



Dorchester Town Council

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5 January 2022

Agenda for the meeting of the **Management Committee** which will be held via the **THE ZOOM VIDEO CONFERENCING PLATFORM** on **MONDAY 10 JANUARY 2022** commencing at **7.00pm**.

You will be able to join the meeting by using the link - <https://us02web.zoom.us/j/88979259864>

Adrian Stuart
Town Clerk

Public Speaking and Attendance at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Membership of the Committee

Councillors S. Biles, A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, A. Lyall, R. Major (Vice-Chairman), 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 8 November 2021 (adopted by Council on 22 November 2021). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

4. Outside Gym

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

5. 2022-2023 Estimates, Special Items and Fees and Charges

To consider the Committee's Estimates, Special Items and Fees and Charges for 2022-2023 (enclosed).

If any Member has any detailed queries or questions regarding the proposed budget please contact the office prior to the meeting.

6. Public Space Protection Order (PSPO) Anti-Social Behaviour - Consultation

Dorset Council is presently consulting on new PSPO 's one of which will cover Dorchester and will replace the existing West Dorset PSPO. As well as continuing the prohibition of alcohol in and around the town centre, the new PSPO aims to tackle anti-social behaviour and proposes a dispersal order, which would mean that people engaging in anti-social behaviour could be fined if they fail to move on when asked. The Order also includes a prohibition on the intentional feeding of gulls.

The consultation closes on 13 January – Members can respond directly using the following link - [Public Space Protection Orders \(PSPOs\) Consultation - Dorset Council](#)

The Committee may wish to submit a corporate view which can be undertaken following consideration at the meeting.

7. Grant Applications

To consider the following applications for financial assistance:-

- (a) Parkinson Singing (application enclosed)
- (b) Read Easy (application attached)
- (c) Volunteer Centre (application attached)
- (d) Window Wanderland (application attached)

8. Cemetery Matters

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.

9. Municipal Buildings Monitoring Report

To consider the Municipal Buildings monitoring and update report (enclosed).

10. 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”.

11. Sandringham Sports Centre

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

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10th January 2022 OUTDOOR SERVICES UPDATE REPORT – Mid- Winter

This report has been prepared whilst the country continues to work under newly increased government guidance for safe working practices during the Covid 19 outbreak. These regulations had and continue to have, an effect on the work undertaken by the team, practices have been amended in such a way so as to: -

- Safeguard the NHS
- Safeguard the public
- Safeguard staff health both in and away from work
- Maintain services
- Provide a good maintenance regime in Parks and Open spaces and to keep play areas open for general use.

1. The early period saw ongoing maintenance work dominate with mixed but generally mild weather producing consistent grass growth, wet ground conditions are now preventing cutting operations. Covid infection rates continue to have the potential to affect the ability to carry out some works, currently impact remains limited although this is dependent upon staff not being infected which would reduce the number of staff available to work. Borough Gardens drinking fountains remain switched off. Covid control procedures have moved to a higher level to contain any cross infection within the teams as much as possible.

2. The Borough Gardens team have been doing numerous routine tasks within the site assisted where necessary by the outdoor services staff. Planting of autumn bedding plants that will show limited colour during the winter before a very welcome show in the spring is complete as is the routine pollarding of the Lime trees around the bandstand and on the southern Bowling Alley walk boundary.

During the coming weeks, works to the annual beds and grass surrounding the large yew tree on the West Walks side of the gardens will be undertaken with the aim of improving the levels of the lawn in the area, removing trip and fall hazards and to achieve a significant improvement to both the soil structure and texture for future crops of bedding plants. To enable these works, these beds have not been planted this year.

Work has continued at the southern end of the gardens, consolidating the improvements made in the form of the rose garden. The roses are now pruned to reduce height and prevent wind rock and have had a top dressing of manure, the roses will be given their first formative prune in the coming spring.

Members will recall the decision to position a new flag pole within the gardens, works have progressed with the removal of the existing shrubs to make way for the pole socket. Two cone shaped Yew trees are on order (to be funded by the Friends of the Borough Gardens, with thanks) and the flagpole works are due to take place in the final week of January, this will then be complimented by some permanent planting around the base of the flag pole.

Works are due to commence shortly to position a short length dwarf wall on the boundary of the hard surface around the waterfall where a persistent problem with soil falling onto the paving from the shrub bed which is higher, contributes to the growth of algae which in turn leads to an

increase risk of slipping. Work will also take place to renew electrical cabling and power sockets which supply electricity to events in that area of the gardens.

Pressure washing has taken place over several surfaces in the gardens to try to combat the growth of algae, this will continue periodically through the rest of the winter period.

3. Away from the gardens, the outdoor services team have been carrying out maintenance works to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas and work is almost completed to renovate Poundbury Crescent play area. Delays in the delivery of spare parts are still causing problems however with some items of equipment still off site a waiting replacement.

Works have been carried out at Sandringham sports field, lifting trees and pruning back shrubs and positioning new retaining boards to prevent soil spillage into the car park which has been an ongoing problem. Works to hedgerows and trees have also taken place on the boundary of the smaller extension field to alleviate access problems for users of the adjacent footpath.

Collecting litter from open spaces and bins has been ongoing.

Works have also been carried out to maintain other Shrub borders and hedge lines owned by the Town Council in various open spaces, cemeteries and play areas. This work is timed annually to avoid nesting season and any hedges with berries are not cut if it can be avoided. Works are carried out sympathetically for nature, allowing for both habitat and food.

4. Cemeteries

Demand for full burials has been seen a reduction over the early winter period, the number of burials of cremated remains continues to be around average for the time of year.

Councillors should be comfortable that currently, staff resources and management practices have maintained capacity for all burials, allowing them to continue without the need to re-schedule timings or request help with excavation from others and it is expected this will continue to be the case.

A recent government consultation on changes in cemetery permits with a view to improving soil water quality has been responded to. The proposed changes had the potential to severely compromise existing rights of burial in purchased plots by retrospectively imposing a 5 m² minimum plot size and imposing new controls preventing interments into solid bedrock. Members will be advised by the Outdoor Services Manger of any final outcome that could have a potentially adverse impact on the provision and management of cemeteries within Dorchester.

5. The Great Field

Officers of the Town Council continue to be involved in elements of the development and delivery of the overall field layout, such as commenting on species selection of trees and landscaping proposals to placement and maintenance of waste bins and the layout of the path network.

As stated at the last Management Committee meeting significant work has been carried out on the new play area and surrounds, this has further progressed and has seen the following works taking place:

Partial replacement of topsoil on areas of the site

Grading to achieve desired ground levels

Digging, installation and connection of land drainage to the existing system

Installation of water supply

Completion of Installation of main items of play equipment.

Positioning of safety gravel around the bases of some items of equipment

Initial shrub and perimeter hedge planting works
Laying of some hard surfaces.

It is anticipated that when coupled with the nearby Café and toilet facilities this site will become a destination play area for residents and visitors to enjoy all year round with play value in terms of visit time, measured in hours rather than minutes.

Construction of the area is slightly behind due to a delay in supply of suitable rock for soil retention and adverse weather; completion is currently anticipated to be in approx. 3 months.



Brownsword Hall feature showing swings, safety gravel and path surfacing to the mid-right.



View from west end of site showing all main installation elements and ongoing soil profiling.



View from east of site showing hedge in foreground and water pump element, new landscaping to the front of Brownsword Hall and view across main elements

6. Steam Engine at Kings Road

Work has continued to renovate the steam engine. Most elements requiring remedial work or replacement have been removed with the exception of the roof due for removal at the time of writing. Works have progressed as anticipated, the floor to the main engine wheel area was fitted on 05/01/22 which marked the first item to be replaced on the unit.

The following pictures show the extensive works to remove old rotten shrouds, the extent of decay still to be repaired and the clearance of rust etc. on sound elements.



Works can be seen to rear of engine where new steel has been installed.



The majority of the engine is now cleared of old paint and rust

The photo below is a close up of the significant decay to the end of the boiler section below the chimney. As can be seen, intervention now is very timely as there is little strength left in the existing metal. The Yellow structural support (bottom of picture) will be utilised to work as a base to which will be welded a supporting beam to connect to and fix the chimney casting and front axle section.



7. Biodiversity

As detailed in previous reports, Tree Planting phase 1 was completed at king's road field, a second phase of planting will take place in this coming month, weather permitting. One part of the planting is being funded by the securing of a grant from the Forestry Commission which totals £30,000 which will involve the planting of a further 71 heavy standard trees all provided with supporting stakes and ties, mulching mats to suppress weed growth and watering kits for use in the summer. Maintenance in the form of regular weeding and watering will then be carried out for a full three years.

In addition to the above a further 230 light standard trees will also be planted with the same planting accessories and maintenance regime. When combined, these plantings should see near completion of the second central area of planting at king's road open space. The final phase three planting, to be carried out ideally in 2023, will see the last section on the western side of the field adjacent to kings Road completed.

The shortly to be carried out central planting will then allow for the development of the first part of a circular woodland walk path through planting phases 1 and 2.

In addition to the above further planting will take place in Salisbury field, initially these plantings are intended to provide the next generation of the boundary trees planted around the perimeter of the field anticipating the future the loss of the current mature tree stock, so providing continuity of the character of the site. These trees have been planted by generous donations from Rotary and Lions clubs in Dorchester.

Current tree species on the site are limited, in the main, to both Lime and horse chestnut. Planting of mixed natives offers the benefit of increased value to native wildlife, predominantly birds, bats, insects, and small mammals in this location. Additionally, by using mixed species the site will be less vulnerable in the future to species specific diseases such as that currently affecting a large proportion of the horse Chestnut trees within Dorchester.

Shortly before Christmas the OSM received formal confirmation of SNCI designation for Weymouth Avenue Cemetery. This is very welcome news and recognises the work put in to examine species present and review maintenance procedures to maintain and if possible, increase the species range.

Work to reduce dead trees at the Riverside Nature reserve (which had the potential to fall into adjacent properties) has been completed. Works to the pond to remove excess weed planned for late November, to be carried out by students from Kingston Maurward college as part of an initiative to offer them enhanced learning opportunities as part of their course work was cancelled due to the site being waterlogged. A further work day is planned to either carryout some small tree/bush reduction and /or whip planting at Kings Road, the actual task carried out will be dependent on both ground conditions in the coming weeks and also the wider Covid situation.

7. Staffing

Staff have continued to deliver good quality work throughout this period. A striking improvement has been in the quality of grave digging operations where the ground is now protected during excavation and back filling and staff are very aware of the need to provide, visually, as pleasant an experience as possible to mourners who attend funerals and visitors to the cemeteries. As part of wider staff development, emphasis has been placed on carrying out tasks with an increased focus on end product and an overall checking of the site before leaving. Staff are being encouraged to view the site not as they as employees would, but from the point of view of the user and to think

about the impression their work would initially give. Visitors to sites do not see internal staff responsibility boundaries nor wider political or ownership boundaries so teams are being encouraged to not leave items or areas of work un-done or not report faults or problems because it is not “their patch” or “not their main job”. By doing this overall quality is improved and the perception of areas within the Town Councils ownership as being cared for and maintained well is encouraged.

Carl Dallison
Outdoor Services Manager
Dorchester Town council

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JANUARY 2022

OUTDOOR GYM EQUIPMENT – BOROUGH GARDENS

1. At the last meeting of the Committee it was agreed that the two lowest equipment providers be looked at further with a view to establishing the quality of the equipment and the provision of spares so that the equipment could be kept in good order into the future.
2. The Council already has equipment installed by one of the two manufacturers, the equipment is robust and there has not been an issue with providing spares parts when they have been required. This would be the same for any new equipment.
3. The other supplier provides equipment which looks similar to the first supplier and the company reports that “The spares are readily available from our suppliers, and we haven’t had any issue on that front since we started using them 5 years ago.”
4. Whilst the company has not got any adult gym installations located near to Dorchester they have provided details of equipment installed for another Town Council. They have also provided children’s gym equipment (which is the same as the adult equipment but smaller) to many schools across the county.
5. The equipment provided for the other Town Council has been installed for three years and it has lasted well. The equipment is well used and none of it has required repairing so far. The Town Council felt that the equipment provided good value for money.
6. There were no responses received to the consultation about the type of equipment to be provided. It is therefore proposed to again provide a mix of cardio, core and strength equipment.
7. It is recommended that a final scheme be worked up with the lowest tenderer and that an order for the equipment be placed following approval of the scheme by the Chairman and Vice-Chairman of the Committee.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JANUARY 2022

REVENUE BUDGET 2022/23

1. A draft budget for services provided by this Committee is attached (Appendix 1). Total service costs are £1,108k, £100k higher than the current year.
2. The contribution to the Municipal Buildings Reserve has been increased to £274,600 (this year was £178,000). If approved, this will allow the Council to reduce the debt required to fund current refurbishment works, lowering the long term revenue budget.
3. Following a decision at Policy Committee in November, **Special Items** have been removed as a budget line. Having reviewed past use of the Special Items budget the equivalent current year figure of £18,500 is proposed for inclusion in the 2022/23 budget as follows:-

Parks Repairs & Maintenance	£7,000
Heritage Events	£8,500
Dorchester Heritage Joint Committee	£3,000

4. **Earmarked Reserves** expenditure planned for the Committee's services is: -

	£000
Poundbury Cemetery wall repainting and fencing	30
Municipal Buildings refurbishment	428
Play Equipment	25
Arts, Culture & Sport	5
Vehicles & Equipment	20
Total	508

The figure for Municipal Buildings refurbishment does not include options to borrow, which will be considered by Policy Committee.

5. If Appendix 1 is accepted as drafted it will form part of the **Council's overall budget**, which is currently being developed within the following context: -
 - A 2% increase in Council Tax will be proposed which coupled with a 2.3% growth in Council Tax Base, this would produce a precept of £1,582k, up £65k (4.3%) from 2021/22.
 - Budgets overseen by the Policy Committee will fall from £507k to £473k, down £34k. The key differences are the removal of a contribution the Development Reserve (£90k), offset by the inclusion of the Environmental Assistant in the core budget (£30k), reduced reliance on income from Dorchester Markets (£5k) and increases to pay and national insurance (£24k)
 - All of the above results in a balanced budget for 2022/23. The Council will hold £726k in its Corporate Projects Reserve and will still be in a position to help manage anticipated local service cuts yet to be made by Dorset Council, to develop new

services or reduce the future level of Council Tax, in line with the Corporate Plan that the Council will adopt in 2022/23

- The report will also include a proposal to borrow up to £500k before 31 March 2022, the first part of the loan funding required for the Municipal Buildings works
- Council will consider the overall budget strategy on 24 January 2022

6. Taking account of all of the information above it is **RECOMMENDED** that the budget as laid out at Appendix 1 is submitted to the Policy Committee for inclusion within the Council's overall budget for 2022/23

7. Fees and Charges have been revised and are included at Appendix 2. Items to note include:

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- Over the last few years the Council has followed a policy of raising a greater share of the cost of operating Cemeteries from direct users, bringing its fees broadly in line with Weymouth, as set out in Appendix 2.
- In line with the strategy set two years ago, the tennis fee is increased by £5 to £40, Dorchester residents will continue to receive a £10 discount, with their charge increasing by £5 to £30. This is part of a strategy to widen the gap between the resident/non-resident fee over the next few years
- Borough Gardens House charges (as set out in Appendix 2) remain unchanged

Nigel Hayes
Financial Controller

APPENDIX 1

	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
PARKS & OPEN SPACES			
Electricity	8,448	5,900	6,100
Water	3,001	6,500	6,630
Rent	3,731	4,300	3,900
Rates	20,020	20,500	18,500
Premises Repairs & Maintenance	13,555	18,000	18,400
Other Repairs & Maintenance	85,263	56,000	64,000
Legal Fees	1,823	0	0
Special Item	12,549	0	0
Highway Trees Partnership	5,000	5,000	5,000
Walks Cleaning Contract	5,537	6,000	6,000
The Great Field Toilets - AET	0	3,000	3,100
Office Team	46,835	56,504	56,863
Outdoor Services Team	338,603	386,052	393,897
To Reserves: Play Equipment	0	0	10,000
To Reserves: Parks Premises	5,100	5,200	5,300
Total Expenditure	549,465	572,956	597,690
Tennis	-4,807	-3,200	-4,300
Football	0	-1,200	-900
Bowling Alley Walk Wayleave	-632	-630	-630
Borough Gardens Flat Rental	-6,360	-6,500	-6,400
Borough Gardens House Hire	88	-4,500	-4,500
Borough Gardens Kiosk Rental	-1,779	-1,000	-1,500
Louds Mill Depot Feed in Tariff	-1,343	-1,300	-1,300
Dorchester Bowls Club Land & Water	-5,128	-5,500	-5,500
Hanging Baskets, Recharges & Sundry	-2,981	-3,000	-3,000
Total Income	-22,942	-26,830	-28,030
Met by Precept on Taxpayer	526,523	546,126	569,660
ALLOTMENTS			
Water	5,341	2,500	2,500
Rent	1,119	1,200	1,200
Repairs, Maintenance & Pests	264	200	200
Subscriptions	55	60	60
Office Team	3,088	3,693	3,749
Outdoor Services Team	5,520	6,024	6,422
Total Expenditure	15,387	13,677	14,131
Rents & Water	-13,237	-10,500	-14,000
Met by Precept on Taxpayer	2,150	3,177	131

APPENDIX 1 (cont)

	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
MUNICIPAL BUILDINGS			
Salaries	49,415	49,367	50,717
Overtime	0	0	0
National Insurance	2,318	2,381	2,774
Pensions	10,835	11,337	11,158
Training Courses	0	500	500
Repairs & Maintenance	14,413	15,900	16,200
Materials & Equipment	488	0	0
Water	202	0	0
Electricity	3,495	0	0
Gas	4,560	0	0
Rates	24,701	0	0
Telephone	927	0	0
Performing Rights & Other Licences	955	0	0
Promotion & Stationery	220	0	0
Office Team	34,498	41,325	41,884
Outdoor Services Team	9,295	10,029	10,812
To Reserves: Municipal Buildings	176,600	178,000	274,600
Total Expenditure	332,920	308,839	408,645
Room Hire	-7,149	0	0
Bar Franchise & Sundry	2	0	0
Total Income	-7,148	0	0
Met by Precept on Taxpayer	325,772	308,839	408,645
CEMETERIES			
Electricity	1,005	2,400	2,448
Water, Service Charges & Cesspit	587	600	612
Rates	8,420	8,500	8,670
General Maintenance	16,387	3,500	3,570
Cemetery Grass Cutting	11,960	18,800	19,125
Office Team	21,885	26,200	26,571
Outdoor Services Team	39,129	42,736	45,518
To Reserves: Cemeteries	15,500	15,800	6,100
Total Expenditure	114,873	118,536	112,615
Burial Fees & Chapel	-35,745	-26,000	-26,500
ERBs, Memorials & Inscriptions	-40,921	-26,000	-26,500
Total Income	-76,666	-52,000	-53,000
Met by Precept on Taxpayer	38,208	66,536	59,615

APPENDIX 1 (cont)

	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
CULTURAL & TWINNING			
In House Events	425	17,100	12,100
Christmas Lights	4,700	4,800	4,900
Partner Events & Sponsorship	9,341	8,900	9,400
Heritage Events	0	0	8,500
Grants	3,628	3,900	4,100
Special Items	0	19,000	0
Support for Dorchester Arts	8,500	16,000	16,000
Twinning	0	1,000	1,000
Offices Team	12,157	13,865	14,760
Met by Precept on Taxpayer	38,751	84,565	70,760
OUTDOOR SERVICES TEAM			
Salaries	247,787	278,401	286,528
Overtime	4,904	6,000	6,000
National Insurance	18,624	22,570	24,539
Pensions	52,282	62,568	63,036
Training & Subsistence	776	2,000	2,000
Subscriptions	574	300	300
Vehicle/Mower Costs and Repairs	12,488	10,200	13,421
Tools, Equip, H&S, Signs, Servicing	10,055	16,300	13,626
Protective Clothing	5,253	2,400	2,400
Fuel	5,099	7,000	7,100
Cleaning/Bin Liners/Dog Bags	6,850	7,000	7,000
Waste Services	7,405	9,200	9,400
Telephones	1,250	1,400	1,400
Advertising		0	0
To Reserves: Vehicles & Equipment	19,200	19,500	19,900
Total recharged to Services	392,547	444,839	456,649
Recharged to			
Parks and Open Spaces	338,603	386,051	393,897
Allotments	5,520	6,024	6,422
Cemeteries	39,129	42,736	45,518
Municipal Buildings	9,295	10,029	10,812
Recharged to Services	392,547	444,840	456,649

APPENDIX 2**CEMETERIES FEES****Interments**1 Apr 21 **1 Apr 22**

a) An infant under 2 years or stillborn	Nil	Nil
b) A person aged 2 years or older	£665	£715
c) A casket of ashes	£185	£195

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£63	£64
b) In the Garden of Remembrance	£31	£32

Exclusive rights of burial in earthen graves

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£960	£980
End of term Renewal for 25 years	£815	£830
b) Ashes plots and infant under 2 years	£640	£650
End of term Renewal for 25 years	£500	£510

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herrington within previous 10 years or previously resident for at least 25 years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

Monuments, gravestones, tablets and monumental inscriptions

Right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site not subject to Exclusive Right of Burial	£220	£225
Additional inscription on a gravestone or other memorial (for each deceased)	£105	£108

BOROUGH GARDENS COMMUNITY ROOM HIRE FEES

Prices include VAT. Performing Rights Fee may also be payable.	Per Session £	Hourly Rate £	Hourly from 11.00pm £
Voluntary and Community Organisations	50	24	33
Other Non-Commercial or Private Events	63	26	36
Commercial	87	37	62

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

TENNIS FEES

Annual Membership	£40
Dorchester Resident Discount	- £10

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>	Creating Musical Participation
2.	Name and address of responsible officer who should be contacted regarding this application.	<i>Name</i> Caroline Pugh Address Maine Martell, Winterborne Zelston, Blandford, DT11 9EU Tel: _____ (Mobile) 07984 828642 Email: creatingmusicalparticipation@gmail.com
3.	Address where activities are based.	Dorchester YMCA, Sawmills Lane Weymouth Avenue, DT1 2RZ
4.	<i>What area (community) is served?</i>	The singing sessions are designed specifically for people living with Parkinson's, and would also be suitable for those diagnosed with MS or in need of rehabilitation from a stroke. Dorchester and surrounding villages Anyone who enjoys singing can also attend
5.	Are there any other similar facilities or services provided in the area/district?	There are no other singing groups that meet this particular need in the area. The sessions will also include specific exercises designed to help those with the condition, as well as well-loved songs.
6.	How does your organisation / activity benefit the residents of Dorchester?	With speech and language services quite stretched, a group offering singing is of great benefit in the area. Speaking with local social prescribers, they saw an obvious need in the area. There is a UK Parkinson's members group that serves Dorchester and Weymouth area who will help to advertise to its members. I am working with DCH Parkinson's nurse too.
7.	<i>Present charges/ subscription/fees. Please attach schedule if available.</i>	The weekly group has been meeting since 28 th September. Participants pay £6 per session (where they can afford it). I would like to be able to keep fees as low as possible, or an opportunity to either subsidise everyone or have a fund available for those in receipt of benefits. I have to pay a venue hire each week of £18
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	There are no proposals to alter the charges.
t	<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>	The YMCA is a new venue for us (we have been required to move due to other groups needing the original venue) and this brought increased costs. Being able to provide a social opportunity for people living with specific medical conditions will be helpful for their own well-being

		<p>and confidence in the community.</p> <p>There is much research to demonstrate the benefits of singing in particular with Parkinson's, enhancing the quality of life for as long as possible.</p>
10.	<p><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></p>	<p>We were nearing the stage of being completely self-funding, (subject to all participants attending regularly), until we had to move venues and costs increased.</p> <p>However, with continued anxiety over Covid for some vulnerable groups. we have not been able to increase are numbers. Additionally, we have had at least one drop out due to their condition preventing them from driving.</p> <p>I hope to be able to build numbers up over the next 3 months to make the sessions self-funding. Now that we have a permanent venue, I should be able to make a reasonable return for the time that I am investing. The sessions may only be an hour long, however, I have other costs such as public liability to consider and a great deal of preparation time to provide resources.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>Monday 10th January– on going weekly event</p> <p>12-week project to build a sustainable self-funding group, then on-going. I believe that Covid has affected the number of people willing to venture out and hope that as we emerge into the spring this will improve.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>£216 for hall hire. (12weeks @£18)</p> <p>At present I have only been able to cover travel costs, printing and a very small remuneration for the time and resource preparation. This was due to the grant received to date and the previously cheaper venue hire</p>
13.	<p><i>Please give details of other grants awarded or applied for.</i></p>	<p>We gratefully received £140 from DTC for the Autumn Term which has enabled us to keep going so far.</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£140 as before, to go towards the costs of maintaining the valuable sessions and subsidising weeks when income is lower whilst we build up numbers.</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>I have a background in music teaching (at a Dorchester school), have been working part time in a care home, am an Associate member of Sing To Beat Parkinson's (Cantata Trust)</p>
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We 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 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</p>	

<p>please make this known when submitting the application.</p> <p>Signature of Applicant Caroline Pugh</p> <p>Position Held Founder and Lead Musician</p> <p>For and on behalf of..... Creating Musical Participation Date 22nd November 2021</p>

Christine Voce
9 Portesham Hill
Portesham
Weymouth
Dorset DT3 4EU
Email: sdleader@readeasy.org.uk
Tel: 07490 372212



Steve Newman
Deputy Town Clerk,
Dorchester Town Council
19 North Square
Dorchester DT1 1JF

29th December 2022

Dear Mr Newman,

Please find enclosed a Grant Application Form from Read Easy South Dorset. I hope the information is enough, but please do contact me if anything is unclear.

I want to explain that our group used to be called "Read Easy Weymouth and Portland". We are now operating in Dorchester too, and our name has been changed to "Read Easy South Dorset" and we have a new constitution. However, for various reasons, our building society account is currently still in our old name. I am enclosing the front page of our building society book with the details of the account on it.

We are a small self-funding group. We do not have examined accounts. However we submit our financial position to Read Easy UK each year, but it is in a very long winded format. To save you that headache I am enclosing a financial statement which shows our activity for our last financial year (1st October 2020 to 30th September 2021). I am also enclosing the relevant pages of our building society passbook so that you can verify the financial statement.

Thank you very much for your time, I look forward to hearing from you in due course,

With best wishes,

Christine Voce

Christine Voce
Team Leader
Read Easy South Dorset

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Read Easy South Dorset Previously "Read Easy Weymouth and Portland", bank account is still in this name, please see accompanying letter.
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Christine Voce, Team Leader, Read Easy South Dorset Address 9 Portesham Hill, Portesham, Dorset DT3 4EU Tel: 01305 871009 (Mobile) 07490 372212
3.	Address where activities are based.	Our activities are carried out a a range of approved venues such as Libraries and Churches.
4.	What area (community) is served?	This application is to provide a service to residents of Dorchester.
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	It is known that in England 1:6 people have very poor literacy skills. Adults who struggle to read are: <ul style="list-style-type: none"> • five times more likely to be unemployed, • unable to support their own children's learning, • unable to understand basic health information, which is associated with high mortality, • less likely to vote or take part in public and community life. * Read Easy helps adults learn to read or to improve their reading. We offer private 1:1 sessions with a trained volunteer coach and we provide all the materials required. We are confidential, friendly and free.
7.	Present charges/ subscription/fees. Please attach schedule if available.	Our service is free.

8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No.								
9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	<p>Read Easy has operated in the Weymouth and Portland area for about 10 years. We are now offering the service to residents of Dorchester and earlier this year became "Read Easy South Dorset".</p> <p>We have already been contacted by people in Dorchester who are looking for help in learning to read.</p> <p>To begin to work effectively in the Dorchester area we need to train new coaches and provide them with all the materials they need.</p> <p>This application is asking for funding to train and equip 3 coaches. We do need more coaches than this, but in this application we are trying to stay close to your limit for grant giving.</p>								
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Once the coaches are trained and we have the initial manuals and reading materials the ongoing costs are low and we can use local fundraising (coffee mornings, and so on) to do that.								
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>We would like to recruit coaches in early 2022 and have them trained by May.</p> <p>Once they are trained and are paired with a reader the work will then continue with very little cost for 1 – 2 years.</p>								
12.	Please give details of the cost of the project.	<table border="0"> <tr> <td>Training costs for 3 coaches:</td> <td style="text-align: right;">£168</td> </tr> <tr> <td>3 sets of Manuals and associated books:</td> <td style="text-align: right;">£381</td> </tr> <tr> <td>3 extra sets of manuals*:</td> <td style="text-align: right;">£150</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">£699</td> </tr> </table> <p>*Readers and Coaches used to share a manual, but with Covid precautions this is not possible, so we have to buy separate manuals for the readers.</p>	Training costs for 3 coaches:	£168	3 sets of Manuals and associated books:	£381	3 extra sets of manuals*:	£150	Total:	£699
Training costs for 3 coaches:	£168									
3 sets of Manuals and associated books:	£381									
3 extra sets of manuals*:	£150									
Total:	£699									
13.	Please give details of other grants awarded or applied for.	<p>None as yet for the Dorchester area.</p> <p>We did have a grant from Weymouth Town Council in our last financial year to support Read Easy in Weymouth.</p>								
14.	Amount of grant requested from Dorchester Town Council.	As close to £699 as you can manage please.								

<p>15. Any other relevant information. (Continue on a separate sheet if necessary.)</p>	<p>Read Easy South Dorset is a small local group of volunteers.</p> <p>We are an independent group and we have to raise all our own funds. We are however affiliated to Read Easy UK www.readeasy.org.uk who provide us with support, guidelines and insurance.</p>
<p>16. Declaration</p> <p>I/we declare that the information given on this application is true and complete in every respect.</p> <p>I/we 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 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.</p> <p>Signature of Applicant(s)..... <u>Woce</u></p> <p>Position Held..... <u>Team Leader</u></p> <p>For and on behalf of..... <u>Read Easy South Dorset</u> Date..... <u>29/12/21</u></p>	

READ EASY SOUTH DORSET (READ EASY WEYMOUTH AND PORTLAND UNTIL April 2021)

Financial Statement for the year 1st October 2020 to 30th September 2021

Balance at 1st October 2020	£3909.93
Income	
Local Fundraising	£300.25
Grant from Weymouth Town Council (Specifically for training and equipping coaches in Weymouth)	£1040.00
Funding from Read Easy UK to buy a Tablet for a reader during lockdown	£150
Interest on Building Society Account	£6.42
Total Income	£1496.67
Expenditure	
Training Coaches	£200
Reading Manuals	£336
Other educational resources	£125.38
Venues for meetings and training	£171.00
PPE and cleaning materials for readers and coaches	£131.33
Office Support Costs	51.69
Travel and parking	£15.60
Publicity and merchandise	£260.99
Hospitality	£47.91
Affiliation to Read Easy UK (provides insurance)	£120
Lap Top for Reader	£150
Total Expenditure	£1609.90
Balance at 30th September 2021	3709.70

**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>	Volunteer Centre Dorset
2. Name and address of responsible officer who should be contacted regarding this application.	<p><i>Name Mr Tony Lees</i> Address The Coach House, Acland Road, Dorchester, Dorset DT1 1EF</p> <p>Tel: 01305 231692 (Mobile)07918639011</p> <p>Email: t.lees@volunteeringdorset.org.uk</p>
3. Address where activities are based.	The Coach House, Acland Road, Dorchester, Dorset DT1 1EF
4. <i>What area (community) is served?</i>	Dorset
5. Are there any other similar facilities or services provided in the area/district?	I am not aware of any, and Volunteer Centre Dorset is Established with local Organisations / Charities
6. How does your organisation / activity benefit the residents of Dorchester and surrounding areas throughout Dorset?	It helps local residents of Dorchester when holding events in the town and the Council use our facilities on a regular basis, the Volunteer Centre Dorset also hire the radios out to other local charities in and around Dorset
7. <i>Present charges/ subscription/fees. Please attach schedule if available.</i>	The present charge is £50 for the use of 6 Motorola XT 420 Radios and a base Charging Station. Increasing the radios from 6 to 12 will benefit local Organisations / Charities. If an organisation would wish to hire 12 radios we would increase this charge to £75
8. Are there any proposals to change or introduce charges, subscriptions, or fees? If so, please advise effective dates.	Presently Volunteer Centre Dorset charge a fee of £50 to Local Charities for the use of the Radios, the length of the use of the radio's ranges from minimum of 3 days up to 7 days. We would increase the charge for 12 radios to £75

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>	Over this coming year Volunteer Centre Dorset have been asked by several Organisations / Charities if we could provide extra radios, unfortunately we have not been able to do that. We are approached by a huge variety of events and organisations who need to hire radios but cannot do so because of cost. We offer our radios at an affordable cost for local charities and community events. This service ensures that such community events can take place safely and keep volunteers and organisers in communication.
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 charge for radio hire which will mean that our admin costs will be covered by this charge as well as any expenses incurred by delivery/collection of the radios
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	a) February 2022 b) Ongoing
12.	Please give details of the cost of the project.	See attached quote from supplier
13.	<i>Please give details of other grants awarded or applied for.</i>	We have not currently applied for any other grants.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	Please see break down cost of equipment on attached Quote from supplier
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We 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 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.</p> <p>Signature of Applicant(s).....</p> <p>Position Held: DBS and Health and Safety Administrator</p> <p>For and on behalf of..... Date.....</p>	

Volunteer Centre Dorset- Company Registration Number: 05685988Balance Sheet
As at 31 March 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible fixed assets	6	6,327		5,435	
			6,327		5,435
Current assets					
Debtors	7	23,574		13,905	
Cash at bank and in hand		234,272		145,654	
		257,846		159,559	
Liabilities					
Creditors falling due within one year	8	(26,241)		(28,771)	
Net current assets			231,605		130,788
Total net assets			237,932		136,223
The funds of the charity:					
Unrestricted funds:					
General funds	9	122,511		81,762	
Designated funds	9	86,007		27,507	
Total unrestricted funds			208,518		109,269
Restricted funds	9		29,414		26,954
Total charity funds			237,932		136,223

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the accounts.

Approved by the Board for issue on and signed on their behalf by:

.....
A Bailey
Director of Finance



Have any questions?

Call and speak with our team today:

01245 403520

Prepared For:

30700363
Volunteer Centre Dorset
The Coach House
Acland Road

PRO FORMA INVOICE

Date: 10/11/2021

DT1 1EF

Quote Prepared By:

Quote Number: BREQ6971 / Volunteer Centre Dorset - 10 November 2021

Requested By: Tony Lees

Andrew Turner

Account Manager

andrew.turner@brentwoodradios.co.uk

QUOTE DETAIL

Description	Qty	Unit	Total
Motorola XT420 Radio			£438.00
Motorola XT420 Radio c/w Lithium Ion Battery, Belt Clip - No Charger	6	£73.00	£438.00
Six Way Charger			£160.00
Motorola XT Series Six Way Charger	1	£160.00	£160.00
Delivery			£15.00
DPD Delivery	1	£15.00	£15.00

QUOTE SUMMARY

The Coach House Acland Road	SubTotal	£613.00
	VAT	£122.60
Dorchester DT1 1EF	TOTAL	£735.60

**DORCHESTER TOWN COUNCIL
GRANT APPLICATION FORM**

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Light Up Dorchester "Window Wanderland"
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Kathy O'Bone Address: 14 Cornwall Road Tel: _07583729541_____ (Mobile)_____ _____ <u>Email: kathyoborne@hotmail.com</u> _____
3.	Address where activities are based.	N/A
4.	What area (community) is served?	Dorchester
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	Window Wanderland is an award-winning CIC which provides a toolkit for communities to set up their own magical illuminated trails. Last year, over 200 households made creative display in their windows based on the event theme, "Windows to a Brighter Future". Window Wanderland allows residents to be creative, connect with their neighbours and explore their local area in a Covid safe way. It is an inclusive, free event with a simple registration process. Residents can feel closer to their own community and also feel part of the wider Window Wanderland movement, with towns across the UK and in other countries regularly taking part. Dorchester Window Wanderland was featured on BBC Radio Solent, Keep FM and in the Dorset Echo. The FB event page has 451 followers. Here are some of their comments about last year's event: "Thank you. It was perfect timing as we are new to Dorchester and it gave me something to do to feel involved." " Thank you so much everyone for bringing so

		<p>much joy to everyone. It would be lovely if this was done every year."</p> <p>"Thank you for organising, it's been so nice to have something creative and positive to focus on. My 3 year old twins gave me a helping hand"</p>
7.	<p>Present charges/ subscription/fees. Please attach schedule if available.</p>	<p>January- contact community groups, schools, businesses, key community leaders by e-mail Launch FB campaign- regular updates with links to galleries, online tutorials, the interactive map and information on how to register. Target local community FB pages ,generate online chat about themes and ideas for windows. Send press release to local papers, radio and TV. Email those already signed up and encourage them to spread the word.</p>
8.	<p>Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>No.</p>
9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>See number 6.</p>
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	<p>Increased sponsorship from local businesses.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p>	

	b) Estimated completion date.	Last weekend in Feb?
12.	Please give details of the cost of the project.	£50: Registration £150: Toolkit including an interactive map, and email platform to communicate with participants, a Facebook event page and online display ideas.
13.	Please give details of other grants awarded or applied for.	Last year, we managed to get £50 in sponsorship from JSCP architects and may approach them again.
14.	Amount of grant requested from Dorchester Town Council.	£200
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	I hope we can build on our success last year and get even more residents involved. With a FB page already in place, marketing the event should be even easier this year.
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We 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 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.</p> <p>Signature of Applicant(s)...Kathy O'Borne.....</p> <p>Position Held.....Volunteer Organiser.....</p> <p>For and on behalf of...Charlotte Dingle and Kathy O'Borne Date.....04/01/ 2022.....</p>	

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JANUARY 2022

MUNICIPAL BUILDINGS MONITORING REPORT

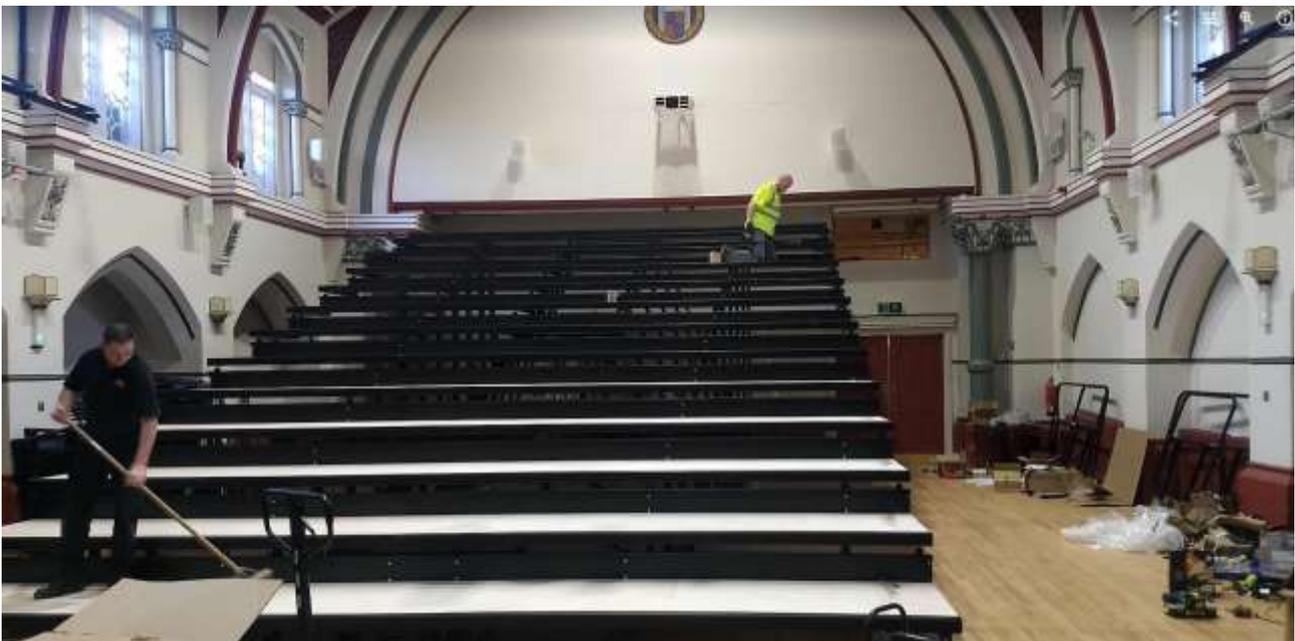
Staffing

1. The front part of the Municipal Buildings have been opened for use including the Corn Exchange, Town Hall, Magistrates Room and the Council Chamber. All bookings (other than for the Council Chamber) are taken and managed by Dorchester Arts. The Town Hall Keepers are therefore now largely back working at the Buildings preparing rooms for hirers etc. They have also been assisting DA in preparing and being in attendance at other venues around the town.

Municipal Buildings Corn Exchange and Re-Roof

2. This work is largely now complete. The new audio visual equipment purchased by Dorchester Arts has been installed and works well. The equipment has been used at live events already the first live band being Mad Dog Mcrea just before Christmas.
3. The retractable seating is being installed as I write this report and it is expected to be completed by the end of the week – work is progressing well

Retractable seating installation underway



Extension for Biomass and Offices

4. Contractor instructed to proceed, it is likely that the construction programme will now show a completion date towards the end of June 2022. Ongoing discussion to agree the

logistics, planning etc to minimise the impact on the use of the Corn Exchange and Dorchester Arts.

5. The main works being undertaken at present are groundworks to stabilise the site and ensure that the below ground element of the woodchip store is watertight and meets the relevant fire precaution standards.
6. Work to install the new single electric supply to the Buildings is underway with completion due next week.
7. Work has also commenced on re-roofing the dressing rooms following the adaptations required so as to enable new and larger roof lights.

Groundworks to the rear of the Buildings



Steve Newman
Deputy Town Clerk