



DORCHESTER TOWN COUNCIL

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

Dennis Holmes, Town Clerk

7th September, 2011

Dear Sir or Madam,

A MEETING of the MANAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER on TUESDAY 13th SEPTEMBER, 2011 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 12th July, 2011 (adopted by Council on 26th July, 2011).

3. **MINUTES OF MANAGEMENT PANELS**

(a) **Borough Gardens Panel**

To receive and consider the Minutes of the Borough Gardens Panel held on 9th August, 2011 (copy enclosed).

(b) **Outdoor Services Panel**

To receive and consider the Minutes of the Outdoor Services Panel held on 16th August, 2011 (copy enclosed).

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

To receive and consider the Minutes of the Property Management and Maintenance Panel held on 1st September, 2011 (copy enclosed).

4. **MANAGEMENT ARRANGEMENTS**

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

5. **BOROUGH GARDENS**

Further to the recommendations contained within the Minutes of the Borough Gardens Panel meeting held on 9th August, 2011, to consider a report by the Compliance Manager (copy enclosed).

6. **DIAMOND JUBILEE – TREE PLANTING**

Further to Committee Minute No 3/2011 to consider a report by the Compliance Manager (copy enclosed) on the possible suitable locations for Diamond Jubilee tree planting.

7. **CHASEBOROUGH SQUARE WATER FEATURE**

Further to Minute No. 8(2)/2011 the Committee will be advised that specialist advice has been sought regarding the installation of an automated cut off system for the Chaseborough Square fountain when it ran low on water. The specialist inspected the fountain and confirmed that a solenoid switch could be fitted to the pump which would automatically turn the pump off when the water level was at such a low level as to put the pump at risk of burning out. The specialist also confirmed that the fountain could be included within an annual maintenance plan. The estimated cost of installing the solenoid switch and the annual maintenance plan has yet to be received but has been promised before the meeting of the Committee.

8. **LAND AT ELIZABETH PLACE**

Further to Committee Minute No. 7(2)/2011 Members will be informed that a quotation has been received for fencing the land at Elizabeth Place with 1.2m high bowtop fencing and suitable access gates. The quotation for the work, which includes installation, is £16,210 excluding VAT.

9. **SPORT RELIEF 2012**

To consider correspondence from Comic Relief asking whether the Council would be interested in hosting a 'Sport Relief Mile' event as part of the Sport Relief 2012 campaign (correspondence enclosed).

10. **THE 10:10 INITIATIVE**

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

11. **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.

12. **MONITORING REPORT**

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