

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

10th JANUARY, 2012

At a Meeting of the Management Committee held on 10th January, 2012:

PRESENT The Mayor (Councillor T. James) and Councillors K.E. Armitage, A.J. Canning (Chairman), S.C. Hosford, F.E. Kent-Ledger, T.F. Loakes, A.J. Lyall, R.B. Potter, M.E. Rennie and D. Taylor.

APOLOGIES for absence were received from Councillors D.J. Barrett, C.S. Biggs and E.S. Jones.

42. **MINUTES**

The Minutes of the Meeting of the Committee held on 15th November, 2011, adopted by Council on 29th November, 2011, were taken as read and were confirmed and signed by the Chairman as a correct record.

43. **MINUTES OF ARTS PANEL**

The Committee considered the Minutes of the Arts Panel held on 10th January, 2012 (for Minutes see Appendix I). It was reported that the Secret Garden family show, which had been held just after Christmas, had been a great success with much positive feedback; Members requested that the Arts Centre be thanked for putting the show on and asked if something similar could be done again next Christmas.

In respect of the future delivery of the summer entertainment programme some Members felt that there might be scope for looking at the Summer Saturday Live events as a part of the wider responsibilities of the post if the Recommendation of the Arts Panel was adopted by the representative of South West Councils following his review.

It was

RESOLVED

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Arts Centre be thanked for arranging the Secret Garden family show and be asked to promote a similar event next Christmas.

44. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. It was noted that the daffodil beds had flowered very early this year and Members requested that, if possible, some additional planting be undertaken if the daffodil beds did die back correspondingly early.

Members also felt that the new steps at Barnes Way were a significant improvement and wished to thank the staff for arranging for this work to be undertaken.

It was

RESOLVED

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

45. **ESTIMATES 2012-13**

The Committee considered draft Estimates for 2012-13 in respect of Allotments, Parks Gardens and Open Spaces, Buildings and Cultural Activities, Cemeteries and Twinning which had been prepared in accordance with current guidance taking account of relevant accounting principles.

Representatives of the Council's Financial Service Provider responded to Members' detailed questions on the Estimates. In respect of the estimates for Buildings and Cultural Activities Members agreed that a sum of £3,000 should be placed in the estimates for 2012-13 for the Summer Saturday Live events.

It was

RECOMMENDED

That the draft Estimates for 2012-13 as now submitted be approved so far as this Committee is concerned subject to the addition of a sum of £3,000 under Buildings and Cultural Activities to enable the Council to fund Summer Saturday Live events if required.

48. **REVIEW OF CHARGES**

(a) **Recreation Facilities**

The Committee considered revised charges for recreation facilities and, following discussion, it was

RESOLVED

That the various charges for the use of recreation facilities be as set out at Appendix II with effect from 1st April, 2012.

(b) **Municipal Buildings**

Members considered proposals for revised charges for the hire of the Municipal Buildings and, following discussion, it was

RESOLVED

That charges for the hire of the Municipal Buildings be as set out in Appendix III with effect from 1st April, 2012.

(c) Borough Gardens House and Weymouth Avenue Pavilion

Members considered proposals for revised charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion and it was

RESOLVED

That charges for the hire of the Borough Gardens House Community Room and Weymouth Avenue Pavilion be as set out in Appendix IV with effect from 1st April, 2012.

(d) Cemetery Fees

The Committee considered the various charges in respect of Dorchester, Fordington and Poundbury Cemeteries and it was

RESOLVED

That the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix V with effect from 1st April, 2012.

49. **SANDRINGHAM SPORTS CENTRE**

The Committee was informed that the Dorchester Bowls Club had asked whether it would be possible for the Council to provide a new piece of security fencing between the Sports Centre and the railway line fence so as to prevent people from obtaining access to the rear of the Sports Centre where they could not be seen and potentially cause damage to the building. A quotation had been received for the supply and installation of an eight foot high piece of galvanised fencing in the sum of £528 plus VAT.

Members felt that, as there appeared to be little evidence of the area being used for anti-social purposes, a formal fence was not appropriate at this time but suggested that fast growing prickly bushes be planted to deter access to the area.

It was

RESOLVED

That no additional fencing be provided at the present time but that fast growing prickly bushes be planted to deter access to the area.

50. **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 and it was

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.

The Mayor reported that she had received some very positive feedback with regard to how nicely the cemetery staff prepared the South Chapel for services.

It was

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 and it was

RESOLVED

That the action of the Town Clerk in approving designs numbered 3867 to 3877 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

51. **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 noted that the December income from the bar franchise was higher than normal and that a large part of this income was from the New Years Eve event organised by the franchisee.

Members also felt that the newest Town Hall Keeper had settled into the post very well and was very helpful, as was the other full time Town Hall Keeper.

It was

RESOLVED

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

52. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information and it was

RESOLVED

That the various information reports be noted.

53. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st November, 2011 and 31st December, 2011 totalling £115,171.47 (net) together with direct debits for the same period totalling £63,304.05 (net).

It was

RESOLVED

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

54. **COMMUNITY ACTIVITIES PANEL**

As a matter of urgency the Chairman of the Community Activities Panel informed the Committee that the Town Clerk and herself would be attending a presentation with regard to the Olympic torch relay on 31st January, 2012 and following this there would be a meeting of the Community Activities Panel commencing at 4.00pm in the Council Chamber.

55. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

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 matter the public and representatives of the press be excluded from this meeting during its discussion.

56. **TEMPORARY TELECOMMUNICATIONS – SANDRINGHAM SPORTS CENTRE CAR PARK**

The Committee considered correspondence which sought permission to site a temporary telecommunications mast at Sandringham Sports Centre car park to provide additional telecommunications coverage during the Olympic period.

If agreed the Licence would run for a period of nine months commencing at the end of January although deployment of the actual mast would only be for a few months in the summer. Members noted the Licence fee proposed to be paid to the Council.

Members felt that the best position for the mast was next to the southern end of the boules ground.

It was

RESOLVED

That a Licence be granted for a period of nine months commencing at the end of January 2012 for the deployment of a temporary telecommunication mast to be located next to the southern end of the boules ground.

(Councillor A.J. Lyall wished his opposition to this Resolution to be recorded.)

Chairman

DORCHESTER TOWN COUNCIL

ARTS PANEL

10th JANUARY, 2012

At a Meeting of the Arts Panel held on 10th January, 2012:

PRESENT The Mayor (Councillor T. James) and Councillors V.J. Allan, C.S. Biggs, E.S. Jones and A.J. Lyall (Chairman).

5. **DORCHESTER FESTIVAL - 2012**

The Panel considered a request from the Dorchester Festival Steering Group to forward fund the 2012 Dorchester Festival. Members were reminded that the Council contributed £5,500 biannually to the Festival; to fund this contribution the Council set aside £2,750 per year in an earmarked reserve. The reserve in the present financial year therefore stood at £2,750.

Members had before them some financial information regarding the Festival budget provided by the Arts Centre.

It was noted that no information had been received which detailed exactly those items that needed to be paid for prior to the end of the financial year against the resources available to fund the payments. The Chairman reported that, having contacted the Arts Centre, it appeared that there were no significant items that required funding prior to 1st April, 2012. The Panel felt therefore that it was not necessary to forward fund the Festival completely but that it would help by contributing £2,750 followed by another payment of £2,750 at the start of the 2012-13 financial year subject to receipt of confirmation that the first payment had been spent before the second payment was made, that the funding must be returned in full if the Festival did not go ahead and that the contribution should be paid into the Dorchester Festival bank account only.

It was

RECOMMENDED

That £2,750 be contributed to the 2012 Dorchester Festival immediately followed by a further £2,750 at the start of the 2012-13 financial year subject to receipt of confirmation that the first payment has been spent before the second payment was made, that the funding be required to be returned in full if the Festival does not go ahead and that the contribution should be paid into the Dorchester Festival bank account only.

6. **INVITATIONS TO EVENTS**

The Panel considered a report by the Deputy Town Clerk which invited comments on a policy proposed to be considered by the Policy Committee in respect of the receipt of offers of free admission to events that others were expected to pay for.

The Panel felt that Members should be able to accept such offers, particularly in the case of events co-promoted by the Council and also other events as it was often the case that this encouraged greater public participation and helped organisers promote events. It was noted that the tickets would need to be declared in the Council's Register of Gifts if the total value of the tickets accepted was over £25.00.

It was

RECOMMENDED

That the Policy Committee be advised of the Panel's opinion that Members should be able to accept free tickets to events subject to those tickets being declared in the Council's Register of Gifts if the total value of the tickets accepted exceeds £25.00.

7. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

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 matter the public and representatives of the press be excluded from this meeting during its discussion.

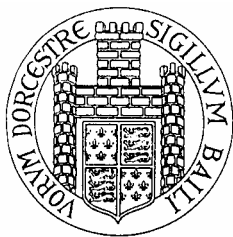
8. **SUMMER ENTERTAINMENT PROGRAMME**

The Panel considered whether it had any recommendations concerning its preferred method to continue the delivery of the Council's programme of free summer entertainment following the retirement of the Town Clerk which it wished to put forward to the representative of South West Councils.

It was

RECOMMENDED

That the representative of South West Councils be informed that the Panel's preferred method to continue to deliver the summer entertainment programme following the retirement of the Town Clerk would be for the Council to establish a new part time post which would be responsible for delivering the summer entertainments programme, helping with weddings and promoting the Council's events and lettings buildings.



DORCHESTER TOWN COUNCIL

PARKS, GARDENS & OPEN SPACES

CHARGES FOR RECREATIONAL FACILITIES

April 2012 – March 2013

<u>TENNIS</u>	Per Court per hour	£5.80
	Per Court per hour prior to 12 Noon Monday - Friday (except Bank Holidays)	£4.40
	Concessionary Per Court per hour	£3.50
	Adult Season Ticket – six month	£47.50
	Adult Season Ticket – twelve month	£76.00
	Concessionary Season Ticket – six month	£32.90
	Concessionary Season Ticket – twelve month	£44.20

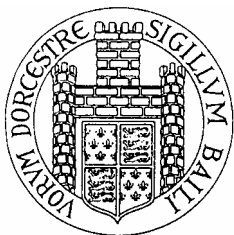
The prices above are inclusive of VAT at 20%

<u>FOOTBALL</u>	Weymouth Avenue Recreation Ground -	- with showers	£37.80
	Senior Pitch	- Junior use	£30.85
	Weymouth Avenue Junior Pitch		£22.90
	Weymouth Avenue Mini Pitch		£11.30
	Sandringham Sports Centre	- Senior Pitch	£37.80
		- Junior Pitch	£22.90
	Sandringham / Hardye's Pitch (Mini Pitches 1 & 2)		£11.30
	King's Road Playing Field and The Great Field Junior Pitches		£16.20

<u>CRICKET</u>	Evening Matches (6.30p.m. start)	£37.80
	Afternoon Matches (2.00p.m. - 6.00p.m.)	£49.55
		£30.85
	Artificial wicket (maximum of 2 hours)	£11.30
	All Day Matches (11.00a.m. - 6.00p.m. or 1.00p.m. - 8.00p.m.)	£64.90
	Sunday Matches (2.00p.m. - 6.00p.m)	£64.90

The prices above are exclusive of VAT

With effect from 1st April, 2012.



DORCHESTER TOWN COUNCIL

MUNICIPAL BUILDINGS CHARGES

1st APRIL, 2012 until 31st MARCH, 2013

Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m

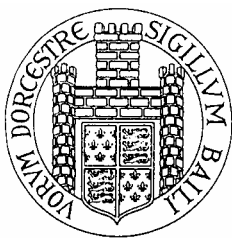
All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£82.15	£24.90	£34.65
- Weekend*	£102.75	£33.60	£43.20
Dressing Rooms	£32.30		£14.45
(When other functions are on)	£16.10		£14.45
Corn Exchange Kitchen	Full use £33.80		£16.30
	Part Use £19.40		£16.30
Town Hall	£43.20	£24.90	£19.40
Magistrates Room	£32.30	£18.90	£14.45
Council Chamber	£43.20	£24.90	£19.40

* Please note that the weekend charge rate includes the Friday evening session.



DORCHESTER TOWN COUNCIL

MUNICIPAL BUILDINGS CHARGES

1st APRIL, 2012 until 31st MARCH, 2013

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All prices are exclusive of VAT., a deposit and Performing Right Society Copyright Fee may be applicable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

◆ **Other Non Commercial or Private Events**

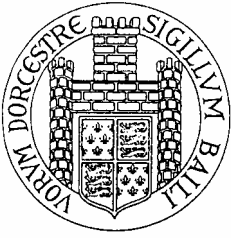
	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£109.20	£27.60	£35.20
- Weekend*	£130.90	£33.60	£44.40
Dressing Rooms	£41.15		£17.30
(When other functions are on)	£27.60		£17.30
Corn Exchange Kitchen	Full use £33.60		£16.30
	Part Use £19.40		£16.30
Town Hall	£54.10	£31.10	£21.60
Magistrates Room	£41.15	£20.60	£17.30
Council Chamber	£54.10	£31.10	£21.60

* Please note that the weekend charge rate includes the Friday evening session.

◆ **Civil Weddings/Civil Partnerships**

<i>Town Hall/Corn Exchange</i>		
	Monday - Thursday	£158
	Friday - Saturday	£216

<i>Council Chamber</i>		
	Monday - Thursday	£131
	Friday - Saturday	£194



DORCHESTER TOWN COUNCIL

MUNICIPAL BUILDINGS CHARGES

1st APRIL, 2012 until 31st MARCH, 2013

Session Times are based on 8.00a.m - 1.00p.m, 1.00p.m - 5.00p.m and 5.00p.m - 11.00p.m

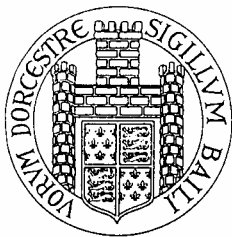
All prices are exclusive of VAT., a deposit and Performing Right Society Copyright Fee may be applicable. Prices include heating, lighting, public address system, light use of the kitchen and crockery, piano (if booking the Corn Exchange) and a duty caretaker throughout your event.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are 'by negotiation'.

◆ **Commercial**

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Corn Exchange - Weekday	£137.90	£44.40	£59.50
- Weekend	£170.90*	£56.70	£75.70
Dressing Rooms	£53.00		£22.30
(When other functions are on)	£40.00		£22.30
Corn Exchange Kitchen	Full use £34.70		£16.80
	Part Use £20.60		£16.80
Town Hall	£75.70	£44.40	£33.60
Magistrates Room	£53.10	£32.50	£22.30
Council Chamber	£75.70	£44.40	£33.60

* Please note that the weekend charge rate includes the Friday evening session.



DORCHESTER TOWN COUNCIL

BOROUGH GARDENS HOUSE AND WEYMOUTH AVENUE PAVILION CHARGES

1st APRIL, 2012 until 31st MARCH, 2013

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

Session times for Weymouth Avenue Pavilion are 8.00am – 1.00pm, 1.00pm – 4.00pm and by agreement in the evening – the Pavilion is not available to hire on Tuesdays or Wednesday morning.

All prices are exclusive of VAT. A deposit and Performing Right Society Copyright Fee may also be payable. Prices include heating, lighting and light use of the kitchen.

These charges EXCLUDE Bank Holidays, Christmas Eve and New Years Eve hire which are by negotiation.

◆ Voluntary or Charitable Organisations

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£38.00	£21.60	£17.30
Weymouth Avenue Pavilion	£32.30	£18.90	£14.45

◆ Other Non Commercial or Private Events

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£47.75	£26.00	£19.50
Weymouth Avenue Pavilion	£41.15	£20.60	£17.30

◆ Commercial

	<i>Session Rate</i>	<i>Hours after 11pm</i>	<i>Hourly Rate</i>
Borough Gardens House	£64.90	£38.00	£27.10
Weymouth Avenue Pavilion	£53.10	£32.50	£22.30

DORCHESTER TOWN COUNCIL**Dorchester, Fordington and Poundbury Cemeteries****FEES, PAYMENTS AND SUMS WITH EFFECT FROM 1st APRIL, 2012****INTERMENTS****A For the interment of the body of:**

- | | |
|---|----------------|
| a) a stillborn child or a child whose age at the time of death did not exceed 2 years (for the Green Burial Area at Poundbury an additional £10 will be charged) | £63.00 |
| b) a child whose age at the time of death exceeded 2 years but did not exceed 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged) | £135.00 |
| c) a person whose age at the time of death exceeded 12 years (for the Green Burial Area at Poundbury an additional £10 will be charged) | £285.00 |
| d) for the interment of a casket of ashes (for the Green Burial Area at Poundbury an additional £10 will be charged) | £96.00 |

B Graves in respect of which an exclusive right of burial granted:

- | | |
|--|---------------|
| For an interment over the depth of 1.8 metres, an additional charge of - for each 30cm dug (graves at Poundbury Cemetery will be dug to 2.7 metres for which no additional charge be made) | £49.00 |
|--|---------------|

SCATTERING OF ASHES

- | | |
|---|---------------|
| a) Scattering of ashes under turf on a grave | £51.00 |
| b) Scattering of ashes in the Garden of Remembrance | £18.00 |
| c) Dispersal of ashes in the pit at Poundbury | £51.00 |

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the grant of an exclusive right of burial for 100 years in an earthen grave:

- | | |
|---|----------------|
| a) 2.7 metres by 1.2 metres (3.0 metres by 1.5 metres at Poundbury) | £454.00 |
| b) Ashes and children's plots (where available) | £146.00 |

USE OF SOUTH CHAPEL, DORCHESTER CEMETERY	£102.00
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SEARCH FEES

- | | |
|---------------------------------------|------------------|
| For the first thirty minutes | No Charge |
| For the first hour or part thereafter | £24.00 |
| For each subsequent hour or part | £20.00 |

Casket type coffins

Double fees will be charged for casket type coffins.

Stillborn children

Single fees will be charged for the interment and grave digging for stillborn children regardless of whether either parent is a resident of the area administered by the Committee.

Non-residents

The fees, payments and sums settled and fixed in the foregoing charges will be doubled where the person to be interred, or the person to whom the right is granted is, or was immediately before death, not an inhabitant or parishioner of those parts of the parishes of Dorchester or Winterborne Herrington within the area for which Dorchester Joint Burial Committee acts, excepting that any person who has resided within the area administered by the Joint Committee within the previous **ten** years or was a resident of that area for at least **twenty-five** years will be subject to the charges set out.

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

Single fees apply to all fees for memorials

For the right to erect or place:

- | | |
|--|----------------|
| a) a headstone, footstone or a monument in any other form on a grave - | |
| - where the exclusive right of burial has been granted | £114.00 |
| - where the exclusive right of burial has not been granted (not available at Poundbury) | £146.00 |
| b) a flat stone at Dorchester or Fordington not exceeding 1.8 metres by 0.9 metres which must not project above ground level – (not permitted in the Lawn Area at Poundbury) | |
| - where the exclusive right of burial has been granted | £146.00 |
| - where the exclusive right of burial has not been granted | £200.00 |
| c) a flat stone at Poundbury not exceeding 2.075 metres by 0.875 metres (only available where the exclusive right of burial has been granted and in the traditional area) | £180.00 |
| d) a tablet measuring 25 centimetres by 20 centimetres in the North Chapel of Dorchester Cemetery or on the wall in Dorchester Cemetery | £78.00 |
| e) a flat stone not exceeding 30 centimetres by 30 centimetres which must not project above ground level in the Garden of Remembrance at Fordington Cemetery | £78.00 |
| f) an inscription, after the first, on a gravestone, tablet or other memorial (for each deceased) | £41.00 |
| N.B. For this fee an additional inscription is defined as an inscription added to an existing memorial. Any additional stones are defined as a new memorial | |
| g) a flat stone at Dorchester or Fordington not exceeding 90 centimetres by 60 centimetres which must not project above ground level - | |
| - where the exclusive right of burial has been granted | £78.00 |
| - where the exclusive right of burial has not been granted | £104.00 |
| h) a memorial at Poundbury not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted and in the cremation section) | £78.00 |
| i) children's memorials not exceeding 60 centimetres by 60 centimetres by 60 centimetres (only available where the exclusive right of burial has been granted in the children's area at Poundbury) | £78.00 |
| j) brass or bronze plaques 15.8 centimetres by 10 centimetres (only available at Poundbury) | £78.00 |