable to raise them a little. It is not possible to increase before the January 2020 brochure now and it may be that the increase is announced at the AGM in January.

PT reported links with Poundbury and that Fran Leaper who maintains an email network of emails and edits the quarterly magazine will happily take copy for publicity. PT had also been in touch with Damers School about recruiting a new board member, no news yet.

MT reported that Planning notices are out for the banners outside the CX. DA would need to find roughly £2000 to share costs of these with DTC. There was discussion of possible funding sources for this including the Leisure Development Fund.

6) DTC

Immense support had been given with the Apollo project and MT stated his gratitude for this particularly in light of the crisis that occurred in the previous week due to weather conditions.

7) Finance

See Treasurer's Report.

PS highlighted the improvement in programming had led to improvements in box office takings compared to the same point last year, but still not in line with the target for this year. A major concern is also the poor performance of DA Trading. RJ questioned reasons. This is due to restricted numbers and spend due to the mix of programming, supplier charges rising and the move from some high-earning events of music attendees now going to the Ship Inn.

There was discussion over a possible new business model which will be on the agenda of DA Awayday in the autumn.

8) Apollo Project

The weekend had been a great success all round in spite of having to change venues for the Museum of the Moon and the postponement of the Apollo concert to Sunday night due to poor weather conditions. This had resulted in some increased costs.

MT reported that Matt Prosser and John Sellgren at Dorset Council will be made aware of the success of the weekend in the context of making the case for continued revenue funding. The weekend will demonstrate the capabilities of the organisation for the future.

Poor discipline of children attending the concert had possibly disrupted the recording of the singing on stage.

9) Artistic Director's Report

No written report as AD time occupied with Apollo but a breakdown of costs and income from each show was shared and discussed. Also, the programme for the new season was distributed.

Kinetics - the film continues to be successful where shown including the World Parkinson's Congress in Japan. A search for a partner theatre is underway with a view to creating an extended version of the play.

10) Maltings

No further news. The option on the building has been extended.

11) Fundraising

PT reported that the Cake Off had been cancelled due to insufficient interest and will be revived in some form at the autumn Apple-themed fundraiser.

Summer Sunday is this weekend and due to sponsorship is likely to make more money this year.

A regular donations proposal from Sarah Gee of Cause 4 is being studied as to how to develop or use the Sugar Group better including looking at different levels of membership.

A further sponsorship opportunity is being offered to Domus. MT and Jacky Thorne had a successful meeting this morning with Stay Original, the developers of the Kings Arms, to offer joint working once the building is completed.

12) Policies

RJ reminded the meeting that 6 policies are due for review at this time. They will be circulated to the Board for comment and deemed approved if no comments are received within two weeks.

13) Minutes

Suggestion from PT that the minutes-taking could be rotated among the board members. General agreement and RC offered to take them at the next meeting.

14) AOB

RJ wished to formally congratulate MT on the success of Apollo and to appreciate the amount of work involved. General agreement and further discussion of its success.

PS thanked the board for swift response to pay review increases for staff.

15) Date of next meeting

Tues Oct 29th at 4.30pm. Decisions over future of DA and Maltings may be clearer over next 2-3 months.

