



# Dorchester Town Council

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8 January 2020

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Monday 13 January 2020** 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 11 November 2019 (adopted by Council on 25 November 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. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

#### **4. 2020-2021 Estimates, Special Items and Fees and Charges**

To consider the Committee's Estimates, Special Items and Fees and Charges for 2020-2021 (enclosed).

*If any Member has any detailed queries or questions regarding the proposed budget please contact the office prior to the meeting.*

#### **5. Salisbury Fields**

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

#### **6. Grant Applications**

To consider a grant applications (enclosed) from:-

- (i) Dorset ME Support Group
- (ii) Sexual Trauma and Recovery Services (STARS)
- (iii) Parkinsons Dance Dorchester Arts

#### **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.

- (c) The Social Fund (Children's Funeral Fund for England) Regulations 2019

To consider a report by the Burials Administrator (enclosed).

#### **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 29 October 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. Municipal Buildings**

Regular Hirer Discounts 2020-21 (schedule enclosed).

**13. Lease Renewal**

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



## DORCHESTER TOWN COUNCIL

### MANAGEMENT COMMITTEE – 13<sup>th</sup> January 2020 OUTDOOR SERVICES UPDATE REPORT – Winter 2019/20

1. The Autumn/ early winter period saw ongoing maintenance work and one off jobs being completed within the outdoor services team and this continued into December. A prolonged wet and mild period restricted grass cutting and some other operations, grass cutting is now halted for the winter unless ongoing particularly mild conditions promote growth in high profile areas. Staff are now taking the time to do the basic maintenance and preparation works that ease pressure in the summer and ensure good standards of maintenance for the coming spring and are undertaking repair works to ensure quality is maintained.
2. The Borough Gardens staff have been working hard doing many tasks within the site. Annual beds have been planted with stock to flower in the spring next year. Members should be aware that the prolonged wet weather has caused problems with fungal infections and rotting which will affect the quality of the display in the spring. This is due in part to poor soil structure and texture, inhibiting drainage and preventing air entering the root zone. To this end the main palm bed adjacent to the clock in the gardens has been left fallow, manure has been spread over it and it will be properly dug in in the spring to improve the soil. A programme of soil improvement will take place over the next 3 winters on these beds to try to overcome this problem. In coming years, the soils will be improved by the use of a compost comprising locally sourced manure, locally sourced biochar and compost from our own operations. This will be rotted down in the depot until ready for use this time next year. This will be repeated annually until soils improve. *(see also management committee open spaces report November 2019 pg. 2)*
3. The staff have also further improved the appearance of the nursery area following the committee decision last year. Works have included removal of overhanging tree branches reduction in height of adjacent hedges, electrical and general building repairs. By improving the greenhouses, it has been possible to increase the amount of bedding stock plant held over winter for use next year which in turn has reduced waste. This is experimental at the moment and very cold weather may see this fail but there is a very low risk attached to this item of work as replacements can be ordered in time for summer.
4. A significant amount of work has been concentrated in the area of Borough Gardens house and the new tennis courts, this has comprised the reducing in both height and thickness of the hedge line and adjacent shrubbery so users of the end section of Bowling Alley Walk can see into the gardens and that the area is visually more attractive, further works will concentrate on improving the appearance of the toilet building in that area.
5. Works on the Camassia lawn are finished and due to the mild wet autumn grass seed growth has been excellent so re-instatement is complete.
5. Away from the gardens, the outdoor services team have been very busy trying complete grass cutting rounds very much restricted by the wet weather. Additional winter works have been carried out around the town, again to ensure facilities are of a good standard. These works include, the completion of maintenance works at Fordington Cemetery, lifting of branches and crown reduction to trees/cutting hedges in Mellstock Avenue Play area. Staff have carried out routine repairs and maintenance in several play areas and have

completed power washing safety surfacing in several play areas before topping up with sand dressing. A new fence line has been installed at castle park play area to replace the old rotted wooden posts.

Further routine work has continued keeping play equipment in a safe and well-maintained condition, collecting litter from open spaces and preparing vacant allotments for re-letting. The pre-Christmas period saw staff heavily involved in making sure the Towns Lights looked their best, this involved evening / night working to ensure the safety of staff and road users whilst the lights were put up and then removed.

The Christmas tree was again located by the town pump and remained on site until the last working day before 12<sup>th</sup> night this was then chipped and the arisings used on beds in Borough Gardens. All Xmas lights were successfully removed on the evening / night of Sunday 5<sup>th</sup> January.

6. 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.

7. Poundbury Cemetery improvement works phase 1 are now complete and the area is visually much improved by the new road layout and wall and improved Natural Burial Area. Nursery trials are being conducted with a waste product from the anaerobic digester plant at Poundbury, which is in the form of a bulk soil improver, with a view to testing that it is possible to use it as a carrier medium for the wildflower seed that will be sown in the very early spring.

9. In the coming weeks staff will be renovating seats and in various locations carrying out maintenance work to play area equipment and carrying out further maintenance works at Weymouth Avenue cemetery, removal of ivy from trees and walls already having been carried out, this will be focused on the edging of grass on paths which maintains a very neat and tidy appearance.

#### 10. Biodiversity

Work in this area has now started to focus on how CO<sub>2</sub> produced by Council operations and facilities can be reduced or offset a separate report on this will be produced by the Town Clerk. In addition, officers will be engaging with Dorset Wildlife Trust (as they have in the past) to look at biodiversity and species habitats in areas identified by the Management Committee Task and Finish Group looking at the future of areas managed by the Town Council.

In keeping with the council's biodiversity action plan, talks have been held with a specialist bat surveyor with a view to completing a survey in early summer within Borough Gardens and to possibly relocate existing boxes and increase their number to provide more roosting opportunities. The task and finish Group has had an overview of areas of council managed land where additional tree planting can take place, over the spring and summer further work will be carried out to refine this work into a planting schedule for commencement in autumn/winter this year.

The use of a soil improver which is produced as a waste product from bio gas production at the anaerobic digester facility near Poundbury has been mentioned in section 7. This product has a nutritional value as well as improving soil structure and texture and as such could be of value for use in borough gardens to improve soil in shrub beds etc. Being a re-use of waste from a green energy initiative with very close proximity to the town makes this a very attractive low carbon option, the Outdoor Services manager will investigate and trial this material further.

Work is continuing with the Duchy of Cornwall's officers in regard to Great Field. Three suitable wildflower mixes have now been agreed and the first sown in the autumn this is the first step in creating a large wildflower area within the site. Decompaction works have also been completed and tree planting is expected to commence in the coming weeks. As part of that work the Town council will be required to maintain the wildflower areas and work is currently being carried out to identify and establish cost of suitable cut and collect machinery.

Finally, as part of our ongoing staff development and training members will be pleased to learn that refresher training was organised for staff in Manual Handling. In addition, one member of staff also received training to allow for the application of pesticides, whilst this is not an operation carried out frequently the law still requires the operator to be trained. Herbicide applications are normally now restricted to the control of invasive weed species.

The coming month will see refresher training for most staff on working at height and also operator training for the use of "Nifty Lift" type access platforms.

Carl Dallison  
Outdoor Services Manager



# DORCHESTER TOWN COUNCIL

## MANAGEMENT COMMITTEE – 13 JANUARY 2020

### REVENUE BUDGET 2020/21

1. A draft budget for services provided by this Committee is attached (Appendix 1). Total service costs are £997k, £4k higher than the current year.
2. While there are no major changes to budgets managed by the Committee there is a proposal to make a further one-off contribution of £100,000 to the Municipal Buildings Reserve, reflecting Council's draft minute 2019/34b which reads that

Consistent with the Council's declaring of a Climate Emergency, alternative approaches for heating the Municipal Buildings are explored, including consideration of a biomass heating system, with a view to making a grant application to Low Carbon Dorset for a package of measures to significantly reduce energy use within the building.

3. Following a review of contributions to Earmarked Reserves it is noted that there is sufficient funding in the Play Equipment Reserve at present, therefore an opportunity has been taken to increase the contribution to the Cemeteries Reserve towards the repainting of Poundbury Cemetery wall. A separate report on this subject will be made to this Committee in March.
4. Circa £19,000 has been allowed for **Special Items** (currently included in Parks and Open Spaces budget). It is proposed that this is allocated as follows in 2020/21

	£000
• War Memorial – remedial works to the weathered faces	7
• Borough Gardens – create a rose pergola north of the tennis courts	4
• Events - Additional support for events delivered by other Organisations	5
• Playgrounds – replacement self-closer mechanisms	3

5. The **Earmarked Reserves** expenditure planned for 2020/21 is: -

	£000
Poundbury Cemetery wall repainting and fencing	30
Municipal Buildings lift	24
Play Equipment replacement (Holmead Walk plus general replacement)	25
New Christmas Lights	7

6. If the Estimates are accepted as drafted they will form part of the **Council's overall budget**, which is currently being developed within the following context: -

- A 2.0% increase in Council Tax will be proposed which, coupled with a 0.7% growth in Council Tax Base, will produce a precept of £1,504k, up £40k (2.7%) from 2019/20

- Budgets overseen by the Policy Committee will fall from £396k to £377k, due to the removal of the one-off £20k budget for elections and the Planning Committee Administrator post
- A report will be presented to Policy Committee proposing that a Climate Emergency Reserve is created with a one off contribution of £125k, allowing the Council to initiate projects on its own services, with partners and the community to reduce our and the town's impact on climate
- The above results in an operating surplus of £5k for 2020/21, which will be added to the New Corporate Projects Reserve, which will then total £471k.
- From 2021 onwards an operating surplus of c. £230k pa should be available to help manage local service cuts by the new Dorset Council, develop new services or reduce the future level of Council Tax, in line with the Council's Corporate Plan to be adopted by the Council next year
- Council will consider the overall budget strategy on 27 January 2020

7. Taking account of all of the information above it is **RECOMMENDED** that: -

- a. The budget as laid out at Appendix 1 is submitted to the Policy Committee for inclusion within the Council's overall budget for 2020/21
- b. A list of Special Items totalling £18,800 is proposed to the Policy Committee for their consideration, based on the items in para 4 above

8. Fees and Charges have been revised and are included on the accompanying appendices. Items to note include: -

- Tennis fees have not been increased for 5 years and are now the only fees that do not differentiate between residents and non-residents. It is therefore proposed that the headline fee is increased by £5 to £30, but that residents receive a £5 discount, the charge effectively remaining at £25 for Dorchester residents. This would be part of a strategy to widen the gap between the resident/non-resident fee over the next few years
- Taking account of charges made elsewhere it is proposed that Cemeteries charges are increased as at Appendix 2. Specifically it is proposed that the cost of burying ashes in a plot are increased significantly, to better reflect the land used and maintenance undertaken for ashes plots
- Borough Gardens House charges (existing charges set out in Appendix 3) and Municipal Buildings charges (existing charges set out in Appendix 4) remain unchanged, but the charges for regular hirers, from whom most of the income is generated, have been increased where possible. There is a separate report on these charges later on the agenda.

Adrian Stuart  
Town Clerk

## APPENDIX 1

	2018/19 Actual £	2019/20 Budget £	2020/21 Budget £
<b>PARKS &amp; OPEN SPACES</b>			
Electricity	6,538	6,000	5,800
Water	4,582	5,200	7,500
Rent	3,588	4,000	4,000
Rates	-11,755	20,200	20,200
Premises Repairs & Maintenance	18,562	10,000	18,000
Other Repairs & Maintenance	23,188	67,000	59,000
Highway Trees Partnership	5,000	5,000	5,100
Walks Cleaning Contract	5,755	5,800	5,900
Special Items	21,000	12,000	18,800
Office Team	60,414	60,136	56,248
Outdoor Services Team	327,280	378,755	379,683
To Reserves: Play Equipment	0	10,200	-
To Reserves: Parks Premises	40,000	5,000	5,100
<b>Total Expenditure</b>	<b>504,152</b>	<b>589,291</b>	<b>585,332</b>
Tennis	-3,228	-3,000	3,200
Football	-1,331	-1,200	1,200
Cricket	0	0	-
Bowling Alley Walk Wayleave	-607	-600	600
Borough Gardens Flat Rental	-5,830	-6,300	6,400
Borough Gardens House Hire	-4,317	-5,000	4,500
Borough Gardens Kiosk Rental	-1,858	-1,000	1,000
Louds Mill Depot Feed in Tariff	0	0	1,100
Dorchester Bowls Club Land & Water	-3,248	-3,100	5,500
Hanging Baskets, Recharges & Sundry	-3,270	-3,000	3,000
<b>Total Income</b>	<b>-23,689</b>	<b>-23,200</b>	<b>-26,500</b>
<b>Met by Precept on Taxpayer</b>	<b>480,463</b>	<b>566,091</b>	<b>558,832</b>
<b>ALLOTMENTS</b>			
Water	2,984	2,000	2,100
Rent	1,119	1,200	1,200
Repairs, Maintenance & Pests	141	400	400
Subscriptions	55	60	60
Office Team	5,090	5,005	3,632
Outdoor Services Team	3,309	5,787	5,939
<b>Total Expenditure</b>	<b>12,698</b>	<b>14,452</b>	<b>13,331</b>
Rents & Water	-9,409	-9,500	-10,000
<b>Met by Precept on Taxpayer</b>	<b>3,289</b>	<b>4,952</b>	<b>3,331</b>

	2018/19 Actual £	2019/20 Budget £	2020/21 Budget £
<b>MUNICIPAL BUILDINGS</b>			
Salaries	46,730	47,442	48,391
Overtime	9,510	8,000	7,000
National Insurance	3,172	2,235	3,229
Pensions	11,390	10,437	12,186
Training Courses	500	500	500
Repairs & Maintenance	27,511	19,000	19,500
Materials & Equipment	1,069	1,500	1,200
Water	515	600	700
Electricity	11,892	11,200	11,500
Gas	9,838	8,300	8,400
Rates	23,190	23,800	24,800
Telephone	881	1,000	1,000
Performing Rights & Other Licences	1,132	1,000	1,000
Promotion & Stationery	4	500	500
Office Team	36,023	40,258	40,942
Outdoor Services Team	6,587	9,656	9,993
To Reserves: Municipal Buildings	61,200	175,100	176,600
<b>Total Expenditure</b>	<b>251,144</b>	<b>360,528</b>	<b>367,441</b>
Room Hire	-42,659 -	42,000	-41,000
Bar Franchise	-5,706 -	5,500	-5,500
Sundry	-341 -	500	-500
<b>Total Income</b>	<b>-48,706</b>	<b>-48,000</b>	<b>-47,000</b>
<b>Met by Precept on Taxpayer</b>	<b>202,438</b>	<b>312,528</b>	<b>320,441</b>
<b>CEMETERIES</b>			
Electricity	1,411	2,300	2,300
Water, Service Charges & Cesspit	515	500	600
Rates	6,486	6,700	7,400
General Maintenance	3,859	3,000	3,500
Cemetery Grass Cutting	13,125	18,400	18,800
Skip Hire	0	-	0
Office Team	24,749	25,462	25,915
Outdoor Services Team	38,137	41,045	41,907
To Reserves: Cemeteries	12,300	5,000	15,500
<b>Total Expenditure</b>	<b>100,582</b>	<b>102,407</b>	<b>115,921</b>
Burial Fees	-26,533 -	25,500	-25,500
ERBs, Memorials & Inscriptions	-31,060 -	25,500	-25,500
Chapel	-705	-	0
<b>Total Income</b>	<b>-58,298</b>	<b>-51,000</b>	<b>-51,000</b>
<b>Met by Precept on Taxpayer</b>	<b>42,284</b>	<b>51,407</b>	<b>64,921</b>

	2018/19 Actual £	2019/20 Budget £	2020/21 Budget £
<b>CULTURAL &amp; TWINNING</b>			
In House Events	3,083	5,100	5,200
Maumbury Rings Bank Holiday Events	12,609	11,700	11,900
Christmas Lighting	4,500	4,600	4,700
Partner Events & Sponsorship	12,766	8,500	8,700
Grants	5,222	3,700	3,800
Twinning	502	1,000	1,000
Special Items	8,740	3,000	0
Offices Team	19,623	20,170	13,739
To Reserves: Arts Events	0	0	0
<b>Met by Precept on Taxpayer</b>	<b>67,045</b>	<b>57,770</b>	<b>49,039</b>
<b>OUTDOOR SERVICES TEAM</b>			
Salaries	239,125	272,399	273,012
Overtime	5,247	6,000	6,000
National Insurance	15,048	21,316	21,827
Pensions	36,906	59,928	61,383
Training & Subsistence	1,570	2,000	2,000
Subscriptions	670	400	400
Vehicle/Mower Costs and Repairs	10,227	13,000	10,200
Tools, Equip, H&S, Signs, Servicing	20,771	13,000	16,300
Protective Clothing	2,189	2,400	2,400
Fuel	8,284	9,000	7,000
Cleaning/Bin Liners/Dog Bags	7,586	6,000	7,000
Waste Services	7,818	9,000	9,200
Telephones	1,471	2,000	1,600
Advertising	0	-	0
To Reserves: Vehicles & Equipment	18,400	18,800	19,200
<b>Total Expenditure recharged to Servi</b>	<b>375,312</b>	<b>435,243</b>	<b>437,522</b>
Recharged to			
Parks and Open Spaces	327,280	378,755	379,683
Allotments	3,309	5,787	5,939
Cemeteries	38,137	41,045	41,907
Municipal Buildings	6,587	9,656	9,993
<b>Recharged to Services</b>	<b>375,313</b>	<b>435,243</b>	<b>437,522</b>

## DORCHESTER TOWN COUNCIL

## Dorchester, Fordington and Poundbury Cemeteries Fees 2020-2021

INTERMENTS	1 Apr 19	1 Apr 20
a) A child before 2 years or stillborn	Nil	Nil
b) A person aged 2 years or older	£580	£655
c) A casket of ashes	£175	£180

## SCATTERING OF ASHES

a) In a previously used plot or in the Poundbury Pavilion chamber	£62	£62
b) In the Garden of Remembrance	£30	£30

## EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£870	£945
End of term Renewal for 25 years	£730	£800
b) Ashes plots and infant under the age of 2	£345	£630
End of term Renewal for 25 years	£175	£490

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herringston within the previous **ten** years or previously resident for at least **twenty-five** years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

## MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Where not already included in an exclusive right of burial, for the right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site.	£200	£215
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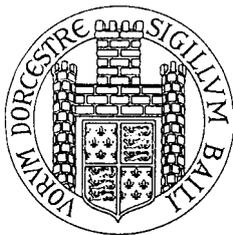
An additional inscription, after the first, on a gravestone or other memorial (for each deceased)	£103	£103
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## CHAPEL HIRE

Use of South Chapel at Weymouth Avenue	£250	£250
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*Note – in line with the decision of the Service Review Task and Finish Group, the closure of the South Chapel for Funeral Services, so as to enable a full review of uses for both North and South Chapels, will be investigated this year.*

VAT is not chargeable on any of the above fees



# DORCHESTER TOWN COUNCIL

## BOROUGH GARDENS HOUSE

1st APRIL, 2019 until 31st MARCH, 2020

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

All prices are inclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

Town Clerk / Deputy to have discretion on session charges in order to attract new business or to retain existing business. These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

### 2019-20 Charges

#### ◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<b>£50</b>	<b>£33</b>	<b>£24</b>

#### ◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<b>£63</b>	<b>£36</b>	<b>£26</b>

#### ◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	<b>£87</b>	<b>£62</b>	<b>£37</b>

## MUNICIPAL BUILDINGS CHARGES 2019 – 2020

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	All rooms (Corn Exchange, Town Hall, Dressing Rooms, Council Chamber) £20 per hour Minimum Hire Period 1.5 hours = £30					Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60 (per session)	Reserved for use by Dorchester Town Council or Dorchester Arts
<b>Afternoon</b>						Corn Ex - £220 Town Hall - £100 Council Ch - £60 Dressing Rm - £60 (per session)	
<b>Evening</b>	Corn Exchange - £180 per evening  Town Hall - £100 per evening  Dressing Rooms and Council Chamber - £60 per evening				Corn Exchange - £220 per evening  Town Hall - £100 per evening  Dressing Rooms and Council Chamber - £60 per evening		

**Notes** The above charges include VAT.  
The Deputy Town Clerk has authority to vary the charge for bookings where there is a local community connection to Dorchester, for repeat bookings and for weekend bookings where more than one session is used.  
An additional charge will be made for all bookings beyond midnight.  
A separate schedule of charges will apply to Weddings (presently £1,000 for exclusive hire and £400 for ceremony only).

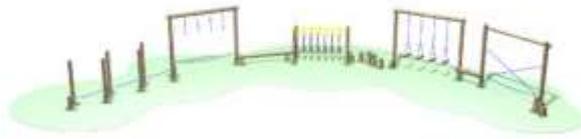
## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 13 JANUARY 2020**

#### **SALISBURY FIELDS**

1. Salisbury Fields is a large greenspace in the centre of the Town. The area is popular with local residents and is also a part of The Walks footpath network. The area also has a traditional children's play area.
2. Members have previously expressed a desire for the area to have greater use and for it to have additional tree planting as a part of the Council's drive towards to plant more trees in the town to help combat climate change.
3. Additional tree planting has previously been agreed by the Committee and plans will be brought forward for this in readiness for tree planting season later in the year. With regard to encouraging more use it is proposed that the area be provided with an adventure / play trail proposed to be located in the grass alongside the Walks.
4. Adventure trails are suitable for children and adults alike. Children can navigate, balance and climb over the trail which is designed to aid children in their development, helping their co-ordination and balance and giving them greater confidence in their own skills.
5. Another advantage of adventure trails comes in their ability to provide a platform for physical exercise enjoyed in a fun way, with the challenge element of an adventure trail allowing children to learn a range of different physical skills as they traverse each different aspect of the trail. Given their size and the range of activities included, they make a great item for groups of children to play together and grow in their teamwork, communication and problem-solving skills.
6. Many play companies manufacture adventure trails but they are all slightly different so an exact like for like comparison of cost is not easily available. However, set out overleaf are four adventure trail designs with associated costs.
7. The Committee is asked to give consideration to this proposal and, if Members wish to proceed, to agree to purchase and install the lowest priced of the four trails at £3,995 (the cost of this trail has been reduced by £1,329 for a limited time only). The Play Equipment Reserve has sufficient balances to fund this purchase.

Steve Newman  
Deputy Town Clerk



**Cost - £7,593  
(includes  
delivery and  
installation)**



**Cost – £3,995  
(includes  
delivery and  
installation)**



**Cost - £4,835  
(excludes  
delivery and  
installation)**



**Cost - £8,506  
(includes  
delivery and  
installation)**

**DORCHESTER TOWN COUNCIL  
GRANT APPLICATION FORM**

RECEIVED  
15 NOV 2023

1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	DORSET ME SUPPORT GROUP
2. Name and address of responsible officer who should be contacted regarding this application.	Name MRS HELEN SMITH Address 7, THE MALTINGS CERNE ABBAS DORSET DT2 7JE Tel: 01302 361995 (Mobile) 07960 767717
3. Address where activities are based.	DORCHESTER AND SURROUNDING AREAS.
4. What area (community) is served?	ALL of DORSET
5. Are there any other similar facilities or services provided in the area/district?	NO. We are the only CFS/ME charity based locally.
6. How does your organisation / activity benefit the residents of Dorchester	we offer help and support, practically, emotionally & financially, to our members who are suffering from CFS (Chronic Fatigue) / ME
7. Present charges/ subscription/fees. Please attach schedule if available.	£10 per year for membership
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. <i>(Continue on a separate sheet if necessary.)</i>	We employ a self-care Co-ordinator who works with the members to help and support in many ways. We plan and arrange social outings to help members after a long illness and often isolation.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future - donations, charging, grants, other etc.	We do fundraising at various events over each year. We look for donations, legacies, & grants to help.
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	Ongoing
12.	Please give details of the cost of the project.	Oddfellows £200 Wimborne Town Council £200
13.	Please give details of other grants awarded or applied for.	↓ ↓ Dorset Healthcare University Trust £24,762.13 (To pay for Self-Care Co-ordinator)
14.	Amount of grant requested from Dorchester Town Council.	£400
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	Our Dorchester group meets regularly in Poundbury. Our Trustees meetings are held in Dorchester.
16. Declaration  I/We declare that the information given on this application is true and complete in every respect.  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.  Signature of Applicant(s)..... Helen M. Smith Position Held..... TRUSTEE  For and on behalf of Dorset ME Support Group Date 13-11-19		

**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>	Sexual Trauma and Recovery Services (STARS Dorset)
2. Name and address of responsible officer who should be contacted regarding this application.	Name: Helen Stevens Address Sexual Trauma and Recovery Services, PO Box 7697 Poole Dorset
	BH15 9GN  Tel: 01202 308856 Mobile: 07771 986920 Email: helen.stevens@starsdorset.org
3. Address where activities are based.	Currently we have a centre in Poole but are just about to set up a centre in Dorchester, due to the nature of our work we do not like to publicise our address.
4. What area (community) is served?	West Dorset
5. Are there any other similar facilities or services provided in the area/district?	You First provide a similar service but with a focus around Domestic Abuse not sexual trauma.
6. How does your organisation / activity benefit the residents of Dorchester	Our centre will be a counselling hub for our work in West Dorset, currently people who live in West Dorset have to travel to our Poole offices to receive our one to one free counselling which can mean many are unable to attend. Our Dorchester centre will enable more people in the area to access Counselling so reducing the additional barriers of travel to Poole which hinders many from accessing the specialist support they need. Our Independent Sexual Violence Advisor Service is currently based in Poole too which means travel costs to see clients in West Dorset are extremely high. Our new centre will allow some of our Independent Sexual Violence Advisors to meet their clients at the centre. We are also increasing our capacity within our counselling service for our Children and Young People Service. Over 60% of our referrals come from the Dorset Council area. The additional staff for this part of the project have been funded by NHS England.
7. Present charges/ subscription/fees.	All our services are free.

	Please attach schedule if available.
8.	<p>Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p> <p>Not at this current time but Trustees considering the possibility of offering counselling at weekends which may be charged per session to provide greater choice for our clients.</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>STARS Dorset exists to relieve the trauma, whether psychological, emotional or physical of persons and their families who have experienced or otherwise suffered as a result of rape, other sexual assault, sexual/domestic abuse or sexual exploitation of any kind by providing support, help or assistance of any kind.</p> <p>To achieve these aims, STARS Dorset works throughout the county providing specialist frontline services to anyone of any age or gender, who lives works or studies in Dorset and has experienced or suffered from any form of sexual violence at any time in their lives.</p> <p>Our Independent Sexual Violence Advisor (ISVA) service offers practical and emotional support. This can include liaising with employers; housing officers; social workers; community mental health teams; drug and alcohol support services to ensure the needs of our clients are both understood and met. The ISVA team help clients to consider their different options such as whether to report to the police or not. If a client reports and their case is taken to trial their ISVA will support them through the criminal justice process including support at court throughout the trial. We have a team of 6 ISVAs supporting adults and 3 supporting children and young people.</p> <p>Our counselling service offers 3 different programmes of support: a 6 week anxiety management programme; Pre-Trial Therapy for those going to court and long term counselling which can be for up to 2 years. We have 7 paid staff and 28 volunteer counsellors supporting clients.</p>
	<p>Our confidential telephone Helpline service is run solely by volunteers. They are trained to offer a listening service and the Helpline is open 6 days a week.</p> <p>Our Wellbeing Workshops provide holistic therapies such as sound; yoga, art-Therapy to help support clients on their journey of recovery and in particular at the end of their counselling sessions.</p> <p>Through our specialist support clients start a journey of recovery. They begin to identify, understand and manage their emotions by exploring and developing more positive coping strategies such as starting a new hobby, activity or sport. As they begin to manage their emotions more positively their sense of self-worth, self-esteem and confidence grow. They are encouraged to think positively about their futures rather than focusing on their past trauma. They are supported to think about their own personal goals and how these might be achieved. Through our specialist support children and young people are given the support they need to re-engage with school and their education so that they can realise their hopes, dreams and ambitions, reaching their potential no longer hindered by the trauma of the abuse they have suffered.</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.	We have recently appointed a Business Development officer to focus on securing funding through corporate sponsorship and donation. A community fundraising team is being recruited to increase the number of different events we attend to fundraise at. On-going applications to grant making organisations and trusts to secure additional funding. Negotiating with Dorset Council and DCCG on possible commissioning of our service for local people in Dorset.
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	Our plans are to open our STARS Centre in early-February and be operational by mid-February with clients attending the centre for support.  The setting up of the dedicated Children and Young People's room is expected to be completed by mid-February but the project delivery in terms of on-going support and counselling will initially be for a 3 year period with a possible extension to 5 years subject to on-going funding of rent and salaries.
12.	Please give details of the cost of the project.	Storage unit for resources - £858 (Ikea) 2 x chairs £458 (Ikea) Floor rug - £129 (Ikea)

		Floor Light - £35 (Ikea) Creation of new acoustically sound counselling room £3440 (including VAT) Client resources - Garage & cars; farm set; books; bean-bag; soft-toys; sand-Tray; sensory toys; therapy putty; Lego bricks' worry doll
13.	Please give details of other grants awarded or applied for.	Dorset Police Crime Commissioner NHS England Battens Solicitors
14.	Amount of grant requested from Dorchester Town Council.	£500 for age-appropriate resources to equip our dedicated Children and Young People's counselling room.
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	STARS Dorset was previously known as Dorset Rape Crisis Support Centre.
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s)..... <u><i>[Signature]</i></u></p> <p>Position Held..... <u>SERVICE MANAGER</u></p> <p>For and on behalf of..... <u>STARS DORSET</u> Date..... <u>6 JAN 2020</u></p>	

**Dorset Rape Crisis Support Centre**

**Statement of Financial Activities  
for the Year Ended 31 March 2019**

	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	155,368	286,880	442,248	280,183
Other trading activities	4	<u>36,394</u>	-	<u>36,394</u>	<u>37,765</u>
<b>Total</b>		191,762	286,880	478,642	317,948
<b>EXPENDITURE ON</b>					
Raising funds		18,514	-	18,514	10,780
Charitable activities		<u>207,192</u>	<u>291,853</u>	<u>499,045</u>	<u>303,164</u>
<b>Total</b>		225,706	291,853	517,559	313,944
<b>NET INCOME/(EXPENDITURE)</b>					
		(33,944)	(4,973)	(38,917)	4,004
Transfers between funds	13	<u>27,698</u>	<u>(27,698)</u>	-	-
Net movement in funds		(6,246)	(32,671)	(38,917)	4,004
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		31,247	32,670	63,917	59,913
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>25,000</u>	-	<u>25,000</u>	<u>63,917</u>

The notes form part of these financial statements

Dorset Rape Crisis Support Centre

Balance Sheet  
At 31 March 2019

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	9	-	5,707
<b>CURRENT ASSETS</b>			
Debtors	10	-	18,180
Cash at bank		<u>25,000</u>	<u>47,345</u>
		25,000	65,525
<b>CREDITORS</b>			
Amounts falling due within one year	11	-	(7,315)
<b>NET CURRENT ASSETS</b>		<u>25,000</u>	<u>58,210</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		25,000	63,917
<b>NET ASSETS</b>		<u>25,000</u>	<u>63,917</u>
<b>FUNDS</b>	13		
Unrestricted funds		25,000	31,247
Restricted funds		-	<u>32,670</u>
<b>TOTAL FUNDS</b>		<u>25,000</u>	<u>63,917</u>

The financial statements were approved by the Board of Trustees on August 14<sup>th</sup> 2019 and were signed on its behalf by:

Jessica L. Weir  
Ms J Weir - Trustee

The notes form part of these financial statements



## DORCHESTER TOWN COUNCIL GRANT APPLICATION FORM

1.	<b>Name of organisation.</b> <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Parkinsons Dance Dorchester Arts
2.	Name and address of responsible officer who should be contacted regarding this application.	<b>Name Mark Tattersall</b> Address Dorchester Arts, Municipal Buildings  Tel: 01305 266926
3.	Address where activities are based.	Municipal Buildings, Dorchester
4.	<b>What area (community) is served?</b>	Dorchester and the local area
5.	Are there any other similar facilities or services provided in the area/district?	Not in Dorchester or the local area
6.	How does your organisation / activity benefit the residents of Dorchester	The majority of those attending the class live in and around Dorchester and as outlined above, they benefit immensely from the classes in terms of managing their Parkinson's. In addition, the classes perform a very valuable role as a social event for both those living with Parkinson's and their carers, as both groups are often prone to isolation and benefit greatly from coming together in an inclusive and accessible environment.
7.	<b>Present charges/ subscription/fees.</b> Please attach schedule if available.	£4 per session
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No – it is important to keep the classes as accessible as possible
9.	<b>Details of the project facilities or service to be provided and how they will benefit the community.</b> <i>(Continue on a separate sheet if necessary.)</i>	See attached sheet

10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	The project has been running for four years – to make it fully sustainable it would require the session cost to increase from £4 to over £10 per session which would not make the classes accessible. The project will need ongoing support through grant aid as has been the case for the past four years.
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	Ongoing
12.	Please give details of the cost of the project.	See attached budget statement
13.	<i>Please give details of other grants awarded or applied for.</i>	Car Boot £500 Chamber Orchestra Concert Surplus £250 Corkers Wine Festival £1,500
14.	Amount of grant requested from Dorchester Town Council.	£1,000
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	See attached sheet
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s) Mark Tattersall</p> <p>Position Held Artistic Director</p> <p>For and on behalf of Dorchester Arts</p> <p style="text-align: right;">Date 6 January 2020</p>	

## **Application for funding – Parkinson's Dance**

Parkinson's is a progressive neurological condition that affects approximately one in every 500 people in the UK.

While the symptoms of Parkinson's are varied and diverse there are some common symptoms, including difficulties with balance, co-ordination, turning around, posture and walking.

Parkinson's Dance addresses these symptoms in a fun, stimulating, motivating and challenging but safe environment. Since 2016 Dorchester Arts has hosted Parkinson's Dance classes as part of a growing network across the South West.

The class is taught by two teachers, one of them a physiotherapist, who ensures that the participants leave every week with a noticeable improvement in balance, coordination and suppleness.

The classes run weekly on Tuesday afternoons at 3pm in Dorchester Corn Exchange and last about 90 minutes. The fees are very accessible: £4 per session with carers joining free of charge, and free initial taster sessions are offered for all.

**In the first year numbers were modest, averaging 8 attendees per class. By late 2019 this had grown to an average of 12, with as many as 18 attending some classes.**

The feedback from the participants has been remarkable:

*As I'm in early stages of PD I am sure the benefits of the class will increase as I become more affected & more restricted in my movements. I enjoy the company of other group members as we are all similarly affected to different degrees, but can understand each others problems.*

*These sessions have been the best help with my PD. (The teachers) are always positive, respond to individual needs and great fun in providing these sessions.*

*Classes have the right level of challenge. It's good to meet others. I'm thrilled they will continue.*

*Can't dance but it's fun to do!*

*Meeting others with PD, knowing they understand when I can't manage a movement, have a laugh instead of being embarrassed. Feeling mind & body relaxed.*

*The classes are sociable, fun but also physically & mentally challenging. There are explanations to explain the thinking behind the exercises & dance moves too. It's great, I love it!*

*Until I came to Parkinson's Dance I hadn't met anyone else with the condition. Meeting others has helped me to get a better perspective on the condition and its effects on my lifestyle.*

*Please continue with the classes. I cannot believe how much they have helped me cope with Parkinson's. We all leave relaxed and happy.*

The costs of running the classes are made up of hall hire fees (provided at a subsidised rate by Dorchester Town Council), teachers' wages and travel, and a small fund for printing, publicity and administration. **See budget attached.**

The majority of those attending the class live in and around Dorchester and as outlined above, they benefit immensely from the classes in terms of managing their Parkinson's. In addition, the classes perform a very valuable role as a social event for both those living with Parkinson's and their carers, as both groups are often prone to isolation and benefit greatly from coming together in an inclusive and accessible environment.

The need is clearly demonstrated by the numbers who attend each week and by the ongoing support for the classes from groups such as the local branch of Parkinson's UK and those professionals caring for people with the condition, in particular the network of local Parkinson's nurses.

The classes are partly funded by grants, donations and by running fundraising events. A shortfall still exists due to desire to keep the accessible pricing, hence this application.

## BUDGET

	No of classes	Cost per class	Cost per term	Av income per class	Projected fee income
Term 1	12	133	1596	50	600
Summer Classes	4	133	532	50	200
Term 2	13	133	1729	50	650
Term 3	10	133	1330	50	500
	<b>39</b>	<b>Sub-total</b>	<b>5187</b>	<b>Total fee income</b>	<b>1950</b>
<b>Other costs</b>		<b>Item cost</b>			
Advertising		75			
		<b>Total other costs</b>	<b>75</b>		
		<b>Total costs</b>	<b>5262</b>	<b>Balance after fee income</b>	<b>(£3,312)</b>

<b>Income other than fees</b>	
Car Boot	500
Chamber Orchestra concert surplus	250
Corkers Wine festival	1500
<b>Total other income</b>	<b>2250</b>

Exact amount TBC

**Surplus/(deficit)** (£1,062)

<b>Administrative Jobs:</b>	Value of DA in-kind support - full period
Advertising x2 (min per term)	£300
Pre Term Prep: Register/Dates/Booking/Contracts	£60
Throughout Term: Payments as agreed	£60
Participant details recorded: As & when	£0 Volunteer
Correspondence to Participants & Professionals	£60
Post Term: Feedback & reports	£100
	<b>£580</b>

## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 13 JANUARY 2020**

#### **THE SOCIAL FUND (CHILDREN'S FUNERAL FUND FOR ENGLAND) REGULATIONS 2019**

##### **1. INTRODUCTION**

The Social Fund (Children's Funeral Fund for England) Regulations 2019, known as the Children's Funeral Fund, became law on the 23 July 2019.

##### **2. THE SCHEME**

The objective of the Children's Funeral Fund (CFF) is to provide practical support to bereaved parents with the fees arising from their child's burial or cremation.

To be eligible for the CFF Fund the following must apply:

- A child must be under 18 at the time of death or stillborn after the 24th week of pregnancy, and the burial or cremation must take place in England.
- The Fund will be available regardless of a family's income (not means tested), and will also offer £300 towards the price of a coffin.

##### **3. HOW IT WORKS**

The Fund has been developed on the basis that, wherever possible, burial authorities. Cremation authorities and Funeral Directors will apply to the scheme for reimbursement, making provision free for bereaved families at the point of need. The scheme is not means-tested and all parents who want to make use of it will be able to do so.

Parents who choose not to use a funeral director will be able to submit a claim directly for the expenses a funeral director would normally handle.

##### **4. TOWN COUNCIL FEES**

The Council has previously subsidised the cost to parents for burials of children under the age of 18. The introduction of the CFF means that the cost to parents in respect of the Council's fees will be reduced to zero.

It will therefore no longer be necessary to have separate fee charges for children over two although it is proposed that for a child under two or stillborn the Council continues not to charge for interment and that any exclusive right of burial (ERB) be charged at the ashes ERB rate.

The new Regulations means that the Council will now claim its fees directly from the CFF rather than the current format of invoicing the funeral director.

**5. RECOMMENDED**

Members are asked to note the report and agree the change to the fee structure.

Julie Hollings  
Burials Administrator

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 13 JANUARY 2020**

**Monitoring Report – Lettings**

<b>Chargeable Bookings 2018-19</b>					<b>Chargeable Bookings 2019-20</b>				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
NOV.	29	29	3	£4421	33	27	6	£4085	(£336)
DEC.	19	18	1	£3090	25	20	6	£3192	£102
<b>Total</b>	<b>48</b>	<b>47</b>	<b>4</b>	<b>£7511</b>	<b>58</b>	<b>47</b>	<b>12</b>	<b>£7277</b>	<b>(£234)</b>

<b>Bar Income 2018-19</b>			<b>Bar Income 2019-20</b>		
NOVEMBER		£289	NOVEMBER	£589	£300
DECEMBER		£488	DECEMBER	£293	(£195)
<b>Total</b>		<b>£777</b>		<b>£882</b>	<b>£105</b>

<b>Non Chargeable Bookings 2018-19</b>				<b>Non Chargeable Bookings 2019-20</b>			
	Council	Partners	Total		Council	Partners	Total
NOV.	7	8	16		5	6	11
DEC.	2	1	3		2	7	9
<b>Total</b>	<b>9</b>	<b>9</b>	<b>19</b>		<b>7</b>	<b>13</b>	<b>20</b>

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

Municipal Buildings – Percentage of actual income against estimated income to date: 73.3%

<b>Borough Gardens House 2018-19</b>				<b>Borough Gardens House 2019-20</b>			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
NOV.	6	0	£250	9	0	£365	£115
DEC.	6	0	£250	6	1	£266	£16
<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>£500</b>	<b>15</b>	<b>1</b>	<b>£631</b>	<b>£131</b>

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 13 JANUARY 2020  
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 2019	May 2020
PAT Testing	DAM Group	November 2019	November 2021/22
Lightning Protection	GNS Steeplejack Ltd	October 2019	October 2020
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2019	February 2020
Fire Alarms annual test and service	Andy Whitty	January 2019	January 2020
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	November 2019	November 2020
Service Clock – annual test and service	Smiths of Derby	December 2019	January 2020
Ventilation Clean	Rentokill	September 2019	September 2020
Intruder Alarm	Chubb	September 2019	September 2020
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 2019	New Contract 2020
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
<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>	
Corn Exchange House Lights	£3500	Completed September 2019	

# **MINUTES OF DORCHESTER ARTS BOARD MEETING**

## **Tuesday 29th October, 2019 Corn Exchange**

### **1) Present:**

Jennie Veale JV Chair  
Mark Tattersall MT Artistic Director  
Peter Smith PS Treasurer  
Roger Jarvis RJ  
Trevor Ware TW  
Penny Treadwell PT Vice Chair  
Tess James TJ  
Stella Jones SJ rep from Dorset Council

Apologies from Rachel Cole and Laura Mulhern, who has also handed in her resignation from the board due to other work commitments.

Stella Jones was introduced as the new representative from the newly-formed Dorset Council.

(Post-meeting note: due to an error in communications Fiona Kent-Ledger was not made aware of the date of the meeting, but this issue has now been rectified)

2) **Minutes** of the last meeting were approved by PS and seconded by TJ.

### **3) Matters arising:**

Further discussion about possible new board members. It is felt that the board needs representative from Weymouth. SJ will discuss with Weymouth councillors.

Banners for outside the Corn Exchange have been approved. A donation of £1000 has been made by the family of the late Andy Jacobs and raffle money will contribute towards the rest.

### **4) DTC**

DTC urgently need resolution to timeline for roof repairs at the Corn Exchange, but this cannot be resolved until greater clarity can be obtained regarding the Maltings.

## 5) Finance

PS reported a deficit at half-year but better than anticipated. Bar takings are down. See Treasurers Report.

General discussion about how to improve bar takings - offer ice cream only at family events. More bottle bars, improve advertising of interval drinks orders and possibly opening the bar earlier before a performance.

TW suggested that having background music in the bar might improve the atmosphere. MT to discuss with Sam Wood.

MT reported on ongoing discussions within Dorset Council regarding the future revenue funding of the community and voluntary sector, which encompasses arts and heritage. A report has been delivered to Cabinet with various recommendations and this will go out to consultation. Dorchester Arts and other cultural organisations are making representations at the November 5<sup>th</sup> Cabinet meeting. It was noted that culture, heritage and the arts were entirely omitted from the draft Dorset Council Plan, and thanks were expressed to SJ for raising this with the Council.

Date for AGM is to be Saturday 4th January 2020.

## 6) The Maltings

MT reported situation unchanged. MT and Louise Sheaves (Chair of The Maltings Arts) are in active discussions with Matt Prosser (CEO Dorset Council) and John Sellgren (Executive Director of Place).

(6pm - SJ and RJ left the meeting)

## 7) HR

RJ reported all policies approved and on Dropbox and review dates are to be changed to 2021.

## 8) Artistic Director's Report

See written report.

MT showed Apollo film which it is hoped will be widely seen though there are issues with one of the schools involved over privacy.

DA has a new website launching on 30th October, paid for by Catalyst funding.

MT has advised that the partnership with Dorchester Community Plays Association is going well and DA will be receiving a percentage of the funding that DA has helped secure, plus a % of ticket sales in return for Box Office services.

## 9) Fundraising

PT reported on result of Afternoon of Apples and plan for next event, the gala in February 2020.

A Murder Mystery event is to be shared between Shire Hall and DA with two evenings in January.

£220 was raised by the sale of a set of paintings left over from the Big Picture Sale via Dukes Auction.

Dukes have also agreed to sponsor £500 for Andreas Scholl.

A proposed improved membership scheme is to be deferred until Maltings decision clear.

Sponsorship continues to be difficult with Gallery on the Square moving their annual donation elsewhere as a routine.

A new initiative with the working title of Casterbridge Prize is being considered with a workshop being delivered next week by Achates Philanthropy. The proposal is for a cross-artform prize to be established as a long term income fundraiser.

## 10) AOB

TW asked about new membership rates and MT reported that this was being implemented from Jan 1<sup>st</sup> 2020, with all memberships being £20, but Joint Membership being retained as an administrative convenience for both DA and Members.

Date of next meeting Tuesday 14th January, 4.30pm, Corn Exchange



