

# Dorchester Town Council

## Management Committee

11 November 2014

**Present:** Mayor P. Mann and Councillors K. Armitage, D. Barrett, S. Hosford, S. Jones, F. Kent-Ledger, A. Lyall, R. Potter (Chairman) and M. Rennie.

In Attendance

P. Grassby and A. Smith – Dorchester Rugby Club

P. Sparks - Rethink

**Apologies:** Councillors C. Biggs, T. James and D. Taylor.

23. **Minutes**

The Minutes of the Meeting of the Committee held on 9 September 2014, adopted by Council on 23 September 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

24. **Community Activities Panel**

(a) Community Activities Panel - Minutes

The Committee considered the Minutes of the Community Activities Panel held on 18 September, 2014 (for Minutes see Appendix I). The Chairman of the Panel reported that the grant paid in respect of the premiere of 'Passion' was much less than had been agreed and that it had helped make the premiere evening a great success. The Chairman also thanked those Members who had offered to help during the visit of the youth footballers from Lübbecke. The Mayor reported that the young people from 'Routes' had been awarded a national award for exceptional enterprise.

**Resolved**

That the Minutes be approved so far as this Committee is concerned.

(b) Dorchester Rugby Club

Further to Community Activities Panel Minute No 10 (4) the Committee welcomed representatives from Dorchester Rugby Club who then addressed Members in support of the Club's application for a grant of £2,000 towards a project to create ladies changing and shower facilities and toilets which would be disabled friendly together with a disabled access ramp. The representatives responded to Members detailed questions regarding the project.

**Resolved**

That a grant of £2,000 be awarded to the Dorchester Rugby Club.

25. **Borough Gardens Refreshment Kiosk**

Further to Management Committee Minute No 16 (a) Members welcomed Pauline Sparks, Rethink Service Manager, Dorset Area who addressed the Committee in respect of the kiosk operation during the summer of 2014 and aspirations for future operation. In response to questions regarding the kiosk not being open it was noted that the kiosk should be open at all times during the agreed opening hours, a copy of which would be sent to the Council, and that if it was not this should be reported to Rethink straight away as staff had been booked and paid to be in attendance at the kiosk. The kiosk also endeavoured to stay open late when events were held in the Gardens and that for the future it would be helpful to have a copy of the Council's events list. Rethink would be happy to operate a separate ice cream stand at peak times so long as storage, staffing and health issues could be overcome.

Members expressed their gratitude to Rethink for running the kiosk.

The Committee considered whether to supplement the service during events and agreed that this should be considered further dependent on how the service operated during the early part of next season.

**Resolved**

- (1) That the Gardens staff be requested to ensure that the kiosk is open when advertised at a set time each day and report immediately if it is not.
- (2) That a representative from Rethink be invited to attend the March 2015 meeting of the Committee to review the winter operation and arrangements for the summer season.

26. **Borough Gardens Bowling Green and Grass Free Lawn**

The Committee considered a report by the Town Clerk which updated Members on the possible future uses of the bowling green and potential location of the grass free lawn project. Members supported the grass free lawn being located on the bowling green and asked that Officers explore the possibility of supplementing the lawn with additional wildflower planting, moving the outside gym equipment to that location and possibly the provision of a climbing facility. Some form of sports arena could be located in the area vacated by the outside gym.

**Resolved**

- (1) That one third of the bowling green area is removed using a turf cutter, the exact location being agreed in consultation with the Dorset Wildlife Trust.
- (2) That a further report regarding options for the design of the bowling green space, including those ideas suggested above, be submitted to the March 2015 Committee.

27. **Borough Gardens Park Keeping Arrangements**

Members had before them a report by the Deputy Town Clerk which updated them on the revised arrangements for paying the park keepers and reported on a proposal to trial a change to the summer closing time from 10.00pm to 8.00pm at the latest. Members felt that 8.00pm was too early but agreed that a trial of 9.00pm closing should be undertaken next summer.

**Resolved**

- (1) That the revised arrangements for paying park keepers be noted.
- (2) That a trial of closing the Borough Gardens at 9.00pm at the latest next summer be agreed.

28. **Management Arrangements**

The Committee considered the schedule of work for the Outdoor Services Team. It was reported that there was an old gate at Sandringham Sports Centre which needed removing and that it would be helpful to document that sports pitches were inspected for dog mess at the same time as the nets, corner flags etc are being put out in readiness for the match and that the documentation had been completed regarding the inspection of play areas.

**Resolved**

That the schedule of work for the Outdoor Services Team be noted.

29. **Trees at Sandringham Sports Centre**

Members considered a report by the Town Clerk on a request received from a local resident to remove a tree at Sandringham Sports Centre. The sycamore tree was a poor specimen having forked twice during its development and it had grown in such a way as to block the light from the resident's property for much of the day.

**Resolved**

- (1) That the sycamore tree be removed and not replaced.
- (2) That the sycamore saplings that have grown in the south eastern corner of the playing fields be removed over the winter.
- (3) That a planting scheme be developed for the south eastern raised area of Sandringham Sports pitches.

### 30. **Red Cow Farm Development**

The Committee had before it a report by the Deputy Town Clerk which updated Members on their previous decision to investigate removing the obligation of the developer to provide play equipment etc in exchange for a contribution towards a footbridge and whether potential existed to develop the proposed new eastern allotment plot for additional units of affordable housing.

Members noted that due to the Environment Agency's design restrictions and the possible presence of water voles it was likely that the cost of installing a new footbridge would be very significant.

The Committee noted the work that had taken place in respect of the possible provision of affordable housing on the site originally proposed for new allotments.

#### **Resolved**

- (1) That a new footbridge not be pursued and that the Section 106 contribution be used for other play equipment improvements elsewhere in the town.
- (2) That the work that had taken place in respect of the possible provision of affordable housing on the site originally proposed for new allotments be noted.

### 31. **Allotment Fees 2015**

The Committee reviewed the charges for allotments to be effective from 1 January 2015. Members noted that discussions had been held with allotment representatives about how allotment costs could be reduced and that a full consultation would now be held with all allotment holders.

#### **Resolved**

- (1) That the allotment charges for 2015 be as follows:-

<u>Half Plots</u>	
Frome Terrace	£17.50
Other Sites	£18.00
<u>Full Plot</u>	
All Sites	£33.50
<u>Green Waste Removal</u>	
Full Plot	£5.50
Half Plot	£3.50
<u>Administration Fee</u>	
All Sites and Plots	£41.00

(2) That the existing arrangement to charge double rent to those people resident within a four mile radius of the Municipal Buildings who would not qualify for an allotment under the normal criteria be confirmed.

(3) That the proposed consultation with all allotment holders in respect of reducing costs be agreed.

## 32. Cemetery Matters

### (a) Exclusive Right of Burial

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee.

#### **Resolved**

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

### (b) Interments and Burial of Ashes

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee.

#### **Resolved**

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

### (c) Headstones and Inscriptions

The Committee received and noted applications for the design of headstones and inscriptions.

#### **Resolved**

That the action of the Town Clerk in approving designs numbered 4045 to 4051 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

### (d) War Grave Plaques

The Committee considered a request from the Commonwealth War Graves Commission for that body to erect plaques at the entrances to Dorchester and Fordington Cemeteries to inform the public that war graves are located within.

### **Resolved**

That permission be granted to the Commonwealth War Graves Commission to erect plaques at the entrances to Dorchester and Fordington Cemeteries to inform the public that war graves are located within. The War Graves Commission to be responsible for obtaining any consents that might be required.

### **33. Letting Venues – Monitoring Reports**

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

### **Resolved**

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.

### **34. Municipal Buildings Marketing – Website Development and Weddings**

The Committee considered a report by the Deputy Town Clerk on the outcome of the discussion of the group established to investigate marketing and promotion of the Municipal Buildings. The group had met and agreed that it would be beneficial for the Municipal Buildings to have its own stand-alone website which would have a greater visual impact to potential customers and improved links with social media. The group had also agreed that a weddings package should be developed to attract more weddings to the Buildings. Proposals for both a website and a weddings package were set out in the report. Members expressed concern regarding the proposed list of known suppliers included within the wedding documentation and felt that a more comprehensive list should be developed following consultation with the business community.

### **Resolved**

- (1) That a stand-alone website for the Municipal Buildings be established as soon as possible.
- (2) That the proposed weddings package, subject to a more comprehensive list of possible suppliers being developed through the business community, be approved for implementation in 2016.

### **35. Corn Exchange Clock**

Members had before them a report by the Deputy Town Clerk seeking approval to donating the original 'Saunders of Dorchester' Corn Exchange clock to the Dorset County Museum. It was reported that a member of the public had volunteered to contribute £300 per year for maintaining the clock so long as it was kept in the Corn Exchange.

### **Resolved**

That the Corn Exchange clock be retained in the Corn Exchange and that the offer of £300 per year for its maintenance be accepted with thanks.

### **36. Municipal Buildings - Charges**

The Committee considered a report by the Deputy Town Clerk which proposed a new simpler charging strategy which would make the Municipal Buildings more attractive to hirers. In respect of charges for weddings it was noted that the Committee had previously agreed to introduce a 'wedding package' from 2016. In the meantime it was proposed to increase the existing charge for weddings to £400 inclusive of VAT for use of any of the three wedding rooms.

### **Resolved**

- (1) That the revised Municipal Buildings charging regime (as set out in Appendix II to these Minutes) be agreed and implemented as from 1 April 2015.
- (2) That the revised fee for a civil wedding, in any of the licenced rooms, be £400 inclusive of VAT as from 1 April 2015.

### **37. Paid Invoices**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1 September 2014 and 31 October, 2014 totalling £108,562.65 (net) together with direct debits for the same period totalling £126,647.83 (net).

### **Resolved**

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

### **38. Information Reports**

The Committee considered the various reports which had been submitted for information. In regard to the Dorchester Joint Markets Joint Informal Panel minutes it was noted that the Town Clerk had clarified with West Dorset District Council that whilst the administrative arrangements would be covered by that Council's service review the monies for distribution would not.

### **Resolved**

That the various information reports be noted.

### **39. Public Bodies (Admission to Meetings) Act 1960**

The Committee considered whether to exclude press and public from the meeting.

**Resolved**

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.

40. **Municipal Buildings – Possible Joint Use**

The Committee considered a report by the Town Clerk on the possible joint use of the Municipal Buildings from May/June 2015. Members supported the proposal in principle subject to the tapestries remaining in place, and agreed that a further report on the detail of the arrangements be presented to the next meeting of the Committee. It was also agreed that a start and finish group consisting of the Chairmen of the Management Committee and Property Management and Maintenance Panel and Councillor S. Jones, plus a Member from Policy Committee, be established to assist in the process as and when necessary.

**Resolved**

- (1) That the possible joint use of the Municipal Buildings from May/June 2015 be supported in principle, subject to the tapestries remaining in place, and that a further report on the detail of the arrangements be presented to the next meeting of the Committee.
- (2) That a start and finish group consisting of the Chairmen of the Management Committee and Property Management and Maintenance Panel and Councillor S. Jones, plus a Member from Policy Committee, be established to assist in the process as and when necessary.

Chairman

## **Dorchester Town Council**

### **Community Activities Panel**

**18 September 2014**

**Present:** Mayor P. Mann and Councillors T. Harries, S. Hosford, F. Kent-Ledger and M. Rennie (Chairman).

In attendance:

John Antell (Chairman of the Lübbecke Society)

Hilary Watkins (Representative of the Bayeux Society)

**Apologies:** Councillors T. James and S. Jones.

#### **6. WW1 Commemorations**

(1) Evaluation of the WW1 Commemoration Event 'Dorchester and the Great War' held in the Corn Exchange on Friday, 8 August.

The Deputy Town Clerk reported on the WW1 Commemoration event held in the Corn Exchange on Friday, 8 August in partnership with a number of other agencies. He informed the Panel that the feedback from the event had been extremely positive and that the event had been well received by the public. The Deputy Town Clerk informed the Panel that the event had also raised £120 for The Rifles Care for Casualties charity.

The Chairman informed the Panel that letters of thanks had been sent to all those involved and that a letter of thanks had been published in the Dorset Echo. The Chairman suggested that consideration should be given to an event to be held in 2018 to commemorate the end of WWI.

The Mayor commended the team from Routes who had worked on the 'Walking in Their Shoes' Project.

(2) AsOne Theatre Company Grant Request

The Panel considered a further grant application from the AsOne Theatre Company for a grant of £500 to cover the costs of offering a number of tickets to see the world premiere performance of 'Passion' to veterans and older or younger citizens of Dorchester who otherwise might not have the opportunity to attend live theatre. The Panel queried who would be responsible for allocating the tickets and felt that the allocation of tickets should be shared with another agency.

(3) Dorchester Town Football Club WW1 Commemoration Football Match

The Deputy Town Clerk updated Members on the preparations for the Football Match to commemorate WW1 to be held on Wednesday, 10 December. The Panel noted that a

request for funding may be received for the event which would be held before the next Panel meeting.

#### (4) Bayeux War Correspondents Photo Exhibition

The Chairman informed the panel of a War Correspondents Photo Exhibition that was held annually in Bayeux. The Chairman explained that each year young people in Bayeux were given the opportunity to vote on the winner of a competition for young exhibitors. Members heard that discussions were in place to consider the possibility of bringing the exhibition to Dorchester and that should it not be possible to bring the exhibition to Dorchester that the young people of Dorchester could be given the opportunity to vote on the winner of the competition for young exhibitors.

In accordance with the powers delegated at Standing Order 50 it was

#### **Resolved**

(1) That a grant of up to £500 be awarded to the AsOne Theatre Company to cover the costs of offering a number of tickets to see the World premiere of Passion to veterans and older or younger citizens of Dorchester and that another agency work in partnership with Dorchester Town Council to distribute the tickets.

(2) That should a request for financial assistance be made by Dorchester Town Football Club for the WW1 Commemoration Football Match, the Town Clerk be authorised to consider the grant application following consultation with Panel Members.

It was also

#### **Recommended**

That consideration be given to an event to be held in 2018 to commemorate the end of WW1.

#### 7. **Bayeux Society Reception**

The Panel heard from a representative of the Bayeux Society that the visitors from Bayeux enjoyed the welcome reception held on Friday, 12 September despite arriving late due to problems with the ferry crossing and were very grateful. Members felt that the reception was a success and that the Corn Exchange was a better venue for a reception than the Town Hall as there was more room available. Members identified the need for more tables and chairs. Concern was also expressed regarding the timing of the reception and felt that it would be more practical to not hold future receptions on the immediate arrival of visitors to Dorchester as it could be tiring for the visitors and cause an inconvenience to host families. The Panel was concerned that should the Mayor have had another engagement to attend on the evening of the reception then difficulties would have arisen. Members were also concerned that should a party of visitors be delayed again that staffing levels could suffer due to personal commitments.

### **Recommended**

- (1) That more tables and chairs be made available to guests at all Receptions.
- (2) That all future receptions take place after the visitors' day of arrival.

### **8. Visit of Footballers from Lübbecke**

The Panel noted that a party of young footballers would be visiting Dorchester from Friday, 3 October to Sunday, 5 October. Members agreed the proposed draft itinerary but were concerned that there would not be enough notice for the Explorer Scouts to attend the barbecue. Members agreed that all Councillors should be contacted to ascertain their availability to help over the course of the weekend. The Panel strongly felt that a no smoking and no alcohol policy should be imposed on all adults whilst in the presence of the young visitors.

### **Recommended**

- (1) That all Councillors should be contacted to ascertain their availability to help over the weekend of the 3, 4 and 5 October 2014.
- (2) That a no smoking and no alcohol policy be imposed on all adults whilst in the presence of the young visitors.

### **9. Society Reports**

#### **(1) Bayeux Society**

The Panel heard from a representative of the Bayeux Society that the society had recently enjoyed a very active period with a visit to Bayeux with the Dorchester Tigers Basket Ball team from the Thomas Hardy School to commemorate the 70th anniversary of the D-Day landings in Normandy, a trip to Bath and a Cream Tea Party.

The representative from the Society reported that they were to enjoy an interesting programme of speakers throughout the winter months, topics to include The Red Arrows and the Mary Rose, she informed the Panel that the Society were also looking forward to an upcoming Drum Work Shop.

The representative informed the Panel that the Society had launched a Dorchester calendar which would be on sale.

#### **(2) Holbæk Society**

The Panel received before them a report from the Holbæk Society informing them of their preparations for a visit from members of the Danish Society in Summer 2015. The Society also had a quiz night and a social evening to look forward to.

(3) Lübbecke Society

The Chairman of the Lübbecke Society informed the Panel that the Society had enjoyed a coach trip to Weston Super Mare and a Summer BBQ. He informed the Panel that preliminary discussions were taking place regarding a visit to Lübbecke in 2015.

The Chairman of the Lübbecke Society informed the Panel that he would be stepping down from his role of Chairman at the AGM which was to be held on Friday, 7 November, he gave his grateful thanks for the support of the Secretary, Councillor Tess James over the past year. The Chairman of the Panel and the Mayor requested that a letter of thanks be sent to the Chairman of the Society and his wife. The Mayor also thanked the Chairman for keeping the Society active and vibrant.

**Recommended**

That a formal letter of thanks be sent to the Chairman of the Lübbecke Society, Mr John Antell and his wife.

10. **Financial Assistance Applications**

The Panel considered grant applications which had been received.

**Recommended**

(1) That the application from the Keep Military Museum be approved and the sum of £200 be awarded with a letter recommending them to apply for further funding from West Dorset District Council and Dorset Community Action.

(2) That the application from Volunteer Centre Dorset be approved and the sum of £100 be awarded.

(3) That the application from the Dorchester Casterbridge Rotary be not approved at present but that a meeting with a representative for the Dorchester Casterbridge Rotary be arranged to discuss the matter further.

(4) That the application from Dorchester Rugby Football Club be considered further by the Management Committee following a meeting with the applicant.

(5) That the application from the Dorchester Chamber of Commerce Christmas Cracker Committee be approved and the sum of £104.40 be awarded.

MUNICIPAL BUILDINGS CHARGES									
	MON	TUE	WED	THU	FRI	SAT		SUN	
MORNING	All rooms (Corn Exchange, Town Hall, Magistrates Room, Dressing Rooms, Council Chamber) £20 per Hour. Minimum Period 1.5 hours = £30.					Corn Ex. £220		Mag Rm/ Dress Rm/ Council Chamber £60	Reserved for use by Dorchester Town Council or Dorchester Family Church
						Town Hall £100			
AFTERNOON						Corn Ex. £220		Mag Rm/ Dress Rm/ Council Chamber £60	Reserved for use by Dorchester Town Council or Dorchester Arts
	Town Hall £100								
EVENING	Corn Exchange £180 per night. Town Hall £100 per night. Magistrates Room, Dressing Rooms, Council Chamber, all £60 per night.					Corn Exchange £220 per night. Town Hall £100 per night.		Mag Rm/ Dress Rm/ Council Chamber £60	
	Town Hall £100								

## 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
- The Deputy Town Clerk has authority to vary the charge for repeat bookings
- The Deputy Town Clerk has authority to vary the charge 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