



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861 Fax: (01305) 266085

Dennis Holmes, Town Clerk

7th November, 2012

Dear Sir or Madam,

A MEETING of the MANAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER on TUESDAY 13th NOVEMBER, 2012 commencing at 7.00pm.

I hope that it will be convenient for you to attend.

Yours faithfully,

Town Clerk

Public Rights to Speak

If any member of the public wishes to speak at this meeting they may be allowed to do so at the discretion of the Chair. It would be helpful if anyone who wishes to address the Committee made their desire known to the Chair before the meeting starts: anyone allowed to speak will be expected to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Declaration of Interests

Members are reminded that the Code of Conduct requires Members to declare any interest which they have in any matter under discussion. If the interest is regarded as a Personal Interest the Member may remain and take part in the consideration of the item but if the interest is a Prejudicial Interest the Member must withdraw from the Chamber during the consideration of it.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Committee held on 11th September, 2012 (adopted by Council on 25th September, 2012).

3. **MINUTES OF MANAGEMENT PANELS**

(a) **Community Activities Panel**

To receive and consider the Minutes of the Community Activities Panel held on 3rd October, 2012 (copy enclosed).

(b) **Outdoor Services Panel**

To receive and consider the Minutes of the Outdoor Services Panel held on 23rd October, 2012 (copy enclosed).

(c) **Property Management and Maintenance Panel**

To receive and consider the Minutes of the Property Management and Maintenance Panel held on 25th October, 2012 (copy enclosed).

4. **MANAGEMENT ARRANGEMENTS**

To receive the updated works programme for parks, gardens and open spaces (copy enclosed).

5. **CORPORATE PLAN 2012-13**

To consider the draft 2012-13 Corporate Plan (copy enclosed).

6. **ALLOTMENT CHARGES 2013**

To consider the allotments charges for 2013 (report enclosed).

7. **ARTS CENTRE / TOWN COUNCIL JOINT PROMOTION**

The Committee will be aware that the Council sponsors up to three joint promotions with the Arts Centre each year - each joint promotion receives funding of up to £1,000. The Arts Centre this year has only proposed one joint promotion. Members are asked to confirm the payment of £1,000 towards Miracle Theatre's 'Frankenstein' production which is a family entertainment show to be held in the Corn Exchange in February 2013.

8. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

To note the grants of Exclusive Rights of Burial issued since the last meeting of the Committee (copy enclosed).

(b) **Interments and Burial of Ashes**

To receive a report (copy enclosed) listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

(c) Headstones and Inscriptions

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

9. MONITORING REPORT

To consider the Municipal Buildings, Weymouth Avenue Pavilion and Borough Gardens House monitoring report (enclosed).

10. MUNICIPAL BUILDINGS HIRERS

To note a report by the Deputy Town Clerk regarding how hirers learnt about the Municipal Buildings as a venue to hire (enclosed).

11. ELECTRIC AND GAS CONSUMPTION – 2011-12

To note the electric and gas consumption in 2011-12 (enclosed).

12. REPLACEMENT EQUIPMENT – TWO TRACTOR MOWERS

To consider a report by the Compliance Manager (enclosed).

13. INFORMATION REPORTS

To deal with any questions arising from the Information Reports (copies enclosed).

14. PAID INVOICES

To inspect the cheque list and supporting vouchers in respect of payments made since the last meeting of the Committee (direct debit and copy expenditure transactions lists enclosed).

15. URGENT ITEMS

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

16. 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”.

17. MAINTENANCE OF CEMETERIES

To consider a report by the Compliance Manager (enclosed).

18. ALLOTMENT PROVISION

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

19. **PROPOSED TIMBER RECYCLING POINT**

To receive an oral report from the Deputy Town Clerk

20. **KINGS ROAD PLAYING FIELDS**

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

21. **MUNICIPAL BUILDINGS EXTERNAL STONEMWORK REPAIRS - SELECT TENDER LIST**

To approve the select tender list for the Municipal Buildings external stonework repair contract (proposed select tender list enclosed).

22. **CONVERSION OF BOROUGH GARDENS BOWLS PAVILION TO PUBLIC TOILETS – CONSIDERATION OF TENDERS**

To consider the results of the tender process for the conversion of the Borough Gardens Bowls Pavilion to Public Toilets. The tenders are due to be opened on 9th November, 2012 and a report on the outcome will be tabled.