

# Dorchester Town Council

## Management Committee

10 March 2015

**Present:** Mayor P. Mann and Councillors S. Jones, F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter (Chairman) and M. Rennie.

In attendance

Rev. Dr. John Travell.

**Apologies:** Councillors K. Armitage, D. Barrett, C. Biggs, S. Hosford, T. James and D. Taylor.

50. **Minutes**

The Minutes of the Meeting of the Committee held on 13 January 2015, adopted by Council on 27 January 2015, were taken as read and were confirmed and signed by the Chairman as a correct record.

51. **Community Activities Panel**

The Committee considered the minutes of the Community Activities Panel held on 26 February 2015. Members requested that the draft list of summer events be re-circulated to Members prior to full Council.

**Resolved**

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

52. **Proposed Memorial 2nd Battalion Dorset Regiment**

The Committee considered correspondence from local resident Rev. Dr. John Travell in respect of a proposal for the words of the Kohima Epitaph to be placed on a memorial to the 2nd Battalion Dorset Regiment. The memorial to be located in a suitable place in the town. Rev. Dr. Travell addressed the Committee in support of his proposal and responded to Members questions. It was noted that The Keep Military Museum had agreed that it would not authorise any additional monuments at the front of the Museum. Members supported the proposal for a memorial and discussed possible locations and agreed that the front of County Hall would be a most suitable one.

**Resolved**

That Dorset County Council be requested to consider locating the proposed memorial stone at the front of County Hall.

53. **Management Arrangements**

The Committee considered the schedule of work for the Outdoor Services Team. It was reported that there was now a number of young children using Syward Close play area

and it would be beneficial to install a piece of play equipment for that age group when resources allowed. It was noted that a metal stump needed removing from the river walk and that consideration should be given to planting some trees at Sandringham Sports Ground at a suitable distance from neighbouring properties.

**Resolved**

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

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

The Committee considered a report by the Deputy Town Clerk which updated it on the proposals for the Borough Gardens bowling green. Members noted the progress with the grass free lawn, that it would not be practicable to relocate the outside gym equipment and that the outcome of the sports pitch and cultural facilities audit was anticipated around September 2015.

Members felt that if there was to be no significant change in use of the bowling green this summer it would be advantageous to consult the public about their aspirations for the area, the feedback from the consultation could then be used to inform future use alongside the outcome of the sports pitch and cultural facilities audit.

**Resolved**

- (1) That the report be noted.
- (2) That, over the summer, the public be consulted on what they would like to see happen to the bowling green area.
- (3) That a report be presented to the next meeting of the Committee on a process for the consultation to include a timetable and the process to be used for sifting the ideas received.

**55. Borough Gardens Notice Boards**

The Committee had before it a report by the Compliance Manager which updated Members of the feedback received from the last Green Flag inspection which had recommended that the two existing notice boards in the Gardens be replaced and relocated to more prominent and accessible positions and that an additional notice board be provided.

Members agreed with the feedback and proposed three new mid-priced notice boards be located in the areas suggested in the report. It was also suggested that a local company might be able to produce notice boards at a reasonable cost.

In discussing this matter it was noted that the information panels about the sundial, which were previously set into the ground, were no longer there and Members requested that they be replaced.

### **Resolved**

That a sum of money be set aside in special items in the 2016-17 budget for the purchase of three new notice boards unless savings in the 2014-15 or 2015-16 financial year can be identified to fund the notice boards.

#### **56. Electronic Cigarettes in Council Owned Buildings**

Members considered a report by the Deputy Town Clerk which proposed that the Council's no smoking policy was extended to include electronic cigarettes.

### **Recommended**

That the Council's no smoking policy be extended to prohibit the use of electronic cigarettes within all of its buildings and vehicles and that the Council's conditions of hire be amended accordingly and new signage be purchased.

#### **57. 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 4063 to 4071 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

#### (d) **Additional Ashes Pit Poundbury Cemetery**

Members considered a report from the Deputy Town Clerk which proposed an additional facility for the strewing of ashes at Poundbury Cemetery. It was noted that the proposal had the support of local funeral directors who had requested the extra facility at the last liaison meeting with them. The Committee expressed concern about the proposed location, the effect on the sale of kerbstone plaques and future maintenance.

### **Resolved**

That the matter be referred to the Property Management and Maintenance Panel for detailed consideration.

#### (e) **Electronic Database and Grave Mapping**

The Committee considered a report by the Deputy Town Clerk on the proposals for an electronic burial database and grave mapping system for which £15,000 funding had been allocated in the 2015-16 budget. Three specialist suppliers had been asked to provide quotations for the work and the report set out the detail of the responses. It was reported that the Dorset History Centre might be able to undertake the transcribing element of the project which could make savings on the overall project cost. Members also noted the added benefits of the digitised mapping system to other areas of the Council's work and also the need to buy in a resource to project manage the implementation, funding for which will be met from within the Council's existing salaries budget.

### **Resolved**

- (1) That a contract be let for the electronic burial database and grave mapping as proposed in the report subject to discussion with the Dorset History Centre in respect of the transcribing element of the work.
- (2) That a resource, funded from within the existing salaries budget, be bought in to implement the project.

## **58. 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. Members were informed that the Corn Exchange clock was to be stopped for a period of two weeks whilst the cathodic protection system was fitted to the inside of the clock tower.

Members felt that it was important to closely monitor activity once Dorchester Arts had relocated to the buildings. It was felt that this would be a good time to review the format of the monitoring report and to include the number of bookings that could not be accommodated. The Committee stressed the importance of Dorchester Arts releasing dates speedily.

It was noted that the Town Hall was no longer going to be painted as the cost was prohibitive. Members felt that quotes should be obtained to undertake the work in order that financial provision could be made to undertake the project in the future.

Members also noted that a wedding fair had been organised for four hours on a Saturday and that these events were usually held on a Sunday. The event had attracted thirty suppliers and had been at no direct cost to the Council. It was hoped to hold another event on a Sunday in the future.

**Resolved**

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

59. **Paid Invoices**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1 January 2015 and 28 February 2015 totalling £76,884.45 (net) together with direct debits for the same period totalling £75,048.98 (net).

**Resolved**

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

60. **Information Reports**

The Committee received the Minutes of the Dorchester Youth and Community Centre Management Committee held on 2 October 2014. It was reported that the Committee was having difficulty with its membership but that a recent meeting had been encouraging.

**Resolved**

That the Minutes of the Dorchester Youth and Community Centre Management Committee held on 2 October 2014 be noted.

## **Dorchester Town Council**

### **Community Activities Panel**

**26 February 2015**

**Present:** Mayor P. Mann and Councillors E.S Jones and M. Rennie (Chairman).

**Apologies:** Councillors T.C.N. Harries, S.C. Hosford and F.E. Kent – Ledger.

#### **11. WW1 Commemorations**

##### **(i) 2015 Events**

The Chairman of the Panel informed Members that the Chairman of West Dorset District Council would be hosting a 'Fly a Flag for the Commonwealth' event followed by a Single Commemorative Act marking the centenary of World War One at South Walks House on Monday, 9 March.

The Panel was unaware of any other events planned for 2015 at present but noted that money had been allocated in the budget should any events be brought to the Panel's attention.

The Deputy Town Clerk reported that over £3000 had been raised for Military charities at the Dorchester Town Football Club WW1 Commemorative football match, held in December 2014 which had been supported by the Council.

##### **(ii) WW1 Commemorative Art**

The Panel felt that it would be appropriate to commission a piece of work to commemorate the end of World War 1 and to promote peace within Europe. The Panel felt that the timescale to create a suitable piece of art in time for 2018 should be taken into consideration. It was reported that the Town Clerk had arranged a meeting with a local sculptor and would report his findings at a later Community Activities Panel meeting. Members noted that such a project may need to follow a process of tendering. The Panel requested that any funds not spent from the WW1 Commemorative Events 2015/16 budget be reserved for the project.

#### **Recommended**

(1) That a piece of art to commemorate the end of WW1 and to promote peace within Europe should be commissioned.

(2) That any funds not spent from the WW1 Commemorative Events 2015/16 budget be reserved for the project.

**12. Borough Gardens Events Programme 2015**

Members received the proposed Borough Gardens Events Programme 2015 and were pleased that there would be an event held in the Borough Gardens that would be free for members of the public to attend on most weekends throughout Summer 2015. Members agreed that bands should be booked by the Council for the three weekends that remained available. It was reported that the infrastructure for the Maumbury Rings Music Day event was in place and that acts needed to be booked. Members agreed that two appropriate members of staff should be in attendance throughout the event.

**13. Paving Stone in Lübbecke**

The Mayor informed the Panel that a paving stone engraved with the words 'Though a good deal is too strange to be believed, nothing is too strange to have happened. Thomas Hardy, Dorchester' would be laid in Lübbecke Town Centre and had been commissioned with funds from the Mayoral budget.

**14. The Edison Steam Roller 50th Anniversary Event and Information Board**

The Deputy Town Clerk outlined to the Panel plans for an event in Summer 2015 to commemorate the 50th anniversary of the gifting of the Eddison Steam Roller in Kings Road Play area. Members noted that plans were underway for an information board to be installed about the Steam Roller. The Deputy Town Clerk reported that he had been in talks with a local company that had a working model of the exact same Steam Roller and that they would be interested in taking part in the celebrations. Members suggested that it would be nice to include a steam fair and involve any local Model Steam Engine Enthusiasts.

**Resolved**

That the Deputy Town Clerk would continue to make arrangements for an anniversary event and would contact local Steam Enthusiasts.

**15. Financial Assistance Applications**

The Panel considered grant applications which had been received.

**Recommended**

(1) That the application from Life Education Wessex be not approved.

(2) That the application from Women's Action Network Dorset be approved and the sum of £150 be awarded.

(3) That the application from Dorchester Men's Shed be not approved immediately but that the application would be reconsidered upon receipt of a business plan and further information about the membership policy.

(4) That the application from Dorchester Carnival Committee for the sponsorship of £150 be approved.

(As part of the sponsorship package offered by the Carnival Committee, sponsors are offered the opportunity to be entered into a draw for the chance to be named as the main sponsor of the Carnival, Members felt that it would be inappropriate for the Council to be entered into the draw.)