



# Dorchester Town Council

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4 March 2020

**Agenda** for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Monday 9 March 2020** at **7.00pm**.

Adrian Stuart  
Town Clerk

## Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

## Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

## Membership of the Committee

Councillors S. Biles, A. Canning, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie, R. Ricardo, D. Taylor and The Mayor ex-officio.

## Agenda

### 1. Apologies

### 2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 13 January 2020 (adopted by Council on 27 January 2020). A copy of the Minutes can be found at [www.dorchester-tc.gov.uk/Committees/Management/Minutes](http://www.dorchester-tc.gov.uk/Committees/Management/Minutes).

### 3. Maumbury Rings Music Day Task and Finish Group

To receive the notes of the meeting held on 23 January 2020 (enclosed).

#### **4. Management Arrangements – Outdoor Services**

To receive the Outdoor Services update report (enclosed).

#### **5. Draft Borough Gardens Management Plan 2020 - 2030**

To consider the new draft ten year Borough Gardens management Plan which takes the place of the previous 2008 to 2020 Management Plan. The Plan has been emailed to Members separate to the Agenda and can also be found on the Town Council website at [www.dorchester-tc.gov.uk/Committees/Management+Committee/Agendas](http://www.dorchester-tc.gov.uk/Committees/Management+Committee/Agendas). Some hard copies of the plan will be available at the meeting.

#### **6. Borough Gardens Memorial Trees**

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

#### **7. Salisbury Fields Adventure Trail**

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

#### **8. Municipal Buildings Defibrillator**

The Council's four year agreement with South Western Ambulance Service for the provision of a defibrillator which includes maintenance and annual training comes to an end in October 2020.

The Committee will be asked if it wishes to renew the agreement for another four years at a total cost of £1,800.

#### **9. Allotment Request**

To consider a request for an allotment from a non DT1 resident. At present there are 2 vacant plots at St George's Road allotments, there is also around dozen vacant plots across the rest of the sites (mainly Herringston Road and Alington Avenue) . Correspondence below.

"Thank you for seeing me earlier today.

I am emailing to request that Dorchester Town Council would be gracious enough to allow me to take up an allotment in town preferably in St Georges Rd.

I understand that the council has a policy of only granting allotments to residents in the DT1 area, I would ask that an exception be made for the following reasons; I would be willing to pay double the normal rate in recognition of my proximity (West Stafford).

There are fallow plots within the Town Councils estate - surely some revenue is better than none ?

The alternatives are miles away from home not a 25 minute walk away. Walking to the allotment is not only cheaper it is one less journey in a car.

As a village we reached six interested parties to provide allotments and all that the parish council suggested was to use Silver lake - where the soil is of poor quality, or Owermoigne

garden centre which under new ownership and a large price hike is mooted. Both these options are far more money and much further away than home is to town.”

## **10. Provision of a bench on Shire Hall Lane**

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

## **11. Dorset Council consultation on a Dog related Public Space Protection Order**

Dorset Council are running a Dorset wide public consultation on the Dog Related Public Space Order. Members are welcome to comment on the consultation individually at <https://www.dorsetcouncil.gov.uk/dogspspo>.

## **12. Grant Applications**

To consider a grant application (enclosed) from Plastic Free Dorchester.

## **13. Cemetery Matters**

### **(a) Exclusive Right of Burial and Interments and Burial of Ashes**

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

### **(b) 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.

## **14. Monitoring Reports**

To consider the Municipal Buildings and Borough Gardens House monitoring report (enclosed) and the Municipal Buildings maintenance report (enclosed).

## **15. Meeting Dates**

(i) The next scheduled Site Visit is to be held on Tuesday 9 June 2020. Members will be asked if they wish to schedule a meeting during April in lieu of the cancelled February meeting.

(ii) The adopted 2019-20 Calendar of Meetings has the May 2020 Management Committee meeting date as Tuesday 5 May as when the calendar was set Monday 4 May was a bank holiday. Since the calendar was published the Government changed the bank holiday to Friday 8 May. Members will be asked if they wish to hold the Management Committee on Monday 4 or Tuesday 5 May 2020.

**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. Sandringham Lease**

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

**DORCHESTER TOWN COUNCIL**  
**NOTES OF THE MAUMBURY RINGS MUSIC DAY TASK AND FINISH GROUP**

**23 JANUARY 2020**

Present: Councillors J. Hewitt, F. Kent-Ledger, T. Lyall, M. Rennie and R. Ricardo.

Officers: S. Newman, Deputy Town Clerk.

**Background**

The Group had been tasked to review the future format of the August Bank Holiday Monday Maumbury Rings Music Day. Background documents setting out the costs involved in running the Music Day in 2019 compared to 2014 had been circulated. The documents also set out how the Anonymous festival was funded.

The Group also had before it correspondence from Councillor A. Canning about how the Council could make events more environmentally friendly.

**Recommendations**

1. That the Music Day continue at Maumbury Rings for 2020 but that the location be reviewed again for 2021.
2. That the event be held on **Sunday** 30 August 2020.
3. That the start and end time be changed to 12 noon to 8.00pm.
4. That the event be music based but that the style of music be a variety and family friendly.
5. That quotes be obtained in regards to the provision of PA and staging.
6. That due to the earlier finishing time, the stage lighting be no longer used.
7. That Dorchester Arts be asked if they would continue to select musical acts following suggestions for those acts to the Deputy Town Clerk.
8. That Dorchester Arts be asked to continue managing the event on the day and that the arrangements for an MC continue.
9. That the Dorset Waste Partnership information stand be invited to attend, that the MC to remind the audience that free drinking water is available from the pavilion and that the caterer / bar be encouraged not to use single use plastics.
10. That a policy statement be established regarding outdoor events held on Council land and the Council's emerging Climate Emergency Plan.

Steve Newman  
Deputy Town Clerk



## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 10th March 2020 OUTDOOR SERVICES UPDATE REPORT – Winter**

1. The winter period saw ongoing maintenance work continue with one-off jobs being completed by the outdoor services team. Eventually, cooler weather restricted grass cutting, it is now starting to grow as mild conditions prevail. The largest challenge for staff so far has been the February rainfall, this combined with grass growth means that although staff need to commence grass cutting operations, ground conditions do not allow for this yet. Staff are now trying to complete winter maintenance and preparation works (that ease pressure in the summer) and will move onto normal spring routine maintenance such as early grass cutting as the weather allows, members should note that this situation will lead to larger amounts of cuttings being left on site than normal for a short period until the cutting regime catches up.

2. The Borough Gardens staff have been working hard doing many tasks within the site including an overdue cleaning of the perimeter fencing which is re-instating the former colour obscured by algae and dirt. As the milder weather has been maintained the crocus planted in the Camassia bed last autumn are starting to flower bring a very welcome bright splash of colour at the tennis court end of the gardens with many users smiling as they walk past.



3. Further pruning of over grown shrub beds and low tree branches has been completed as has tidying up and remedial work after the several storms that took place in late January and February.

A large piece of work has recently been completed involving the filling of a large low spot in the play area which frequently flooded and then became muddy so reducing the enjoyment of the play area for adults and children.



Over 40 tons of spoil and soil were imported by staff over a week. The weather again was very bad and it was a testament to staff that over 40 traffic movements in and out of the site resulted in very little soil being deposited on the main path network. Staff also effectively managed continued access to the majority of the play area and controlled pedestrian's whilst vehicle movements were carried out. The site has now been top soiled and will be seeded as soon as possible. Protective fencing will remain in place until the seed has germinated and established. No play equipment is currently out of use.

This work was supported by the staff from the depot and shows how far the integration of the two work teams has progressed.

At one point all but one member of staff in both teams were in the gardens taking advantage of a rare break in the weather.

In addition, the depot team have undertaken a complete redecoration and clean of the Kiosk toilets and the exterior of the building. Non-working lights have been repaired and where possible replaced with low energy LED versions. All that remains is for the outside wooden cladding and roof fascia's to be treated and painted respectively.

The tennis court toilets (former Bowls pavilion) are also mid-way through a similar renovation. When these works are complete all the main structures within the gardens will have been renovated and reconditioned since 2016.

4. Away from the gardens the outdoor services team have been concentrating on vegetation management, trimming back low growing and overhanging branches from trees and bushes. Tree planting has also taken place at Kings road, Gabriel Green and Poundbury cemetery.

Routine maintenance has been taking place within numerous play areas, a large piece of work was completed in Castle Park Play area replacing the boundary fence and in Holmead where new bearings were installed on the roundabout.

5. Due to the agreements with Dorchester Cricket Club and Dorchester Football Club, sports ground maintenance is very much reduced at this time of year and is limited to removing litter and general boundary structure checking. Staff undertook the replacement of short timber "dragons' teeth" type posts on the perimeter with sawmills lane to prevent un-authorized vehicular access to the field.

6. Cemetery maintenance works have continued apace in Weymouth Avenue Cemetery where path side trees and bushes have been shaped and the grass sedges to the path network hard edged back to maintain a very clean line. Repair works were also carried out to the middle window section in north chapel where glass had fallen out due to decay of the leadwork.

#### 7. Biodiversity

Town Council owned areas suitable for tree planting have been identified by the Management Committee Task and Finish group looking at the future of areas managed by the Town Council. Some limited tree planting has already taken place at Kings road and over the spring and summer further work will be carried out by the Outdoor Services Manager to refine a planting schedule for commencement in autumn/winter this year. This work will focus on tree planting in Salisbury field and Kings road.

Initial draft planting plans will be presented to members in due course to seek feedback before final planting plans are agreed.

Work is continuing with the Duchy of Cornwall's officers in regard to Great Field. Three suitable wildflower mixes have now been agreed and the first sown in the autumn this is the first step in creating a large wildflower area within the site. Decompaction works have also been completed, tree planting is completed and shrub planting is in progress. As part of that project the Town Council will be required to maintain the wildflower and shrub areas and work is currently being carried out to identify and establish the cost of suitable cut and collect machinery. It is unlikely the Council be doing this in the coming season.

Final designs for the play equipment elements are being refined at the time of composition of this report.

#### 11. Staffing

As part of ongoing staff upskilling, staff have received refresher training in working at height and four members of staff also received specialist training in the safe use of mobile elevated work platforms. Staff have returned staff appraisal forms and as part of that process further training for individuals to meet service need and personal ambitions will be developed.

Carl Dallison  
Outdoor Services Manager



## **DORCHESTER TOWN COUNCIL**

### **MANAGEMENT COMMITTEE – 9 MARCH 2020**

#### **MEMORIAL TREES – BOROUGH GARDENS**

1. The Council, each year, receives a small number of requests to plant memorial trees in the Borough Gardens. Some memorial trees have been allowed with plaques, some have been allowed without plaques and alternative locations have been suggested for others.

2. A new request has been received for a memorial tree with plaque in the Gardens and it would seem timely for the Committee to establish a policy in respect of this matter.

3. The Gardens has a mixed tree stock which has been maintained or planted in accordance with the Borough Gardens Management and Maintenance Plan established ten years ago. At present there are no significant areas in the Gardens that are awaiting tree planting, that is not to say however that the Gardens could not accommodate a small number of additional trees should Members so direct.

4. There are a few options available to the Committee in respect of how to deal with memorial tree requests, these are set out below:-

Option A – Do not allow any memorial tree requests in the Gardens but offer alternative locations on Council owned land already identified for tree planting in the town.

Option B – Allow memorial trees in the Gardens but without a plaque – tree species, size and location to be agreed with the Outdoor Services Manager.

Option C – Allow memorial trees in the Gardens without a plaque and to establish a scroll which could be placed on the Town Council's website and in the Borough Gardens notice boards setting out the tree species, location in the Gardens and memorial details - tree species, size and location to be agreed with the Outdoor Services Manager.

Option D – Allow memorial trees with plaques in the Gardens - tree species, size and location to be agreed with the Outdoor Services Manager. Members would also need to agree a style and maximum size of plaque.

5. If considering allowing memorial trees it is worth noting that the expectation is generally that the Council becomes liable for trees / plaques and should anything happen to them either through anti-social behaviour or through the natural elements that they will be replaced like for like. Members may wish to take a view on this expectation.

6. The Committee is asked to consider the options available in respect if memorial trees.

Steve Newman  
Deputy Town Clerk



**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 9 MARCH 2020**

**SALISBURY FIELD ADVENTURE TRAIL**

1. At the last meeting of the Committee it was agreed to purchase and install an adventure play trail at Salisbury Fields.
2. Since the meeting Councillor S. Jones has received some concerns from two local residents regarding the siting of the equipment with regard to noise.
3. The proposed location for the equipment is set out below:-



4. At the last Committee some concern was expressed regarding erosion around the equipment. In order to prevent this there is a choice of grassguard tiles or a bonded mulch. The cost for grassguard tiles is £987. A price for the bonded mulch will be available for Committee.

**Grass Tiles**  
Product Code **GG / V4 / D4**



**Technical Details**  
Free Height Of Fall **<3000mm**  
Length **1500mm**  
Width **1000mm**  
Height **23mm**

**Installation**  
The matting is laid directly onto well-drained grass with a mesh underlay without the need for any expensive base works. When the area is fully established, it provides a firm bond to the ground and excellent grass-reinforcement properties.

**Maintenance**  
The open cellular construction of the matting allows grass to grow up through it, which can then be cut with a conventional mower. There are no specific maintenance requirements.





- The Committee is asked to agree the proposed location and the method of erosion protection.

Steve Newman  
Deputy Town Clerk

**DORCHESTER TOWN COUNCIL**

**MANAGEMENT COMMITTEE – 9 MARCH 2020**

**PROVISION OF A BENCH ON HIGH WEST STREET**

1. Through contact with a ward Councillor we have received a request initiated by residents of Homechester House in High West Street for the provision of a new bench in High West Street.
2. The request makes the point that a walk from the centre of town necessitates a steady uphill walk of c. 300m to their homes, further to Top o Town. There are benches available at Dorset County Museum and Holy Trinity Church, but none above this point as the hill steepens.
3. The recent widening of the pavement at Shire Hall and the pedestrianisation of the lower half of Glyde Path Road (Shire Hall Lane) present new opportunities to deal with the request.
4. Having considered several possible locations we have worked with the Highways Team at Dorset Council to identify the most suitable location to be at the junction of the recently pedestrianised Glyde Path Road (Shire Hall Lane) and High West Street.
5. Dorset Council are content that a bench be located at this site but have no funds available to undertake the work or maintain the bench. The cost of a suitable bench is likely to be in the region of £500, including fitting, the cost reflecting a reduced maintenance cost, which would fall to the Town Council. The initial cost could be met from a Reserve set up to replace town centre street furniture.
6. It is **RECOMMENDED** that the Council installs and adopts, for maintenance, a bench at the junction of Glyde Path Road and High West Street.

Adrian Stuart  
Town Clerk



# DORCHESTER TOWN COUNCIL

## GRANT APPLICATION FORM

1.	<i>Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)</i>	Plastic Free Dorchester
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name Edd Moore</i> Address Flat 6 The Old Rectory Somerleigh Road Dorchester DT1 1PD  Tel: _____ (Mobile) 07812896114  Email: <a href="mailto:ewmoore@hotmail.co.uk">ewmoore@hotmail.co.uk</a>
3.	Address where activities are based.	Duchy of Cornwall Farm House, Poundbury, Dorchester, DT1 3RT
4.	<i>What area (community) is served?</i>	Poundbury and a far
5.	Are there any other similar facilities or services provided in the area/district?	no
6.	How does your organisation / activity benefit the residents of Dorchester	<p>The project will inform members of the community. People visiting the town and local businesses about our work as well encouraging them to reduce climate change by making changes with their lives finding sustainable alternatives. This will help our town more sustainable for future generations to come.</p> <p>The event will get the local community and people visiting the town involved in the work we are doing.</p> <p>Making the World know that Dorchester is one of the leading towns for sustainability work and has the Number 1 Eco Primary School in the town (Damers First School).</p>

7.	<i>Present charges/ subscription/fees.</i> Please attach schedule if available.	N/A
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	<i>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</i>	Earth Day Celebration (50 <sup>th</sup> Anniversary of Earth Day) is about Inspiring, sharing ideas and supporting others to make changes to Help reduce climate change. It is also a chance to celebrate those businesses, individuals and groups who have made significant Changes to help reduce climate change. People organising workshops and stallholders are working in partne with our ethos and comes from the wider community and Eco Groups.
10.	<i>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</i>	We are looking at grants, sponsorship from businesses and donation
11.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	Earth Day Celebration, Saturday 25 <sup>th</sup> April 2020, 11am – 4pm Duchy of Cornwall Farm House, Poundbury, Dorchester, DT1 3RT
12.	Please give details of the cost of the project.	£2000
13.	<i>Please give details of other grants awarded or applied for.</i>	We have applied to Dorchester BID, Brace of Butchers, Bournemouth University, Wessex FM, Dorchester Chamber.
14.	Amount of grant requested from Dorchester Town Council.	£400
15.	<i>Any other relevant information. (Continue on a separate sheet if necessary.)</i>	

16.	<p>Declaration</p> <p>I declare that the information given on this application is true and complete in every respect.</p> <p>I understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that <b>the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</b></p> <p>Signature of Applicant(s) E W Moore</p> <p>Position Held Year 3 Teacher and Eco coordinator at Damers First School, Chair Person of Plastic Free Dorchester</p> <p>For and on behalf of Plastic Free Dorchester Date 29<sup>th</sup> January 2020</p>	

<b>Information Stalls/Activities</b>	<b>COSTS?</b>
Dorset Forest School (Greenwood Club)	£120.00
Taster Mindfulness Nature and Sensory Walks	£50.00
World Life - bug handling	£180.00
Weapons of Sound	£800.00
Solar Disco - Creative Dynamo Ecotainment	£150.00
Other performer	£50.00
PA	£300.00
Generator	£200.00
<b>TOTAL OUT</b>	<b>£1,850.00</b>

<b>INCOME-FUNDING</b>	<b>Amount asked for/achieved</b>	<b>Status</b>
Transition Town	<b>£150.00</b>	Request made
Riskstop	<b>£100.00</b>	<b>Received</b>
Dorchester Town Council	<b>£400.00</b>	Applied
Dorchester Chamber	<b>£100.00</b>	Request made
Duchy	<b>£250.00</b>	<b>Received</b>
Brace of Butchers/Naked	<b>£250.00</b>	Agreed
Poundbury Residents Trust	<b>£300.00</b>	<b>Received</b>
BU - via Genoveva	<b>£300.00</b>	<b>Received</b>
<b>TOTAL</b>	<b>£1,850.00</b>	

**DORCHESTER TOWN COUNCIL**  
**MANAGEMENT COMMITTEE – 9 MARCH 2020**  
**EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES**

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

<b>Name</b>	<b>Full Burial/Ashes</b>	<b>Grant No:</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>			
MARGARET PORCH	ASHES	3085	T.B.A.
GILLIAN FLUX (TRANSFER)	TRANSFER BURIAL	3087/1565	1810
<b>Poundbury Cemetery</b>			
NORMA WIFFEN	BURIAL	3086	697
LORIC & ANNE COLLINS	ASHES	3088	T.B.A.
MARK GREEN	BURIAL	3089	319A
<b>Fordington Cemetery</b>			

1. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester's Cemeteries:-

<b>01.01.2020 – 29.02.2020</b>	<b>Dorchester</b>	<b>Fordington</b>	<b>Poundbury</b>
<b>Interments</b>	1	0	4
<b>Ashes</b>	0	0	0
<b>Garden of Remembrance</b>	0	0	0
<b>Dorchester South Chapel</b>	0	0	0
<b>Poundbury Chamber</b>			-
<b>Children's Plot</b>			-



**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 9 MARCH 2020**

**Monitoring Report – Lettings**

<b>Chargeable Bookings 2018-19</b>					<b>Chargeable Bookings 2019-20</b>				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
JAN	33	26	3	3560	25	15	2	3122	(438)
FEB	29	29	6	4884	24	17	4	4405	(479)
<b>Total</b>	<b>62</b>	<b>55</b>	<b>9</b>	<b>8444</b>	<b>49</b>	<b>32</b>	<b>6</b>	<b>7527</b>	<b>(917)</b>

<b>Bar Income 2018-19</b>			<b>Bar Income 2019-20</b>			
JANUARY		140	JANUARY		229	89
FEBRUARY		828	FEBRUARY		219	(609)
<b>Total</b>		<b>968</b>	<b>Total</b>		<b>448</b>	<b>(520)</b>

<b>Non Chargeable Bookings 2018-19</b>				<b>Non Chargeable Bookings 2019-20</b>			
	Council	Partners	Total		Council	Partners	Total
JAN.	5	9	14	JAN	15	24	39
FEB.	2	5	7	FEB	3	19	22
<b>Total</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>Total</b>	<b>18</b>	<b>43</b>	<b>61</b>

<b>Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)</b>									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
16	24	14	18	15	7(4)	3(3)	4(3)	2(1)	3(4)

Municipal Buildings – Percentage of actual income against estimated income to date: 91.2%

<b>Borough Gardens House 2018-19</b>				<b>Borough Gardens House 2019-20</b>			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
JAN.	7	1	£292	12	1	£467	£175
FEB.	5	0	£208	7	0	£313	£105
<b>TOTAL</b>	<b>12</b>	<b>1</b>	<b>£500</b>	<b>19</b>	<b>1</b>	<b>£780</b>	<b>£280</b>

**DORCHESTER TOWN COUNCIL  
MANAGEMENT COMMITTEE – 9 MARCH 2020  
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

<b>Regular Contracts</b>	<b>Contractor</b>	<b>Last Completed</b>	<b>Next Scheduled</b>
Emergency Lighting annual test and service	Andy Whitty	January 2019	January 2020
Boiler Service	Benzoni Services Limited	May 2019	May 2020
PAT Testing	DAM Group	November 2019	November 2021/22
Lightning Protection	GNS Steeplejack Ltd	October 2019	October 2020
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2019	February 2020
Fire Alarms annual test and service	Andy Whitty	January 2019	January 2020
Stage Units – annual test and service	Cahill Ltd	November 2019	November 2020
Service Clock – annual test and service	Smiths of Derby	December 2019	January 2020
Ventilation Clean	Rentokill	September 2019	September 2020
Intruder Alarm	Chubb	September 2019	September 2020
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics (revised quotes being sought)	January 2019	January 2020
Lift	Stannah	October 2019	New Contract 2020
Fire Extinguishers	Fire Express Ltd	June 2019	June 2020
Fixed Wire Testing (5 Year)	A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser Nappy Bag dispenser	Regular visits
Glass Collection	DWP	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	New Contractor	June 2019	June 2020

<b>Recent, current or planned maintenance projects over £1000 or special individual projects requested by Members</b>		
<b>Project</b>	<b>Cost</b>	<b>Progress</b>
Corn Exchange House Lights	£3500	Completed - September 2019. The new house lights have now been in place for six months and have worked well making the space brighter and 'cleaner'. The old chandeliers will now be taken apart and recycled.