

Dorchester Town Council

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4 November 2020

Agenda for the meeting of the **Management Committee** which will be held in via the **ZOOM VIDEO CONFERENCING PLATFORM** on **MONDAY 9 NOVEMBER 2020** commencing at **7.00pm**.

You will be able to join the meeting by using the link - <https://us02web.zoom.us/j/87488642275>

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 **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as 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 14 September 2020 (adopted by Council on 28 September 2020). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Food Fridge Project

To receive a presentation from Naomi Mason, Public Health Dorset, about a proposed Food Fridge Project for the town.

4. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

5. Borough Gardens Rose Garden

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

6. Weymouth Avenue Recreation Ground

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

7. Allotment Fees

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

8. Grant Applications

To consider the following grant applications:-

- (i) Holocaust Memorial Event
- (ii) Light Up Dorchester Window Project

9. Cemetery Matters

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

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

- (b) Headstones and Inscriptions

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

10. Municipal Buildings Monitoring Report

To consider the attached update.

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9th November 2020

OUTDOOR SERVICES UPDATE REPORT – Autumn

This report has been prepared whilst the country is working under the government regulations on the types of work and socialising that can be undertaken during the Covid 19 outbreak. These regulations had and continue to have a significant effect on the work undertaken by the team, services having been reduced and or amended in such a way so as to: -

- Safeguard the NHS
- Safeguard the public
- Safeguard staff health both in and away from work
- Maintain essential services
- Maintain a light maintenance regime on other areas whilst keeping Parks and Open Spaces open which is a governmental expectation and latterly to re-open play areas for general use.

1. The late summer period, post lockdown, saw ongoing maintenance work continue and one-off safety related jobs being completed by the outdoor services team as well as them giving significant assistance to undertake maintenance operations to buildings and plantings within Borough Gardens. Very dry weather restricted grass growth until mid to late summer which then saw wet and warm conditions which meant the grass started into faster growth, it is currently slowing due to cooler conditions but cutting is still occurring weather permitting.

2. The Borough Gardens

Staff have worked hard doing many tasks within the site, some still heavily affected by Covid risk such as the cleaning of the kiosk toilets which now takes at least twice as long and is done more frequently. It has indeed been the case that open spaces and Borough Gardens have been very busy with lots of people enjoying the facilities provided, this was not just confined to the summer holidays. Since the return to school, at weekends the play area is still very busy as are the rest of the gardens when the weather is reasonable.

Members will recall it was reported at the last management cttee that a major piece of work was carried out in the gardens comprising the surveying of all the trees above 4 m in the gardens. The map overleaf shows the location of significant works (excluding the limes on bowling Alley walks which are subject to a separate report to follow.)



Two trees are in a condition that they would previously have been felled but have instead been retained, being pollarded down to approx. 4 m, in this way a valuable habitat and biodiversity opportunity can be retained.

The other 2 trees are fells which are unavoidable due to decay. The trees are located on the Cornwall road and West Walks boundaries.

Shading from other trees is prohibitive to future replanting in these locations but it will be possible to plant at least one replacement.

Pollards are shown in Blue and fells in Red.

Removal of the summer bedding plants has proceeded in a phased way due to the mild weather and plants still looking good. Approx. two thirds of beds have currently been stripped and replanted. Some of the remaining beds will not be replanted due to the ongoing programme to improve them and their soil structure, others will be planted for winter over the coming weeks. The Tirah memorial was prepared for the annual service which was conducted in a slightly different but none the less dignified way this year, visually the site has benefited greatly for previous improvement works carried out.

3. Biodiversity

After the successful member working group project to identify council owned sites and members agreement to a tree planting scheme for the old sports pitch area at king's Road. Work has been carried out to plan the overall project and order appropriate tree stock, tree stakes and planting accessories such as biodegradable mulch mats and watering kits to ensure tree survival rates are good.

Planting will comprise:

40 heavy standard trees (to be used mainly as ceremonial planting opportunities for key worker groups and organisations who played a role in helping the community during C19 lockdown)

These will be containerised and present good initial structure.

300 light standard trees these are bare root trees which will act as the core of the new wooded areas. With the larger trees above planted amongst them. Shown in blue to the left of the red line on the plan.

1100 whips, these are smaller 1-1.2 m high bare root trees, they will be planted in larger drifts and the entire area mulched with woodchip derived from our own tree and shrub maintenance operations.

The planting pattern is shown below. The concept is to thicken the boundary with the river to encourage wildlife to use it more with less risk of disturbance, by using whip planting of scrub and small tree species. Shown in blue to the right of the red line on the plan.

The larger areas will be planted with individual light standard trees with space between them to allow for grass maintenance. The boundary of the planting will be swaled to give a more natural appearance. As can be seen the planting area will allow for more planting to take place in subsequent years should members wish to continue.



4. Outdoor Services

Away from the gardens, the outdoor services team tried as much as possible to ensure routine work continued. The weekly inspection of play equipment is as it was pre covid and several repairs have been carried out including re-instatement of the swing unit at Woodlands play area and the refurbishment of the roundabout decking and repainting at Kings road.

Bearings for the roundabout at Salisbury field have now been received and renewal work will take place as staff resources allow.

In view of the government's decision to increase covid restrictions but allow play areas, gardens and open spaces to remain open, a review of risk assessments for play areas and existing advisory signage along with general working procedures has taken place.

Routine, grass cutting, litter clearance and bin emptying works have been ongoing, being fitted around cemetery duties.

Works have been carried out to ensure that the garden of remembrance and the war memorial are in a clean and tidy condition for remembrance services this year.

5. Cemeteries

The provision of this critical service shaped all other direct service delivery during the lockdown period and continues to do so, staff carryout tasks broadly within team bubbles based around potential grave digging to come. The Council should be comfortable that, currently, staff resources and management practice have maintained capacity for burials, allowing them to continue without the need to re-schedule timings or request help with excavation from others and it is intended this will continue to be the case.

New Covid restrictions see no change from our current guidelines on the number of mourners to attend a funeral.

6. Staffing

This period saw the successful recruitment of the latest member of staff in the role of skilled maintenance worker. Lee Fearnley joins the council after a career involved in building maintenance operations of various kinds. He has been with the team for approx. 2 months now and has shown great interest in the services and facilities provided by the council and has already been involved in several maintenance projects that were waiting for the appointment to take place.

Again, joint working between depot and gardens staff has featured highly and the former barriers to this joint working approach can be considered to be removed.

Despite Covid restrictions, two members of staff, Lee fearnley and Iain Adshead have completed play equipment visual inspection training courses which is welcome news and this continues to increase the skills base more widely within the team so allowing the workforce to be used more flexibly and delivery standards to be both maintained and improved.

Members of the team have continued to excel in continuing to deliver services and standards at this challenging time.

Carl Dallison
Outdoor Services Manager
Dorchester Town council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 NOVEMBER 2020

The Writers Rose Garden -Borough Gardens

Background

Councillor Rory Major recently contacted the Deputy Town Clerk with a suggestion to plant some roses named after Thomas Hardy characters somewhere within Borough Gardens. His idea was to use varieties named after Thomas Hardy characters and bred by David Austin Roses who are specialist rose breeders. This would link the heritage of both the Gardens and more widely Dorchester, with the author.

There are three Hardy named varieties available, which are acceptable for use in an existing shrub border etc. as initially conceived but it was felt the idea was exciting and could be further expanded to deliver a really special feature within the Gardens.

Rose selection

Having only three varieties is a little restricting, confining use to a small rose border/garden type setting, limiting both the potential of the design and increasing the risk of disease, poor vigor etc. if planted in larger numbers.

As a result, a scheme has been drawn up to further develop and expand this initial idea to create a new “Writers Rose Garden” based around the use of David Austin rose varieties named after famous authors and the characters from the Hardy novels. David Austin Roses are known for their quality and in some cases purpose bred varieties with very highly scented characteristics.

Location

The area provisionally selected is in the area to the west of the tennis courts currently laid out to grass that was formerly part of the old bowling green, unused when the tennis courts were created. It is currently under utilised and the project has great potential to transform the appearance of the entrance to that part of the Gardens from the current somewhat utilitarian setting comprising the new tennis courts and nursery areas.

Design

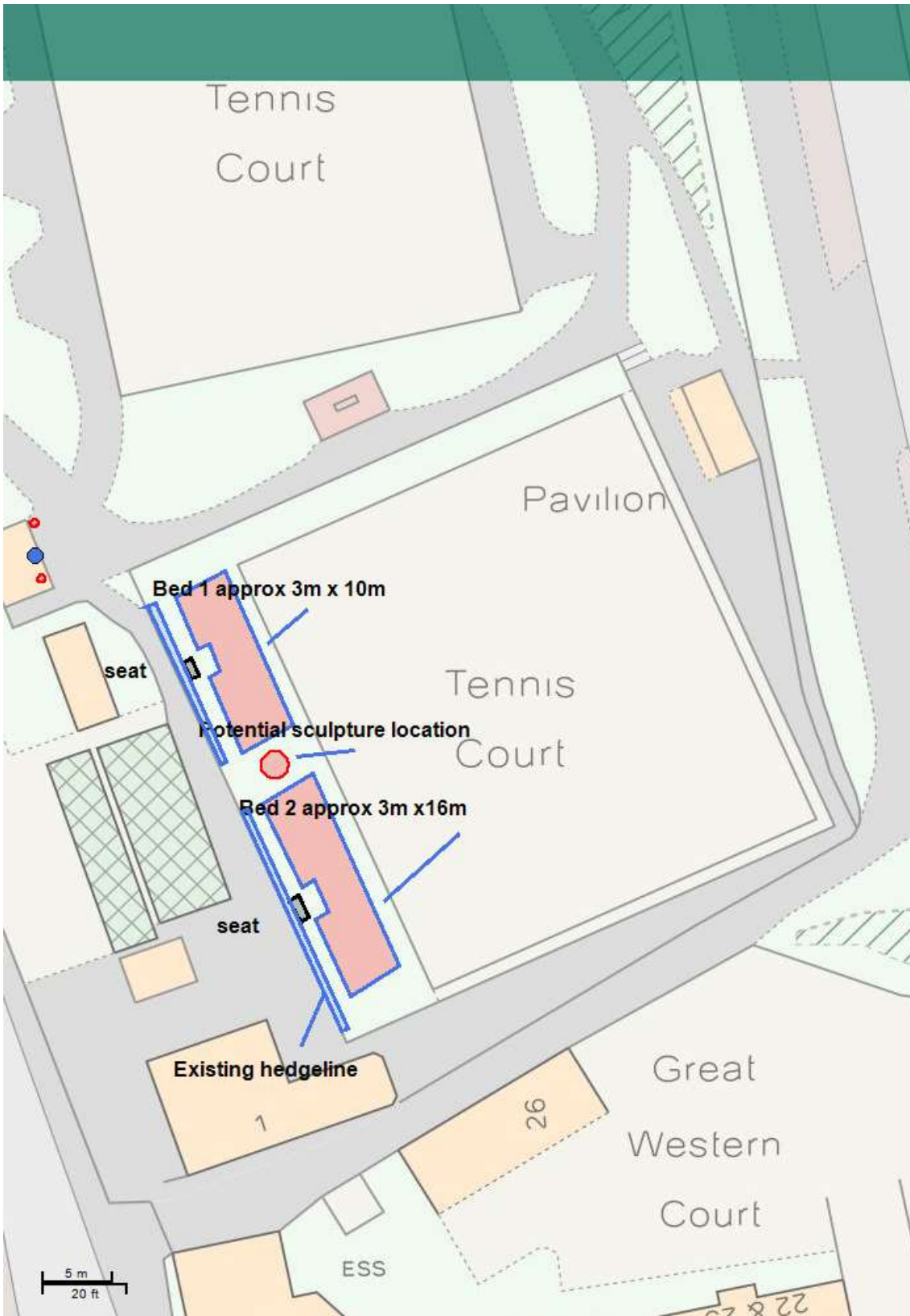
The proposed design comprises two rectangular borders surrounded by grass and complimented by two donated benches to allow for quiet and peaceful reflection, enjoyment of the roses and watching tennis being played.

To increase the height and interest in the borders, in each bed there will be a central pyramidal frame which will provide support for climbing roses.

The design also provides the potential site for the relocation of the sculpture and plinth currently located on the underused path below the limes on the path adjacent to Bowling Alley Walks.

Members views are also sought as to the idea of relocating the sculpture her to give it a more prominent position in this newly created feature.

The Writers Rose Garden, Dorchester Borough Gardens



A part of the design concept is to allow for the future creation of a set of steps to allow access down from the new gate adjacent to Borough Gardens House (the existing path between the hedge and nursery will be retained to provide easier access avoiding the steps). The route at the other end could then be opened up again with steps allowing for the creation of a completely new route into the main gardens taking advantage of the newly created rose garden setting.

Funding for the project has been secured by generous donations from the Friends of Borough Gardens £1,000, a private donation of £2,000 plus an expected further private donation of £700 and also with the support of David Austin Roses in providing reduced price roses and species advice.

In addition to the above members may wish to consider the relocation of the Sculpture and plinth currently located on the path adjacent to bowling Alley walks to the south of the tennis courts. If this were to be located to a central position between the two rose beds and opposite the main entrance from the existing path, it would be in a more prominent location to become a feature within the rose garden and be enjoyed by more people than is currently the case.

Members are asked to consider and decide upon whether they would wish to support phase one of the scheme namely the creation of the "Writers Rose Garden".

Carl Dallison
Outdoor Services Manager
Dorchester Town Council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 NOVEMBER 2020

DORCHESTER CRICKET CLUB – SPONSORSHIP BOARD

1. At the last meeting of the Committee it was resolved that Chairman and Deputy Town Clerk meet with the Cricket Club to finalise a proposal for the advertising board which could then be brought to the next meeting of the Committee for consideration.
2. The Chairman and the Deputy Town Clerk have met with representatives of the Cricket Club who have confirmed that the proposed sponsorship board will be based on the design of the Brewery Square board shown to Members at the last meeting and again below.



3. With regard to the position of the board this is proposed to be located on Town Council land as shown in blue on the plans below.



4. The Chairman reminded the Cricket Club that, for the future, the Town Council should be the first port of call for discussion around any new ideas that the Club might have for the area.
5. The Chairman also reminded the Club that the Committee would wish to see the end of banners being placed on the Cricket nets and elsewhere and suggested that the Club might consider using the wall at the north end of the ground for more formal sponsorship advertising. It was noted that if the Club wished to proceed with this idea it would need to consult with the Town Council on design and then seek the necessary permissions from the Planning Authority.
6. The Club representatives stressed that they had good working relationships with Town Council officers and were keen to work with the Town Council at all times and that not speaking with the Council earlier on the occasion had been as a result of confusion with the planning process rather than for any other reason.
7. The Committee is asked to agree that the sponsorship / advertising board can be located on Town Council land in the position shown above subject to the receipt of the necessary planning permissions.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 NOVEMBER 2020

ALLOTMENTS CHARGES 2021

1. The 2019-20 costs of operating the Council's 331 full and half-plot allotments are as follows:-

2019-20	Expenditure £	Income £	Net £
Site maintenance, rental, and administration	10,940	8,258	2,682
Water (5 sites)	2,659	1,849	810
Total	13,599	10,107	3,492

2. The Council has pursued an agreed strategy of reducing the cost to the tax payer of providing this service and increased both the allotment rent and water charges by £1 each for the current year.
3. Water consumption was again high in 2019-20 due to the long and dry summer and it is proposed that the charge for water be increased from £7.50 to £8.50 for a half plot and from £9.50 to £10.50 for a full plot.
4. In respect of the allotment fee element of the charge it is proposed to increase this by £1.00 per plot no matter what the plot size. This will further reduce the subsidy to the service and for the vast majority of plot holders mean a total increase in fees (including water) of £2.00 for the year.
5. In summary it is **RECOMMENDED** that:-
- The allotment rent, from January 2021, be increased by £1.00 per plot no matter the size.
 - The water fee, from January 2021, be increased by £1.00 per plot no matter the size.
6. Set out below is the schedule of charges for 2020 and 2021. The administration fee has not been increased for the last few years as it was increased significantly before that and an additional increase is not recommended for 2021.

SCHEDULE OF ALLOTMENT CHARGES

	Current 2020 £	Future 2021 £
Rent - Full plot on any site	37.00	38.00
Rent - Half plot on any site	21.00	22.00
Water Charge – Full plot	9.50	10.50
Water Charge – Half plot	7.50	8.50
(excludes Frome Terrace – no water)		
Administration Fee for new tenants	50.00	50.00
A double fee will be charged to non-residents		
For a typical plot holder the charge will therefore be: -		
Rent - half plot on any site	21.00	22.00
Water Charge – half plot	7.50	8.50
Total charge for full year	28.50	30.50

Steve Newman
Deputy 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>	South West Dorset Multicultural Network
2.	Name and address of responsible officer who should be contacted regarding this application.	Name <i>Mona Elkotory</i> Address The Manse 13 Cornwall Road DT11RT Tel01305257886: _____ (Mobile) __ 07525 7543 55 Email: monaelkotory@hotmail.com
3.	Address where activities are based.	Dorchester
4.	What area (community) is served?	Dorchester & Portland & Weymouth and surrounding Area.
5.	Are there any other similar facilities or services provided in the area/district?	No , SWDMN is the only organisation provide this service .
6.	How does your organisation / activity benefit the residents of Dorchester	SWDMN's aim is to promote social inclusion for people from minority ethnic backgrounds, to combat racism, to encourage community cohesion by reducing isolation and by celebrating the cultural diversity of people living In Dorchester and surrounding area. In order to achieve our aims ,we run a variety of Different activities through out the year, including Networking with other groups and organisations such as Dorchester Centre ,local churches,Race& Equality Council, Kushti- Bok ,Dorches Hospital and the Syrian Refugees. Every year SWDMN held three major events for Holocaust Memorial Day,Black History Month, Gypsy Roma and Traveller History Month. We also produce regular news letters. We are aware that currently ,in particular because of Heightened tensions around the world, there is an Increase in hostility those of other faiths.It's therefore more important than ever to show the positive contributions of Black and ethnic minority groups in our society, and positive impact of inclusion for everyone .Widespread local publicity means that all local resident are encouraged to attend and participate. These events are a rare opportunity for local residents to enjoy and participate aspects of other cultures that otherwise they may have little opportunity to experience.

		Because of the unprecedented circumstances we are All living in at the moment our organisation got in touch with the fo and the local community church in Poundbury to see how can we play an active part in this crises .
7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	N/A
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Not in the foreseeable future.
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community.</i> <i>(Continue on a separate sheet if necessary.)</i>	The Holocaust Memorial Day event is one of our biggest Events ,we work in partnership with Dorset Council, Town Council, Dorset HealthCare as well as local schools, colleges and a range of other community organisations. Because of Covid-19 the event has to organised this year on line , w more likely has to pay a professional to organise this event on line .
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>	Our events would not happen without the hard work and commitment of our members, volunteers and partners. We also relying on funds, grants and donations.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	We have already started planning for HMD which is going to be on the 27 th January 2021. We propose the event will be hour .

12.	Please give details of the cost of the project.	Between £300-200
13.	<i>Please give details of other grants awarded or applied for.</i>	We applied to the community lottery fund but we are waiting for a decision.
14.	Amount of grant requested from Dorchester Town Council.	£300-200
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	As a small charity organisation every penny makes a huge impact on work we do ,particularly at this unprecedented time. If you would like support our events, it would be much appreciated but also you would be acknowledged in our in o publicity.
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(s)... Mona Elkotory</p> <p>Position Held.....Chair</p> <p>For and on behalf of SWDMN..... Date21/10/2020.....</p>	

**Statement of Accounts
4 March 2020**



These transactions are already showing on the Data Base

Cash in Bank as at 5 February 2020	£2,359.05
Cash in Deposit Account	£2,000.00
Total	£4,359.05 (A)

Balance on Data Base	£4,893.11 (B)
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Outstanding Creditors (who owe SWDMN)	
Dorset Council HMD	£100.00
Social Inclusion fund	£1000.00

Running total of Interest on Deposit account	£5.65	5 Feb 2020
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Total	£1105.65 (C)
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Outstanding Debtors (who SWDMN owe)	
Additional Cake Costs (DC)	£14.00
Gillian Perry HMD (DC)	£233.30
Matthew Tarling (DC)	£75.00
Choir (DC)	£50.00
Barbara Costs	£42.20
Mona HMD	£51.04
Mona Rotary	£106.05

Total	£571.59(D)
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Actual Working Capital of	£4,893.11 (B)
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Key = A + C - D = Actual working Capital B

David Corbin
Treasurer
4 March 2020

INCOME 2018-19	AMOUNT	DATE	Opening Balance (carried over from 2018-19)	£4,960.21
AGM Donations	£ 331.20	Sheet 103	Income 2019-20 (Not inc balance carried over)	
BHM Profit Share 40%	£ 154.80	Sheet 108	Running Costs	£ 334.23
Rotary Club Ticket Sales	£ 106.05	Sheet 111	Community Contacts	£ -
Card Sales BHM 2018	£ 5.65	Running	Black History Month	£ 1,401.05
Deposit Interest	£ 1,000.00		GRTHM 2019/20	£ 1,084.26
Battens Charitable Funds	£ 100.00		Events	£ 250.00
Social Inclusion Fund	£ 800.00	TBC	Hate Crime Focus Group	£ -
Dorset County Council HMD	£ 100.00	TBC	PLI	£ -
Car Boot Fund - BHM 2019	£ 100.00	Sheet 106	Magna	£ -
Dorset Council SWR GRTHM	£ 200.00	Sheet 104	HMD 2019/20	£ 350.00
Dorset Council PC	£ 34.26	Sheet 108	TOTAL	£ 3,419.54
One World Donation to BHM	£ -		Expenditure 2019-20	
GRTHM Donations	£ -		Running Costs	£ 704.19
Dorset Community Fund	£ -	Sheet 104	Community Contacts	£ -
West Dorset District Council BHM	£ -		Black History Month	£ 1,214.06
West Dorset District Council	£ -		GRTHM 2019/20	£ 1,339.25
Waitrose	£ 500.00	Sheet 104	HMD 2019/20	£ 463.34
Kushti Bok	£ -		W&PBC	£ -
Bournemouth University BHM	£ -		Raglan	£ -
Car Boot Fund	£ -		Events	£ 250.00
Donation GRTHM 2020	£ 50.00	Sheet 106	PLI	£ 226.20
Dorset HealthCare GRTHM	£ 200.00	Sheet 103	Magna	£ -
Dorset County Council BHM	£ -		Business and Education Budget	£ -
Total Income 2019-20	£ 3,581.96		Newsletters	£ -
			Total expenditure	£ 4,197.04
			Balances 2019-20	
			Running Costs	£ 752.08
			Community Contacts	£ 399.05
			Black History Month	£ 668.60
			Events	£ 1,450.00
			GRTHM 2019-20	£ 179.20
			HMD 2019/20	£ 176.64
			PLI	£ 113.09
			Magna	£ -
			Business and Education Budget	£ 204.45
			Newsletters	£ 950.00
			Total	£ 4,893.11

Deposit Account Balance

£2005.65

GRANT APPLICATION FORM

<p>1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>Light Up Dorchester Window Wanderland "Windows to a Brighter Future"</p>
<p>2. Name and address of responsible officer who should be contacted regarding this application.</p>	<p>Name: Kathy O'Bone Address: 14 Cornwall Road Dorchester DT1 1RT Tel: 259369 (Mobile) 07583729541</p>
<p>3. Address where activities are based.</p>	<p>Dorchester</p>
<p>4. What area (community) is served?</p>	<p>The whole of Dorchester</p>
<p>5. Are there any other similar facilities or services provided in the area/district?</p>	<p>This will be the first time a "Window Wanderland" event has taken place in Dorchester.</p>
<p>6. How does your organisation / activity benefit the residents of Dorchester</p>	<p>Window Wanderland is an award-winning CIC which provides a toolkit for communities to set up their own magical illuminated trails. Residents make a creative display in their windows based on the event theme, "Windows to a Brighter Future". This could be anything, from artfully arranged household objects to tissue paper silhouettes to flashing disco lights. Window Wanderland allows residents to be creative, connect with their neighbours and explore their local area in a Covid safe way. It is an inclusive, free event with a simple registration process. As a participant in Portland Window Wanderland put it: "It's great for the community, it brings everyone together and it gets everyone out and about walking around" Residents can feel closer to their own community and also feel part of the wider Window Wanderland movement, with towns across the UK and in other countries regularly taking part. Window Wanderland has been featured by the BBC News, The One Show, The Times and the Guardian. The founder of the project, Lucy Reeves Khan says "Everyone has a playful side to them and they just need an opportunity to show it. I wanted an event that everyone can participate in and do something"</p>

7.	<p>Present charges/ subscription /fees. Please attach schedule if available.</p>	<p>Schedule: November- register event on Window Wanderland site December- set up Facebook page and linked Instagram Account. January- contact community groups, schools, businesses, key community leaders by e-mail Launch FB campaign- regular updates with links to galleries, online tutorials, the interactive map and information on how to register. Target local community FB pages- generate online chat about themes and ideas for windows. Send press release to local papers, radio and TV. Email those already signed up and encourage them to spread the word.</p>
8.	<p>Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>No.</p>
9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>See no.6.</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations,</p>	<p>Window Wanderland could become an annual event with possible sponsorship from local businesses. It could also be part of the Dorchester Christmas Cracker in the future.</p>

	charging, grants, other etc.	
1 1.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	Registration ASAP Love Dorchester Window Wanderland: Fri 19 th -Sunday 21 st February 2021 6.30-9.30 pm
1 2.	Please give details of the cost of the project.	£50: Registration £150: Toolkit including an interactive map, and email platform to communicate with participants, a Facebook event page and online display ideas. £50: Printing, petrol, admin
1 3.	Please give details of other grants awarded or applied for.	
1 4.	Amount of grant requested from Dorchester Town Council.	£250
1 5.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	Useful links: https://www.windowwanderland.com/ https://www.youtube.com/watch?v=8MK4uQheGVs&fbclid=IwAR28ZJFNO9wSrvHXt2rSTDz6A-c8v0mA464dy8m5gh4Jlea02w522r_90-4 (a link to an Arts Development Company film about Portland WW 2018. Charlotte and I are part of the "Friends of B-side" group who ran this event)
1 6.	Declaration	
	<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).....<i>K. S. O'Boone</i>.....</p> <p>Position Held.....<i>Volunteer Organiser</i>.....</p> <p>For and on behalf of.....<i>KATHY O'BOONE/CHARLOTTE DINGLE</i>..... Date.....<i>30/10/20</i>.....</p>	

DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 NOVEMBER 2020
EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Poundbury Cemetery			
TESSA MARY SCAMELL	FULL BURIAL PLOT	3108	754 - DOUBLE FEE
LYDIA DOWN	FULL BURIAL PLOT	3109	753 – DOUBLE FEE
JANET AHLUWALIA	FULL BURIAL PLOT	3110	755
Fordington Cemetery			

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

01.09.2020 – 31.10.2020	Dorchester	Fordington	Poundbury
Interments	5	-	5
Ashes	3	2	2
Garden of Remembrance	1	-	-
Dorchester South Chapel	1	-	-
Poundbury Chamber			
Children's Plot			

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 9 NOVEMBER 2020

MUNICIPAL BUILDINGS MONITORING REPORT

1. This report brings the Committee up to date with the activity in the Municipal Buildings since the Government announced its lockdown which has resulted in the Municipal Buildings being closed to bookings.
2. All four Town Hall Keepers are continuing to go to work whilst complying with social distancing and child care responsibilities. There is a THK at the buildings every day Monday to Friday and occasional weekends.
3. The work being undertaken since the last Committee has focussed on:-
 - Clearing out the mass of obsolete equipment and stores that has accumulated over the years
 - Preparing equipment for temporary (whilst building works are taking place) relocation to the depot for safe keeping
 - Being available for the many potential contractors that are looking to submit tenders for the roof / biomass works
 - Minor repairs and improvements
4. Photos of some of the work undertaken are below:-

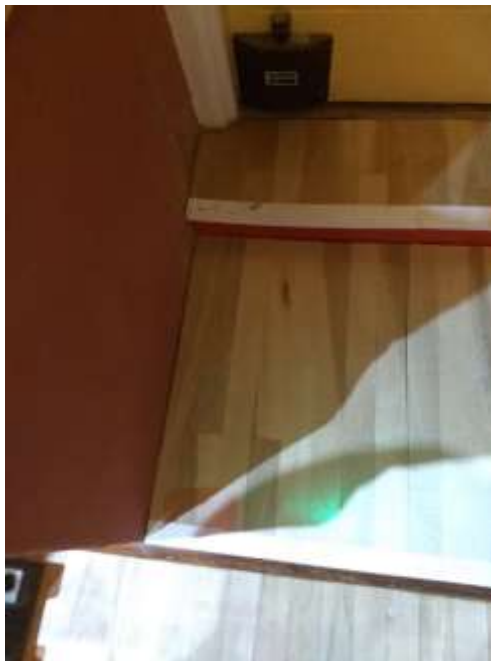
Skip!



Removal of Council Chamber Kitchenette hotplate to be replaced by a new sink unit



Minor maintenance and improvements – new step into the Corn Exchange



5. The Government recently announced a further lockdown due to Covid-19 – as the Town Hall Keepers cannot work from home they will continue to work from the Municipal Buildings. Once the clear out and transfer of equipment to the depot has been completed it is proposed for the Town Hall Keepers to start work refurbishing other buildings that require attention such as the Borough Gardens House, Maumbury Rings Pavilion, Depot, Weymouth Avenue Chapels.

Steve Newman

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 9 NOVEMBER 2020
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	January 2020	January 2021
Boiler Service	Benzoni Services Limited	July 2020	July 2021
PAT Testing	DAM Group	November 2019	November 2021/22
Lightning Protection	GNS Steeplejack Ltd	October 2020	October 2021
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	July 2020	January 2021
Fire Alarms annual test and service	Andy Whitty	January 2020	January 2021
Stage Units – annual test and service	Cahill Ltd	November 2019	November 2020 - delay until reopen
Service Clock – annual test and service	Smiths of Derby	January 2020	January 2021
Ventilation Clean	Rentokill	February 2020	February 2021
Intruder Alarm	SES – new alarm installed Oct 2020	October 2020	October 2021
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Solutions	May 2020	May 2021
Lift	Stannah	New Contract 2020	Quarterly
Fire Extinguishers	Fire Express Ltd	July 2020	July 2021
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd		Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	Openings	February 2020	February 2021

Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members		
Project	Cost	Progress
New lift	£25,000	Working with Stannah re the lift support an agreement on which should be reached shortly followed by installation

