



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861

For information about this agenda contact Steve Newman
s.newman@dorchester-tc.gov.uk

10th January 2024

Agenda for the meeting of the **Management Committee** which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 15 JANUARY 2024** commencing at **7.00pm**.

Steve Newman
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 A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, R. Major (Vice-Chairman), R. Potter, M. Rennie, R. Ricardo, D. Taylor, K. Reid and The Mayor ex-officio.

Agenda

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 13th November 2023 (adopted by Council on 27th November 2023). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

- 4. Exclusive rights of burial at Poundbury Cemetery**

To receive a report (enclosed) from the Assistant Town Clerk (Corporate).

5. Outdoor Services – Update Report

To receive the Assistant Town Clerk (Outdoor Services) update report (enclosed).

6. Maintenance arrangements for The Great Field

To receive a report (enclosed) from the Assistant Town Clerk (Outdoor Services).

7. Revenue Budget 2024-25

To receive a report (enclosed) from the Responsible Financial Officer.

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

8. Licence for the Dorchester Cider Festival

To receive a report (enclosed) from the Assistant Town Clerk (Corporate).

9. Proposal for Premises Licence for The Great Field

To receive a report (enclosed) from the Assistant Town Clerk (Corporate).

10. Review of 2023 events programme

To receive a report (enclosed) from the Assistant Town Clerk (Corporate).

11. Community Fridge update

To receive a report (enclosed) from the Community Development Officer.

12. Grant Applications

To consider the following applications for financial assistance:

- (a) Dorchester Rugby Club requesting a grant of £500 towards the cost of a new gazebo, carry bag and weights (application enclosed).
- (b) Dorset Craft Workshops CIC requesting a grant of £500 towards the cost of craft equipment (application enclosed).
- (c) Durnovaria Silver Band Trust requesting a grant of £330 towards the cost of 30 music stands.
- (d) Thomas Hardy Society requesting a grant of £500 towards the cost of student attendance at the annual conference.

13. Minutes of Twinning & Cultural Activities Panel

To receive the minutes of the committee's Twinning & Cultural Activities Panel meeting on 20th November 2023.

14. Minutes of the Dorchester Arts Board Meeting

To receive, for information, the minutes of Dorchester Arts' board meeting on 30th October 2023.

15. 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.

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. Maintenance of The Great Field

To receive a confidential report from the Assistant Town Clerk (Outdoor Services).

ITEM 4.

MANAGEMENT COMMITTEE – 15 JANUARY 2024 EXCLUSIVE RIGHTS OF BURIAL AT POUNDBURY CEMETERY

1. When Poundbury Cemetery was opened in 2002 the Dorchester Joint Burial Committee agreed that people could purchase an Exclusive Right of Burial (ERB) and be allowed to choose the exact plot in the cemetery where they wished to be buried.
2. However, it became apparent that allowing residents to purchase an exact plot in advance caused a number of significant issues as follows:
 - When the time arrives to dig the grave, the space would be surrounded by burials making it inaccessible with the digger requiring it to be dug by hand.
 - Spoil from an excavated grave had to be placed on an adjoining grave causing upset to relatives.
 - If the purchased plot was in a presently unused area of the cemetery, it would be exceptionally difficult to dig the grave in exactly the right location. This would have a knock-on effect on the surrounding grave spaces.
 - Allowing the random selection of plots for purchase has led to gravediggers having to try to estimate locations as best they can. This has resulted in graves not aligning with either columns or rows when the surrounding unsold plots are eventually used.
 - The risk of the grave walls collapsing (making the plot unusable) at the time of digging if the plot is already surrounded by established graves.
3. The above issues can be both upsetting for relatives at the time of burial and, also, inhibit the proper management of the cemetery – maximising use of all available space in the cemetery is key to its operational longevity.
4. As a result, in 2018 Management Committee agreed to discontinue this practise. The new policy was that an ERB could still be purchased but the purchaser would only be allowed to choose which area they would be buried in (e.g. the Traditional area, the Green Burial area, the Lawn area, the Muslim area or the Cremated Ashes area) but they could not choose a specific plot.
5. At the time of burial, therefore, the Council would allocate the plot which was next in line for use. In practice this would mean that grave spaces were dug one after another and next to each other. This approach addressed all the issues highlighted above and allows the cemetery to be operated efficiently. Whilst the council is in a reasonable position in term of cemetery space compared to many other authorities, land for burial is limited and needs to be used as effectively as possible. This practice is also the same as that used in Weymouth and in many other local authority cemeteries.

6. Since the adoption of the policy, the council has received a small number of requests from families to purchase plots in specific locations and these have been refused based on the policy.
7. However, the council has recently received a request from a family for an exemption to this policy in order enable them to purchase, for future use, grave spaces adjacent the grave of a recently interred member of the family.
8. Although this is clearly a very sensitive issue, if the policy were disregarded to allow residents to choose a plot it would, once again, raise all the problems listed in paragraph 2. Even if the grave were next to a cemetery pathway, it would still result in many technical issues, whereas the council has a responsibility to ensure the long-term management of cemetery space for the benefit of the whole community.
9. **RECOMMENDATION:** It is recommended that there should not be any exception to the council's agreed policy of only allocating burial plots on a 'next in line' basis.

**Burials Administrator
Dorchester Town Clerk**

ITEM 5.

MANAGEMENT COMMITTEE – 15th JANUARY 2024 OUTDOOR SERVICES UPDATE REPORT – WINTER

1. Introduction

1.1 The autumn and early winter period saw ongoing maintenance work being dictated largely by increasingly wet weather, resulting in, on occasions, complete waterlogging of grass areas. The impact has been that grass cutting and other land-based operations have continued at irregular frequencies for most of the period unlike in previous years. This has placed some pressure on the team to try to achieve a quality service despite the prevailing conditions. Some items, such as the installation of a new slide at Salisbury Field, have been postponed until the spring when the ground is firmer.

2. Borough Gardens

2.1 In Borough Gardens, work tasks have revolved, in the main, around the removal and improvement of soil in the main flower beds around the bandstand and flagpole. This sees completion of soil improvement works in the gardens flower beds. Annual autumn renovation works will now focus on maintaining the soil texture and structure. Other works have included ongoing pressure washing of surfaces, grass cutting, shrub bed maintenance and hedge cutting.

2.2 Having awarded a contract for the extension of the mess facility, a site and preliminary contract meeting was held immediately after new year with the successful contractor. Works are due to commence W/C 22 January 2024 and be completed by mid-March 2024. These dates are subject to change due to weather and materials availability.

2.3 The annual *Friends of Borough Gardens* carol service was supported by the Town Council team last year in terms of widening publicity, uploading order of service to the councils web site, and arranging for a hot drink stall, plus support directly on the night. The event was extremely well-attended despite the earlier poor weather which was a credit to the friends and the Town Council staff involved.



3. Other maintenance

- 3.1 Away from the gardens, the outdoor services team have been carrying out maintenance works, weather permitting, to ensure facilities are of a good standard. Staff have carried out routine repairs and maintenance in several play areas.
- 3.2 The repairs to damaged and deteriorating safety surfaces in outlying play areas has been completed. Several areas were also repaired in Borough Gardens, but work has been suspended currently as the materials are very sensitive to weather.
- 3.3 The picnic bench area adjacent to the mill stream, by the rear of the old prison, was subject to a complete refurbishment during the early winter. The original picnic bench had been vandalized as had the surround to the interpretation panel, there was also a dead tree directly over the area. The tree was felled and the existing seat, removed and refurbished. Repairs were made to the interpretation panel and an additional donated seat was added along with new paving (below). Finally, the old litter bin was removed and replaced with new, in a better position, slightly further away from the benches. A very pleasant area has been created for users of the mill stream path to enjoy and will be finalised by grass seeding when weather conditions permit.



- 3.4 Renovation of the fire beacon at Salisbury Field commenced early in the period, the main wooden structure being rubbed down and treated. Inspection of the actual metal fire basket discovered corrosion of most of the weld points which require repair to allow for safe continued use. The site is currently fenced off as a purely precautionary step. A blacksmith has been contracted to carry out repairs when the weather improves in the late winter and vehicular access can be gained safely.
- 3.5 Outdoor services staff and contractors undertook the annual task of putting up, maintaining and taking down the Christmas tree and town centre lights. The testing weather over the Christmas period led to the failure of two sets of lights, at the time of writing the reasons for failure are unclear. A verbal update will be given by the ATCOS at the meeting.

4. Cemeteries

- 4.1 Work to maintain the cemeteries has continued throughout the period along with a continuing steady number of full and ashes burials.
- 4.2 Work is still ongoing to correctly align the columns and rows of graves to overcome previous problems with uneven and poorly aligned graves. The current column of grave spaces will see the final correct positioning from which to continue. Works to trim hedges and ivy in Weymouth Avenue Cemetery have been undertaken along with removal of fallen leaves and branches during high wind episodes.
- 4.3 The exceptionally wet weather has caused some disruption to the workflow at Poundbury Cemetery due to excessive waterlogging however improved methods of working based around training, upskilling and mentoring has seen the service continue without disruption to services.

5. Biodiversity

- 5.1 The initiative to install solar panels to Borough Gardens House roof and air source heating to the house, flat and the greenhouses is progressing. The revised layout of solar panels and location of heat pumps received planning permission as of the 5th of January. A preliminary site meeting will be held shortly with the main contractor to agree start dates etc.
- 5.2 Trees to replace those lost at Kings Road and as part of felling works at Frome Terrace have been delivered and planting will take place during January.
- 5.3 Hardwood cuttings will be taken from local trees in January and planted at the tree nursery to provide locally provenanced stock in 2 to 3 years' time.

6. The Great Field

- 6.1 Town Council play inspection trained staff now inspect equipment on a weekly basis and are feeding back any issues to the ATCOS who in turn is working with the Duchy officers to effect repairs etc.
- 6.2 Repairs have been carried out to the mesh on the windows in the Buttercross structure and works are almost complete to the drinking fountain and hand pump play feature, this will not be switched back on again until the risk of frost and ice is passed. Heavy rain has caused the erosion of some of the path gravel surface. A meeting will be held with Duchy officers to resolve this problem.
- 6.3 In keeping with the agreement at the time of signing the lease, the Town Council took over maintenance of all 'green' elements of the great field from the first of January 2024. Replacement trees have been ordered by the Duchy and will be planted in locations approved by the ATCOS later this winter.

7. Staffing

7.1 Continual professional updating has been carried out for members of the team. Safe use of hedge trimmers training was completed in November, refresher training for play area inspectors was undertaken in January. Refresher training for all staff in safe manual handling also took place in mid-January. A park keeper has resigned to move to another employment opportunity. An advertisement for a replacement will be issued shortly.

8. Arboriculture

8.1 Tree pruning works at Maumbury Rings and Tree pruning and felling works at Frome Terrace were successfully completed in late November. Replanting at Frome Terrace will take place in January.

8.2 An order has been placed for the removal of Ash trees infected with ash dieback disease at Sandringham Sports fields, other pruning and dead wooding works will also take place. Other ash trees on site kept under monitoring for the time being as they are currently not in an advanced a stage of infection to mitigate the change for wildlife and maintain the treescape. Local residents will be advised in advance of the works taking place by mail drop.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 6.

MANAGEMENT COMMITTEE – 15th January 2024 MAINTENANCE REGIME GREAT FIELD

1. Background

1.1 At the meeting Management Committee on 13th November 2023, members were given the opportunity to consider information presented as part of the wider Open Spaces report regarding the then forthcoming adoption of The Great Field, Poundbury.

2. Existing Maintenance works

2.1 Currently the following operations take place at Great Field as part of a maintenance regime operated by the Duchy of Cornwall delivered via contractors:

- Amenity Grass cutting
- Wildflower grass areas cutting, collection and disposal.
- Hedge trimming
- Shrub bed maintenance (by hand)
- Tree maintenance

2.2 The Town Council's staff undertake the following duties:

- Play area inspection and minor repairs.
- Litter bin provision and emptying
- Litter picking in play area and sports field.
- Dog bin provision and emptying
- Grass cutting of the sports field.

2.3 Other ad hoc issues have, until the 1st January, been undertaken by the Duchy:

- Tree management and planting
- Hard surface management and maintenance
- Play area repairs and improvements.
- Seat provision and management
- Liaison with interested parties e.g. People Need Nature, Alcohol Education Trust.

3. Future maintenance works

3.1 The town council will now shortly be responsible for the delivery of all the services listed in section 2 plus further pure management operations such as service delivery planning, setting service standards and co-ordinating events, future landscaping designs etc. These lists are not exclusive and other operations will occur as the site matures.

4. Management changes

- 4.1 Several areas of maintenance will require review. The following are the main areas of concern currently.
- 4.2 Some shrub beds, both outside and inside the play area are less than desirable in terms of actual plant content, weed content and relevance in the landscape. It will be necessary to undertake the gradual reduction of some shrub beds, gapping up of others and in some cases removal and grass seeding. Beds to be removed are, in the main, in such places where desire lines have resulted in shrubs being killed, ground conditions are poor and shrubs cannot thrive or shrub beds are located poorly. This will result in a condensing of shrub beds particularly in the play area and a grassing down of the old shrub sites especially where foot traffic is heavy. It has been observed that replanting of these areas over the last two seasons has not resulted in effective shrub development and to try again would not be the most effective use of resources available.
- 4.3 Shrub bed maintenance especially in terms of weeding over the last two seasons has been poorly structured. This has led to a high level of deep rooted weeds in many shrub beds with some also encroaching onto footpaths, which now require removal. For at least two seasons, maintenance has had to include for the application of herbicide to remove the weed and give the shrubs chance to fill in and then naturally shade out the weed. Failure to do this will result in the beds again having the very weedy and unsightly appearance of the last two years. The cost of manual weed removal on a routine basis by hand would be exceptionally high.
- 4.4 Grass areas are divided into sports field, amenity grass and wildflower areas. The original masterplan which was agreed between the Town Council and Duchy Officers showed wildflower areas being divided into late mid and late summer cut and collect areas, with zones for cuttings to be deposited arranged around the site. The mid-summer cut areas were seeded to allow for this, to enable them to be used more widely for recreational purposes during and after school summer holidays. The duchy has not maintained this regime and allowed both zones to be cut in late summer nor were the deposit zones created. This has resulted in large amount of material having to be removed from site (in excess of 100 bales). The Town Council does not have the financial resources to pay for the cutting, collection, and disposal to licensed tip of this material given the current cutting regime. There will be a need to return to the original concept of earlier and later cut wildflower areas with the earlier cut areas reverting to amenity grass management after cutting.
- 4.5 Play area equipment will inevitably wear out, whilst this is not anticipated to be for several years, there is a need to make the area more accessible and introduce equipment that is accessible/inclusive. Work will be put in to changing the layout and provision within the play area over time to achieve this. It is not anticipated any existing equipment would be removed unless it becomes unserviceable, rather safety surfacing changed under some of the equipment to increase accessibility.
- 4.6 Tree and seat donations are likely to be very much in demand at the great field. The Duchy has allowed many to be sited previously. The council has a donated tree and seat policy applying to its existing open spaces and this will automatically be applied to the great field. Currently there is thought to be sufficient provision of seating at the great field as it is never

fully occupied. (The reason to provide seating is to meet a clear need for seating rather than to meet the need for a memorialisation of some form in this way the impression of clutter is reduced). As a result, donated seat requests are unlikely, currently, to be successful. There is sufficient space on site to enable further tree planting which is likely to be agreed on the terms of the existing donated tree policy.

5. Recommendation

- 5.1 In order to achieve the best outcomes for the landscaped elements and infrastructure of The Great Field, it is recommended that members agree to officers implementing changes to the maintenance regime and provision at The Great Field as laid out in section 4 of this report.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 7.

MANAGEMENT COMMITTEE – 15 JANUARY 2024 REVENUE BUDGET 2024/25

1. A draft budget for services provided by this Committee in 2024/25 is attached (**Appendix 1**). Total service costs are £1,283k, £56k higher than the current year.
2. This budget includes:
 - £30k set aside for Great Field grounds maintenance.
 - One new outdoor services member of staff on an 18.5 hours per week contract, at a total cost of £15,563 including employer National Insurance and pension contributions.
 - A £2k contribution to a new reserve for The Great Field for future works.
 - A budgeted 5% staff pay award.
3. The 23/24 budget contained a £30k contribution towards a new Trees Reserve, reducing year by year. In line with this, the 24/25 Tree Reserve contribution has been reduced to £20k.
4. Repayments continue to be made to the Corporate Projects Reserve for the Municipal Buildings works, the final payment will be made in the 25/26 financial year:

Total Borrowed	666,940.35
Underspend 22/23	33,064.55
23/24 Contribution	260,000.00
24/25 Contribution	260,000.00
25/26 Contribution	113,875.80
	<u>0.00</u>

5. **Earmarked Reserves** expenditure planned for the Committee's services:

	£000
Poundbury Cemetery wall	60
Municipal Buildings Front of House	235
Trees	10
Vehicles & Equipment (purchase of electric works vehicle)	70
Total	375

6. 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 1.4% growth in Council Tax Base, will produce a precept of £1,726k, up £58k (3.4%) from 2023/24.
 - Budgets overseen by the Policy Committee will increase from £440k to £443k. The key differences are Treasury income increased from £20k to £50k, set against the 5% pay increase.

- All of the above results in a balanced budget for 2024/25. The Council will still be in a strong position to carry out plans to be set out in the new Corporate Plan.
 - Council will consider the overall budget strategy on 29 January 2024.
7. **Recommendation.** 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 2024/25.
8. Fees and Charges have been revised and are included at **Appendix 2**. Items to note include: -
- 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, the fees proposed for 24/25 are set out in Appendix 2.
 - In line with the strategy set four years ago, the annual tennis fee is increased by £5 to £50, Dorchester residents will receive a £15 discount, with their charge increasing by £5, to £35. This is part of a strategy to widen the gap between the resident/non-resident fee over the next few years.
 - Hire charges for Borough Gardens House have increased to reflect the higher utility and staff costs associated with running the building.
 - A new schedule has been set out for the use of Council land for events in Appendix 2.

Nigel Hayes
Responsible Financial Officer

APPENDIX 1

	2022/23 Actual £	2023/24 Budget £	2024/25 Budget £
PARKS & OPEN SPACES			
Electricity	11,367	10,000	11,000
Water	6,481	6,763	6,800
Rent	3,873	3,900	3,900
Rates	18,426	18,500	20,671
Premises Repairs & Maintenance	22,522	20,200	20,200
Other Repairs & Maintenance	79,223	70,400	55,400
Great Field Maintenance			30,000
Highway Trees Partnership	5,000	5,000	5,100
Walks Cleaning Contract	6,261	6,000	6,089
The Great Field Toilets - AET	3,100	3,300	3,366
Office Team	62,471	63,836	56,156
Outdoor Services Team	398,646	426,789	495,313
To DTC Tree Works Reserve		30,000	20,000
To Reserves: Play Equipment	10,000	11,000	11,000
To Reserves: Great Field			2,000
To Reserves: Parks Premises	5,300	8,000	9,000
Total Expenditure	632,669	683,687	755,996
Tennis	-6,754	-4,500	-5,500
Football	-902	-1,000	-1,000
Bowling Alley Walk Wayleave	-632	-630	-630
Borough Gardens Flat Rental	-6,360	-6,400	-6,360
Borough Gardens House Hire	0	-4,500	-4,500
Borough Gardens Kiosk	-2,146	-1,500	-1,750
Louds Mill Depot Feed in Tariff	-1,410	-1,300	-1,326
Pavilion RHI Payments	-1,531	-1,000	-1,300
Bowls Club Land & Water	-6,033	-5,500	-5,500
Recharges & Sundry	-3,088	-3,050	-3,700
Total Income	-28,856	-29,380	-31,566
Met by Precept on Taxpayer	603,813	654,307	724,430
ALLOTMENTS			
Water	3,974	2,500	3,000
Rent	1,119	1,200	1,185
Repairs, Maintenance & Pests	2,792	205	205
Subscriptions	55	55	55
Office Team	4,048	12,408	12,924
Outdoor Services Team	6,248	13,177	20,229
Total Expenditure	18,236	29,545	37,598
Rents, Water & Wayleaves	-13,532	-14,500	-15,000
Met by Precept on Taxpayer	4,704	15,045	22,598

APPENDIX 1 contd.

	2022/23	2023/24	2024/25
	Actual	Budget	Budget
	£	£	£
MUNICIPAL BUILDINGS			
Salaries	44,168	59,277	49,122
Overtime	5,612	0	0
National Insurance	2,537	3,572	3,310
Pensions	9,871	13,041	10,807
Dorchester Arts Grant ex Staff	13,293		14,332
Training Courses	0	500	200
Repairs & Maintenance	14,909	16,500	16,500
Rates	13,387	9,600	9,600
Telephone	1,107	372	0
Office Team	45,548	20,181	17,565
Outdoor Services Team	10,474	13,952	7,872
To Reserves: Repay Corporate Projects		260,000	260,000
To Reserves: Municipal Buildings	274,600	10,000	12,500
Total Expenditure	435,506	406,996	401,808
OFGEM RHI	0	0	-1,500
Total Income	0	0	-1,500
Met by Precept on Taxpayer	435,506	406,996	400,308
CEMETERIES			
Electricity	405	3,000	1,000
Water, Service Charges & Cesspit	764	650	650
Rates	8,533	8,550	7,730
General Maintenance	5,580	3,700	3,774
Cemetery Grass Cutting	14,404	20,070	22,471
Office Team	28,839	44,417	45,654
Outdoor Services Team	44,008	35,519	38,476
To Reserves: Cemeteries	6,100	6,100	6,100
Total Expenditure	108,633	122,006	125,855
Burial Fees & Chapel	-39,520	-27,000	-35,000
ERBs, Memorials & Inscriptions	-36,027	-27,000	-35,000
Total Income	-75,547	-54,000	-70,000
Met by Precept on Taxpayer	33,086	68,006	55,855

APPENDIX 1 contd.

	2022/23	2023/24	2024/25
	Actual	Budget	Budget
	£	£	£
CULTURAL & TWINNING			
In House Events	12,958	12,500	12,500
Christmas Lights	4,900	5,000	5,000
Sponsorship	10,267	10,500	10,000
Heritage Events	8,500	8,500	8,500
Grants	5,944	10,000	10,000
Special Items - Coronation	0	2,000	0
Support for Dorchester Arts Grant	7,000		7,547
Support for Dorchester Arts Staff	4,938	16,000	9,000
Twinning	367	3,000	1,000
Offices Team	15,306	15,830	16,472
Met by Precept on Taxpayer	70,179	83,330	80,019
OUTDOOR SERVICES TEAM			
Salaries	261,093	308,937	363,179
Overtime	8,761	6,000	6,000
National Insurance	21,827	26,784	31,887
Pensions	56,146	67,966	79,899
Agency Staff	37,546		
Training & Subsistence	508	2,000	2,500
Subscriptions	345	400	400
Vehicle/Mower Costs and Repairs	7,635	13,700	13,974
Tools, Equip, Signs, Servicing	14,613	13,500	13,770
Health & Safety & Protective Clothing	2,233	2,850	2,500
Fuel	8,145	9,000	9,180
Cleaning/Bin Liners/Dog Bags	8,568	7,500	7,900
Waste Services	10,930	9,600	9,700
Telephones	1,125	1,200	1,000
Advertising		0	0
To Reserves: Vehicles & Equipment	19,900	20,000	20,000
Total recharged to Services	459,375	489,437	561,889
Recharged to			
Parks and Open Spaces	398,646	426,789	495,313
Allotments	6,248	13,177	20,229
Cemeteries	44,008	35,519	38,476
Municipal Buildings	10,474	13,952	7,872
Recharged to Services	459,376	489,437	561,889

APPENDIX 2 – FEES & CHARGES

CEMETERIES FEES

Interments	1 Apr 23	1 Apr 24
a) An infant under 2 years or stillborn	Nil	Nil
b) A person aged 2 years or older	£730	£745
c) A casket of ashes	£200	£205

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£65	£66
b) In the Garden of Remembrance	£33	£34

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	£995	£1000
End of term Renewal for 25 years	£845	£850
b) Ashes plots and infant under 2 years	£665	£670
End of term Renewal for 25 years	£520	£525

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	£230	£235
Additional inscription on a gravestone or other memorial (for each deceased)	£110	£115

BOROUGH GARDENS COMMUNITY ROOM HIRE FEES

Prices include VAT. Performing Rights Fee may also be payable.	Per Session £	Hourly Rate £	Hourly from 5.00pm £
Voluntary and Community Organisations	61	29	41
Other Non-Commercial or Private Events	71	31	46
Commercial	97	41	66

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	£50
Dorchester Resident Discount	- £15

Fees for hire of Council Land

Fee category	Fee 2024-25
Commercial rate: for hire of land by commercial organisation for a commercial purpose.	£500 per day plus VAT
Concessionary rate: for hire of land by a charity/commercial organisation for an event aimed at family / children or other community benefit (as judged by the Town Clerk).	£250 per day plus VAT
Community rate: for hire of council land by social enterprise, charity or community group for a free-to-enter community event.	No fee

*Town Clerk to be authorised to discount down the above rates for repeat/regular bookings, and to attract new events.

ITEM 8.

MANAGEMENT COMMITTEE – 15 JANUARY 2024 LICENCING OF THE DORCHESTER CIDER FESTIVAL

1. The council has been approached by the Dorchester Round Table seeking permission to make use of Borough Gardens in August 2024 for the annual Dorchester Cider Festival. This fund-raising event has grown in popularity and attracts thousands of attendees over the course of the day.
2. The Gardens remains open to the public throughout the day during the event although those wanting to buy cider from the range of stalls need to firstly purchase a specific festival-branded pint glass, thereby generating income for the organisers which they, in turn, distribute to local good causes.
3. The Cider Festival is a well-attended annual event that has previously been delivered under the authority of several Temporary Event Notices. A Temporary Event Notice (TEN) is a 'light touch' under the legislation – no conditions can be attached and there is no requirement for the notice to be advertised. Although a TEN is sometimes suitable during the initial years of a regular event, it quickly fails to offer the necessary control and support required by both event organisers and regulatory authorities.
4. Following discussions with the Town Council, Dorset Police and the Dorset Council Safety Advisory Group, the Round Table has decided that it is time to apply for a premises licence to be granted under the Licensing Act 2003. Firstly, however, the town council's permission to allow the Round Table to apply for such a licence is being sought.
5. If successful, the premise licence will be issued subject to conditions that would restrict its use to one event per year and require the organisers to produce event management documents for approval each year to ensure compliance with the spirit and purpose of the most up-to-date legislation and guidance. This process also allows for continuous review and adaptation of the management of the event so that it can continue safely and reduce the impact of any identified issues.
6. The application process requires the display of public notices at the site, in the local press and on Dorset Council's website to afford anyone the opportunity to make representations to the licensing authority. The public consultation period lasts for 28 days. If representations against the application are received, they will be heard by Dorset Council's licensing sub-committee.
7. **RECOMMENDATION:** It is recommended that the council gives permission to the Dorchester Round Table to apply to Dorset Council for a premises licence for the annual, one-day Dorchester Cider Festival held in Borough Gardens.

Assistant Town Clerk (Corporate)
Dorchester Town Clerk

ITEM 9.

MANAGEMENT COMMITTEE – 15 JANUARY 2024 PROPOSAL FOR PREMISES LICENCE FOR THE GREAT FIELD

1. Background

- 1.1 The town council currently holds Premises Licences for both Maumbury Rings and Borough Gardens. In summary, these allow the holding of events within the following restrictions:
- times - between 9.00am and 11.00pm
 - types of activity – e.g. theatre, live music, dance, cinema, supply of alcohol.
- 1.2 The Great Field has only recently come under the control of the town council via a lease arrangement from Duchy of Cornwall. The site has been used over the last year for a range of events throughout the year including charity picnics, artisan food markets and commercial bookings (e.g. bouncy castles). In addition, at weekends, The Great Field is used for the popular Parkrun and Junior Parkrun. With the opening of both the PiP (Pavilion in the Park) and the play area, the site has grown further in popularity.
- 1.3 The Great Field has the potential to be an excellent outdoor venue although its use will clearly need to be carefully controlled in order to minimize any disruption to nearby residential properties. In addition, any events should not rely on the toilets and bins provided by the PiP but, instead, the organisers will be required by the council to make their own provision appropriate to the scale of event.

2. Proposals for The Great Field

- 2.1 It is proposed, therefore, that the town council applies to Dorset Council for a Premises Licence for the southern area of The Great Field, just to the south of the PiP, and excluding the play area, cemetery and wildlife areas. A map of the proposed licensed area is set out in **Appendix A** below.
- 2.2 The application for the premises licence could broadly reflect the current licence for Maumbury Rings but be modified to take into account the proximity of residential properties to the site by not including the sale of alcohol and amending the permitted hours to end at 10.00pm. If an event organiser wanted to sell alcohol (e.g. food fair), then they would need to apply for their own Temporary Event Notice.
- 2.3 It is proposed, therefore, that the council applies for a premises licence for The Great Field for the following activities:
- Performance of a play
 - Performance of live music
 - Playing recorded music
 - Performance of dance

- Entertainment of a similar description to that falling within the performance of a play, performance of live and recorded music and performance of dance.

The permitted operational hours of the premises licence would be Monday to Sunday 9.00am until 10.00pm.

2.4 As part of the preparation of this report, officers have consulted with the Alcohol Education Trust (which operates the Pavilion), the Duchy of Cornwall, Dorset Council's Licensing team and Dorset Police's licensing officer.

3. Recommendations

3.1 The committee is requested, therefore, to consider the above report and approve the proposal to apply for a Premise Licence in accordance with the scope set out in 2.3 above and for the area defined in Appendix A.

Assistant Town Clerk (Corporate)

APPENDIX A – Proposed area of Premise Licence on The Great Field



ITEM 10.

MANAGEMENT COMMITTEE – 15th JANUARY 2023 REVIEW OF 2023 EVENTS PROGRAMME

1. Background

- 1.1 Each year the town council provides a programme of events and entertainment on its open spaces for the benefit of both residents and visitors. The main types of activities are as follows:
- a) Weekend music in Borough Gardens, organized and paid for by the town council.
 - b) Council-organised community/civic events – e.g. beacon lighting at Salisbury Field or the Love Parks event in Borough Gardens.
 - c) Bookings at other council sites by third parties for food markets, fundraising events (e.g. Cider Festival) or entertainment (e.g. outdoor theatre).
- 1.2 A list of all the events that took place on council-owned open spaces is provided in **Appendix A**. This highlights the wide range of entertainment which the council hosts, with events taking place nearly every weekend from Easter until early September.
- 1.3 Although Borough Gardens hosts most of the council's own events, the council's other outside sites are growing in popularity:
- Maumbury Rings is very popular for markets and, in particular, outdoor theatre organised by Dorchester Arts.
 - The Great Field is mainly a venue for markets and community picnics.
 - Woodlands Crescent greenspace – this mainly hosts the Poundbury independent market.
 - Fordington Green – occasionally used for fetes.
 - Salisbury Field – rarely used apart from council-organised beacon lighting events.
- 1.4 From a financial perspective, the income generated by hosting these events is quite modest (£500 in total) with, in many cases, no fee being charged for charity and community events. Expenditure on events was as follows:
- £1,890 paid to performers for music in Borough Gardens every weekend from April to September.
 - £1,437 – Love Parks – a popular summer family event in Borough Gardens.

A revised set of fees for site hire will be included in the budget setting process for 2024-25.

2. Review of 2023 events

- 2.1 The weekend free music performances in Borough Gardens from Easter to September would appear to have been successful although quite a few were cancelled due to bad weather. The cost to the council is relatively modest and the bandstand provides a good venue. In 2023, the council sought to attract new performers via an open advert on Facebook and this

brought in many new acts to the summer programme – including younger bands. Looking ahead to 2024, the council will again invite new acts to come forward and perhaps focus the Saturday afternoon performances on young bands/artists (selected with the assistance of the Youth Council), with more traditional performers playing on Sundays.

- 2.2 After the 2023 summer season, the council contacted all the musicians who performed in the Gardens and invited feedback. All those who responded indicated that they would be keen to play again in 2024 but felt that more could be done to promote the performances via social media, local press and posters in the Gardens. Officers will address these comments by planning more/better publicity for the 2024 season.
- 2.3 The council-organised festivals for 2024 could again comprise the Love Parks (family fun day) in July and the Anonymous Festival at the end of August. Both events continue to be successful and offer local families and young people free entertainment.
- 2.4 To celebrate the 50th anniversary of the establishment of Dorchester Town Council, the committee's Twinning & Cultural Activities member working group has suggested a family fun day to complement any more formal civic reception. It is proposed, therefore, that the very successful model of the Love Parks event (with lots of free entertainment and activities) could be replicated for an anniversary family fun-day / picnic to be held on a weekend in June. This could be achieved within existing budgets.
- 2.5 With regard to the use of council facilities to host events organised by others, there specifically seems to be a growth in craft, food and artisan markets. With the new monthly artisan market in Borough Gardens, alongside markets across the year on The Great Field, Woodlands and Maumbury Rings, there is an excellent opportunity for the town council to use the Discover Dorchester tourism channel to promote high-quality markets as a key element of the town's visitor offer.

3. Recommendations

- 3.1 It is recommended that the committee:
 - a) notes the review of the 2023 events programme and plans for 2024;
 - b) agrees to the council organizing an additional family fun day in Borough Gardens in June 2024 to celebrate the 50th anniversary of the Town Council.

Assistant Town Clerk (Corporate)

Appendix A – Events and festivals held on Council sites in 2023

Date	Events in other venues	Events in Borough Gardens
Saturday 25 March		Rock Choir Surprise concert
Friday 31 March	Julian House Sleep Out, Maumbury Rings	
EASTER	Egg rolling - The Great Field	
Friday 14 April		Rhymetime in the Gardens
Saturday 22 April	Rhyme Time at The Great Field. St Georges Fair, Fordington Green.	
Sunday 7 May	Lions Fun Day, The Great Field	
Tuesday 9 May		Rhyme Time in the Gardens
Friday 12 May		Rhyme Time in the Gardens
Saturday 13 May		Street in the Park event
Sunday 14 May	Vegan Market, Maumbury Rings. Poundbury Independent Market, Woodlands Crescent	
Sunday 21 May	1610 Triathlon Event, The Great Field	
Saturday 27 May	Art in the Park - The Big Paint Out The Great Field	
Sunday 28 May		Durnovaria Silver Band
Monday 29 May		Holly & Claudette (music)
Sunday 4 June	Thomas Hardy Victorian Fair	Thomas Hardy Victorian Fair
Friday 9 June		FOBG Walk
Saturday 10 June		Decadettes
Saturday 17 June		Nick Capaldi (music)
Sunday 18 June		Dr Jazz (music)
Friday 23 June	A Midsummer Night's Dream, Maumbury Rings	
Saturday 24 June		Gypsy and Traveller event. Dorchester Choral Society Concert.
Sunday 25 June	Midsummer Ceilidh, Maumbury Rings	
Saturday 1 July	NHS Cricket, Great Field	Neil & Sally (music)
Sunday 2 July	NHS Cricket, Great Field	Durnovaria Silver Band
Saturday 8 July	Steve Charles Help a Friend Family Day Maumbury Rings	Damaris Fowler (music)
Sunday 9 July	Age UK Event, The Great Field	Swingtime in the Gardens
Sunday 16 July		What the Phunk (music)
Saturday 22 July	Peter Pan, Maumbury Rings	
Wed 26 July	Dorset Foster Carers Summer Picnic The Great Field	
Thursday 27 July		Love Parks festival
Friday 28 July	The Tempest, Maumbury Rings	
Saturday 29 July		The Originals (music)
Sunday 30 July	Henge Fest in Maumbury Rings	Tony Lowe (music)
Wednesday 2 August	Bad Dad, Maumbury Rings	

Date	Events in other venues	Events in Borough Gardens
Saturday 5 August	Poundbury Dorset Food & Drink, The Great Field	Shady Beard (music)
Sunday 6 August		Durnovaria Silver Band
Tuesday 8 August	Bounce Around Bouncy Castles, The Great Field	Rhyme time in the Gardens
Wednesday 9 August	Bounce Around Bouncy Castles, The Great Field	
Friday 11 August		Rhyme time in the park.
Saturday 12 August	Vegan Market, Maumbury Rings	Nick Coleman (music)
Sunday 13 August	Vegan Market, Maumbury Rings	Tony Lowe (music)
Tuesday 15 August	SENSational Story & Play sessions, The Great Field	
Friday 18 August	Sense & Sensibility, Maumbury Rings	
Saturday 19 August		Cider Festival
Sunday 20 August		Sherborne Town Band
Wed 23 August	The Jabberwocky, Maumbury Rings	Spectacular Sports
Thurs 24 August	Iolanthe - Maumbury Rings	
Saturday 26 August		Ruffdog Elliott (music)
Sunday 27 August		Weymouth Concert Brass
Monday 28 August		Anonymous Festival
Sunday 3 September		Tony Lowe (music)
Sat 9 September		Vanilla Radio (music)
Sunday 10 September		Durnovaria Silver Band
Sat 7 October	Vintage car rally (for Ukraine charity), The Great Field.	
Sunday 5 November	Poundbury Independent Market, Woodlands Crescent	
Sun 10 December		Andy Mutter charity run.
Thurs 14 December	Lions Christmas event, Fordington Green	
Thurs 21 December		Carols in the Gardens

ITEM 11.

MANAGEMENT COMMITTEE – 15 JANUARY 2024 DORCHESTER COMMUNITY FRIDGE – UPDATE REPORT

1. Background

- 1.1 The Dorchester Community Fridge (known as 'Casterfridge') was established in partnership with the Co-op and the Volunteer Centre Dorset (VCD) in May 2021.
- 1.2 The fridge is located in the foyer of the Co-op store thereby ensuring that it is both accessible and visible to users. The initiative was fully supported by the store manager and the VCD received advice from the community fridge in Bridport and from Hubbub which support and fund community fridges nationally.
- 1.3 The town council expressed its support for the project at the meeting of Management Committee in March 2021 and awarded a grant of £500.
- 1.4 Cllr Hogwood also helped to establishing the fridge, having initially identified the Co-op as a good location and who approached the store with the idea. The council's Community Development Officer also provided the VCD with advice and support whilst establishing the project.
- 1.5 Establishing the Community Fridge involved purchasing a lockable glass-fronted fridge and recruiting volunteers to cover the shifts and collect food in the evenings. As well as this the VCD obtained insurance, created various documents such as risk assessments and cleaning guidance, and trained all the volunteers in food and hygiene, labelling and food handling.
- 1.6 Initially the Fridge was open for 2 days per week. In addition, the placement of tables in the foyer also allowed the VCD to provide information such as recipe cards.

2. Current position

- 2.1 Volunteers continue to be inducted and supported by a key member of VCD staff. Now the fridge is open 5 days per week (Tuesday – Saturday from 9.30am). The VCD report that it is very popular, and usually food is gone within an hour, and they have stated "it is well used and normally we have a queue of people waiting for the volunteers to open".
- 2.2 The VCD have recently carried out a survey of people using the fridge and the reasons they are using the fridge (see **Appendix A**). As well as providing a very useful local service, the volunteers continue to signpost people to other support if required, give out recipe cards and share food ideas with those using the fridge. An overall summary of the benefits resulting from the community fridge are as follows:
 - Total food used and saved from waste = 2437 kilos
 - Volunteer hours given = 640
 - Customers = 3289

- Number of items = 8874

3. The future of the fridge

- 3.1 Given the popularity of the fridge and that it often runs out of food quite quickly, it would be worth discussing with the Co-op and the VCD whether there are opportunities to ensure that it has more stock every morning and checking that the fridge does not just rely on items from the Co-op. Cheryl Prosser, the Co-op's Member Pioneer for Dorchester and Crossways, has suggested potentially exploring whether there are other food stores/bakeries that could contribute.
- 3.2 The Co-op continue to be extremely supportive of the initiative and it remains a very positive success for the town. Given that some people may not visit the town centre, there is still a strong case for looking to develop community fridges in other parts of town, such as in Poundbury.

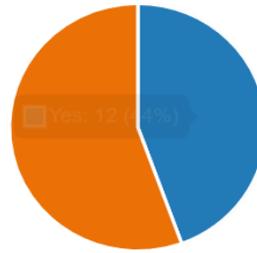
**Community Development Officer
Dorchester Town Council**

ITEM *. Appendix A

1. Is this your first visit to the Community Fridge?

[More Details](#)

● Yes	12
● No	15



2. Did you visit the Co-op today to?

[More Details](#)

[Insights](#)

● Just shop at the Co-op	11
● Shop at Co-op and Community ...	10
● Only visit the Community Fridge	6



3. How often do you visit this Community Fridge?

[More Details](#)

[Insights](#)

● First Visit	11
● Infrequently, only if I'm coming ...	4
● At least once per week	4
● 2-3 times per week	8
● 4+ per week	0



4. Which statement best applies to you? "I visited the Community Fridge today because I:"

[More Details](#)

● Just happened to be passing	11
● Am always curious to see what i...	6
● Needed to top up my food	8
● Wanted to help reduce food wa...	9



5. Do you use any other food support services (eg foodbank, community fridge, social supermarket) to feed your household?

[More Details](#)

● Yes	4
● No	23



6. Who do you live with?

[More Details](#)

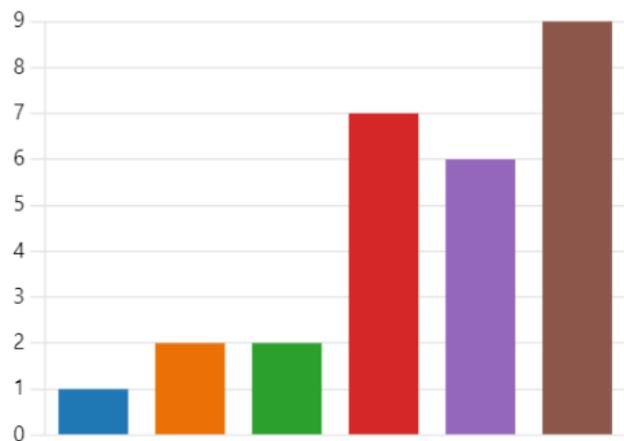
● Live alone	12
● With family - but nobody under ...	9
● With family - including children ...	6



7. Which age bracket do you fall into?

[More Details](#)

● Under 25	1
● 25-35	2
● 36-45	2
● 46-55	7
● 56-65	6
● 65+	9



ITEM 12.

MANAGEMENT COMMITTEE – 15TH JANUARY 2024 GRANT APPLICATIONS

1. In the current financial year the grants budget totals £10,000. Below is a list of applications considered so far this year and a summary of the decision made by the committee. There is still **£5,870** available to allocate.

Applicant	Project	Amount requested	Decision	Grant awarded
Repair Café	ReThink Fashion project	£250	Awarded	£230
May 2023 Management Committee				
People Need Nature	Green social prescribing.	£500	Awarded	£500
Dorchester Family Support	To provide food parcels over school holidays.	£500	Awarded.	£500
Lubbecke Society	Hire of minibus for visit.	£250	Rejected	£0
July 2023 Management Committee				
As One Theatre Co	They Came from Ukraine	£500	Awarded	£500
September 2023 Management Committee				
Damian Clarke	Dulcimer weekend	£500	Awarded	£150
Dorset Poverty Action	School uniforms.	£500	Awarded	£500
Life Education Wessex	School sessions	£780	Rejected.	£0
DTAG	Streets Alive hi-viz vests	£500	Items unavailable.	£0
Art in Poundbury	ArtsWeeks exhibition 2024	£500	Deferred.	£0
SW Dorset Multi-cultural Network	Room hire.	£260	Application received too late.	£0
November 2023 Management Committee				
Age UK	Allotment project	£500	Rejected	£0
SW Dorset Multicultural Network	Holocaust Memorial Day event	£300	Awarded	£300
Damers First School	Wildlife info board	£500	Awarded	£250
Dorchester Rugby Club	Floodlights	£500	Rejected	£0
Dorchester Arts	RISE project	£500	Rejected	£0
Dorchester Chamber	Insurance for Cracker	£350	Awarded	£350
Dorchester Chamber	Venue hire for Cracker	£350	Awarded	£350
Art in Poundbury	Exhibition	£500	Rejected	£0
Dorset Museum	Science Festival	£500	Awarded	£500

ITEM 12 (a). Grant application from Dorchester Rugby Club

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorchester Rugby Football Club
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Hazel Hoskin Address <u>Maiden Castle Farm</u> <u>Dorchester Dorset</u> DT2 9PR Tel: _____ (Mobile) 07855 457522 _____ Email: <u>drfctreasurer@outlook.com</u>
3.	Address where activities are based.	Coburg Road, Surcof Park, Dorchester, Dorset DT1 2HX
4.	What area (community) is served?	Dorchester and surrounding villages including the Piddle Valley
5.	Are there any other similar facilities or services provided in the area/district?	Closest Rugby Clubs are Bridport, Wareham And Weymouth
6.	How does your organisation / activity benefit the residents of <u>Dorchester</u>	Provide Sports pitches to play rugby for all ages, Young, old, male and female. The Rugby Club also has a Clubhouse with parking, which is used <u>by</u> members as well as the local community to hire.
7.	Present charges/ subscription/fees. Please attach schedule if available.	Player (Adult) £17 per month or £200 per annum Junior Player £120 per annum Girls Player £55 per annum Vice President £50 per annum
8.	Are there any proposals to change or introduce charges, <u>subscriptions</u> or fees? If <u>so</u> please advise effective dates.	Member subscriptions etc are reviewed <u>annually</u> on the <u>1st</u> September

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)</p>	<p>The Rugby Club would like to buy a substantial <u>outdoor</u> Gazebo to help facilitate the busy junior <u>section</u> weekends of Training and playing. It would also <u>be</u> used for outdoor events as we have limited space in the clubhouse.</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>There are no ongoing costs involved with this purchase of the Gazebos</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>We hope to purchase the Gazebos in the new year. There is lead time of approx. 4 weeks</p>
12.	<p>Please give details of the cost of the project.</p>	<p>Approx. £1000 which includes carry bag and <u>weights</u> for the Gazebo</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>None</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500.00</p>
15.	<p>Any other relevant information. (Continue on a separate sheet if necessary.)</p>	
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in <u>every</u> respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge <u>whether or not</u> 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 <u>available</u> please make this known when submitting the application.</p> <p>Signature of Applicant(s).....<u>Hazel Hosie</u>.....</p> <p>Position Held.....<u>Hon Treasurer</u>.....</p> <p>For and on behalf of.....<u>Dorchester RFC</u>..... Date.....<u>28 Nov 2023</u>.....</p>	

ITEM 12 (b). Grant application from Dorset Craft Workshops

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Dorset Craft Workshops Community Interest Company (number 15263773)
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Julia Willoughby, Director Address: 3 Durngate Street, Dorchester, DT1 1JP Tel: Mobile Email: hello@dorsetcraftworkshops.org
3.	Address where activities are based.	3 Durngate Street, Dorchester, DT1 1JP
4.	What area (community) is served?	Dorchester and wider Dorset area
5.	Are there any other similar facilities or services provided in the area/district?	Not that we know of. Many of the tutors from the now defunct Dorset Centre for the Creative Arts (DCCA) are teaching individually, and many of them plan to run classes at the new centre, but there is no similar collective craft teaching facility
6.	How does your organisation / activity benefit the residents of Dorchester	Through the provision and maintenance of craft workshop facilities which will have public access for the teaching and creation of arts and crafts. Please see attached proposal for more detail.
7.	Present charges/ subscription/fees. Please attach schedule if available.	The fee charged to tutors is very competitive at £30 per ½ day and this will allow tutors to set affordable rates to students.
8.	Are there any proposals to change or introduce charges, subscriptions, or fees? If so, please advise effective dates.	We plan to introduce subsidised courses in the future, and are also in conversation with NHS/Social Services partners to look into social prescribing options which may work on different funding models.
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>	Please see attached proposal for more detail.

10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Our business plan, based on the uptake and income achieved at the previous centre, demonstrates that running at 1/3 of full capacity will be sufficient to cover our rent and other outgoings. Please see attached proposal for more detail.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	The centre will open for business in January 2024 and is ongoing. We currently have a three year lease on the building (expires December 2026) but expect to either renew this, or transfer to larger premises, if the project is as successful as we hope.
12.	Please give details of the cost of the project.	We need to replace equipment that was retained by Weymouth College when DCCA closed down. This included: Studio easels for the painting studio (£200), Jewellery making furniture and tools (£300), and pottery tools and equipment (£200). We anticipate being able to buy most of this equipment second hand and are budgeting accordingly.
13.	Please give details of other grants awarded or applied for.	No current grant applications, but we are separately crowdfunding for a new kiln
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	
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: </p> <p>Position held: Director</p> <p>For and on behalf of Dorset Craft Workshops</p> <p>Date 13/12/23</p>	

Dorset Craft Workshops – Supporting Document

Contents

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Overview

The aim of the Dorset Craft Workshops (DCW) Community Interest Company (Private Company Limited by Guarantee, number: 15263773) is to re-establish the creative community which ran between 2015 and 2020 in Poundbury, Dorset as the Dorset Centre for the Creative Arts (DCCA)

The original Centre was initially supported by Weymouth College which paid the lease and the running costs. After four years the Centre was self-financing, capable of running without support from Weymouth College or any external funding, managing to pay for the costs of the lease, the overheads, and the staff, and predicted to make a small profit for the year 2020 of around £4000

At the beginning of 2020, the Centre was running five pottery classes a week, three wood-carving classes, and six painting and drawing classes a week, there were also a wide range of other classes including Glass-engraving, Jewellery, Sewing, Spinning and Weaving, Stained glass, and Basket making.

The forecast for 2020 predicted increased student numbers of 1000 or more and the number of courses was set to rise to 200 over the year.

The Centre had to close in March 2020 as Weymouth College could not renew the lease with the ongoing pandemic and uncertain future. Some of the equipment, which included general furniture, pottery wheels, and painting equipment have been transferred to the new organisation but many items belonged to the college and were reclaimed by them.

Service Objectives:

We plan to set up and equip a new creative hub comprising studio/workshop spaces as follows:

- **'Workbench' workshop:** Woodwork, Basket weaving, Jewellery making etc.
- **Ceramics/Pottery Studio:** Kiln, Pottery wheels, Mosaic/stained glass etc.
- **Paint/Print Studio:** Painting, Printing, Bookbinding, Batik etc
- **'Clean' Studio:** Weaving, Textiles, Music, Computing, Photography etc.

To direct any surplus income from these courses to:

- Improving the facilities and equipment of the studio/workshop spaces
- Providing professional and business training for tutors and volunteers
- Expanding the reach (both geographic and demographic) of the learning available
- Making improvements to the building to enhance accessibility and environmental performance

Community Benefit:

1. The advancement of the education of the public about craft and creative arts: particularly, but not exclusively, in pottery, woodwork, metalwork, painting and printing, and textiles.
2. The provision and maintenance of craft workshop facilities in Dorset which will have public access for the teaching and creation of crafts.

Who will benefit:

The Tutors at DCCA, who were self-employed, had to give up teaching or find other venues for their classes.

The life of a practicing artist/craftsperson is often financially precarious and socially isolating. We see the centre as being able to provide:

- A physical resource with facilities and equipment that might not be available to an individual practitioner
- An opportunity to earn a regular and reliable income to support a creative practice
- A supportive environment in which practitioners can network, share learning and resources, and develop professionally

We see all these benefits as being particularly valuable to those starting out on their careers.

The Learners.

We believe that continued and lifelong learning is essential for mental health and well-being, and that by providing facilities for this learning we can improve the quality of life for the people of Dorset.

By providing this facility we will be creating a space where tutors can pass on their skills and knowledge to participants who will benefit from learning in a social environment. It is well established¹ that the process of learning new skills causes mental and physical stimulation, which in turn benefits physical health and mental well-being.

¹ What are the wider benefits of learning across the life course? Tom Schuller June 2017 Foresight, Government Office for Science

We would also argue that in the present day those who are disadvantaged are the people who are isolated and lonely and struggling with health and mental health issues.

We see the possibility for the centre to become a resource for Social Prescribing² which is an all-age, whole population NHS approach that works particularly well for people who:

- have one or more long term conditions
- who need support with low level mental health issues
- who are lonely or isolated
- who have complex social needs which affect their well-being.

Volunteers

For volunteers, as well as many of the benefits open to learners as above, we would also support people who want to develop work skills and experience.

The wider public

The new centre, which is situated in central Dorchester, will become a cultural hub for the Town and wider County. We plan to have exhibitions and open days, and hope to encourage curiosity in our visitors and viewers, the instinct to try things out and 'have a go' for themselves.

Why Dorchester?

Dorchester is central to the rural county, that is Dorset outside the conurbation of Bournemouth and Poole.

Of the 71 Arts and Crafts courses currently (spring 2023) on offer through Dorset Adult Learning, 45 are in Bournemouth and Poole and a further 11 at the extreme east of the county. There is nothing on offer in the west or north of the county.

Dorchester is central to the transport networks in the county. It is the only really viable option for public transport, meaning that people without cars and/or wanting to reduce their carbon footprint can access the venue.



² <https://www.england.nhs.uk/personalisedcare/social-prescribing/>

Outline Business Plan

The centre has the capacity to hold 45 sessions a week, on weekdays, in the three teaching spaces with further capacity at the weekends if needed.

Based on usage models from the previous operation at DCCA, we anticipate at least a 15-20 session per week uptake to start, which would see a small profit.

Income: 15 sessions/wk. @ £30/3 hour session. (approx. 30% capacity)	Monthly
Studio rental:	£1,950
Outgoings:	
Rent	£1,225
Insurance	£135
Services	£350
Other expenses; maintenance, accountancy etc	£150
	£1,860.00
Profit	£90.00

At 50% capacity the profits can start to be used to:

- buy further equipment to expand and improve the classes offered
- make improvements to the building to enhance its accessibility and environmental performance
- repay loans
- expand the reach and accessibility/affordability of the learning available
- provide support to tutors

Income: 22 sessions/wk. @ £30/3 hour session. (approx. 50% capacity)	Monthly
Studio rental:	£2,860
Outgoings:	
Rent	£1,225
Insurance	£135
Services	£350
Other expenses; maintenance, accountancy etc	£150
	£1,860
Profit	£1,000

Student Work and Testimonials:



'I attended an appliqué course with my Mum, who has sadly now passed away, it is one of my precious more recent memories with her.

We laughed and chatted with the group, the sweet tutor provided nibbles to keep our energy up and encouraged us all to keep in touch and craft together stressing the potentially isolating nature of social media.

It was a lovely opportunity to spend time being creative as a group and have some real human interaction.'

I don't have a photo I'm afraid but attended a wonderful willow basket making course "the course was a wonderful social activity with a very knowledgeable but mostly kind and supportive teacher.

The group was mixed ages, gender and ability and was accessible to all. It increased our confidence, improved our mental well being and gave us a new skill.

The art was practical and not digital and got us back to nature so ticked environmental boxes too."

I still rave about the course several years later and continue to pass on my skills and love for the craft to friends and family in the community.

"Loved the stone masonry course and also bronze workshops I did. Was great learning and tutors fantastic"

"Since starting this course I feel my skill level in three dimensional work has really developed.

Mark is a very supportive tutor, full of advice on the use of the tools, the properties of the materials, and the history of the craft. He is always there for advice and suggestions, and very encouraging of students' ideas and ambitions.

I find woodcarving a very 'mindful' activity which I'm sure is good for my wellbeing, and really enjoy the conversations, on all kinds of subjects, with the other participants."



"I attended a great willow weaving and basket making course in 2017 - spring. Mark was a great tutor and I made several lovely baskets that I'm really proud of.

Mark was a great tutor and made us all feel confident giving it a go and making our own designs if we wanted to. Break times were lovely too - there was generally another tutor around to chat to from another course which made for a lovely environment. I used to love seeing the work of other students and was so excited to do more courses there.

I was pregnant when I did my willow weaving and, when the baby was old enough, really sad that the centre had shut and I could not do any more evening courses. I'd sign up on the spot if the centre reincarnated!"

"I attended a lino printing workshop in 2017 at the DCCA and it was excellent in every way. A great opportunity to try something and be tutored without having to commit to the expense of a lot of kit. I was however, inspired to continue and have had a great deal of pleasure from creating my own greetings cards."

"Brilliant day and I learned loads.... I think I feel a new obsession coming on 😊"

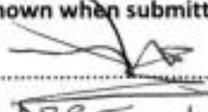
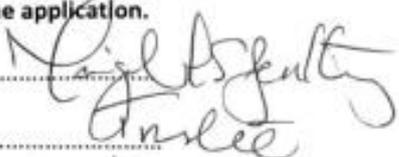
"I always struggle with what to get my retired Dad for presents. I got him a carving course with yourselves and he absolutely loved it, sadly Covid meant the last couple of classes couldn't happen, but he carved this brilliant hare which he gave me and I will treasure forever. I rather like that he's not finished, none of us ever are really are we! In addition to the above, Dad really liked being out and about doing something different and meeting new people as that's harder to do once retired, it was a great course"

"I did a wonderful course in 2018, a doll making course run by Thelma Neate I'd never used a sewing machine so I was out of my comfort zone but Thelma was supportive & the atmosphere was relaxed & informal, I made a doll for my granddaughter, I'm proud of both her & the doll 😊"

"I attended some fabulous textile art courses, which were run by Wendy Hermelin. Small groups, great facilities and tuition and on all day courses, being able to use the cafeteria for coffee, teas and lunch was also very useful"

ITEM 12 (c) – Grant application from Durnovaria Silver Band Trust

<p>1. Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i></p>	<p>Durnovaria Silver Band Trust</p>
<p>2. Name and address of responsible officer who should be contacted regarding this application.</p>	<p>Name Marigold Bentley Address 45 South Watkiss Road Dorchester DT1 1EQ</p> <p>Tel: _____ (Mobile) _____</p> <p>Email: <u>marigold.bentley@gmail.com</u></p>
<p>3. Address where activities are based.</p>	<p>Durnovaria Band Hall Kings Road Fordington DT1 1NH Dorchester</p>
<p>4. What area (community) is served?</p>	<p>Brass band players, musicians young and old can join. We play at many community events</p>
<p>5. Are there any other similar facilities or services provided in the area/district?</p>	<p>The DSB is the town brass band. There are other music groups but the DSB has a particular role.</p>
<p>6. How does your organisation / activity benefit the residents of Dorchester</p>	<p>We play for Royal visits, for Christmas, including in churches who are in need of music, in the park during the summer. We play at fetes and community events. Brass band music creates a happy atmosphere. The band trains new players and loans musical instruments</p>
<p>7. Present charges/ subscription/fees. Please attach schedule if available.</p>	<p>It currently costs band members £10.00 per month. Members are required to drive to events and to offer time and services to those who are learning to play.</p>
<p>8. Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.</p>	<p>The trustees will be considering the monthly fees during 2024 when we have a new Musical Director and look at costs overall.</p>

<p>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>	<p>The band offers free tuition to those wishing to learn to play. It offers the loan of instruments, music and opportunities to play in public. The band plays for elderly residents, weddings and special events. Tourists enjoy seeing the band and it has a small following online.</p>
<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.</p>	<p>Trustees of DSBT regularly review income and expenditure. We have costs of music instruments, maintenance and stands. The stands we currently use each week are falling apart.</p>
<p>11. a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>We went to buy 30 stands for use in practice from Harmony Music in Durgate Street. We would purchase them if we know we have a grant to do so.</p>
<p>12. Please give details of the cost of the project.</p>	<p>The quote from Harmony Music is £330.00 for 30 stands plus cases</p>
<p>13. Please give details of other grants awarded or applied for.</p>	<p>At present we are not pursuing other grants but we do look for fee paying events alongside free ones.</p>
<p>14. Amount of grant requested from Dorchester Town Council.</p>	<p>£330.00 is requested.</p>
<p>15. Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	<p>It is a matter of Civic Pride that a small town such as Dorchester has a town band and we very much hope that the Town Council sees fit to help us cover a few of our costs.</p>
<p>16. Declaration</p> <p><input checked="" type="checkbox"/> 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 <u>Chair of DSBT Trust</u> <u>Anilee</u></p> <p>For and on behalf of <u>Dorchester Silver Band Trust</u> Date <u>21.12.23</u></p>	

ITEM 12 (d) – Grant application from Thomas Hardy Society

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	Thomas Hardy Society
2.	Name and address of responsible officer who should be contacted regarding this application.	Name MARK CHUTTER, CHAIRMAN Address C10 KINGSTON MANOR ROAD, DORCHESTER DORSET . DT2 5PH Tel: _____ (Mobile) 07399833930 Email: CHUTTERMARK@gmail.com
3.	Address where activities are based.	UNITED CHURCH, DORCHESTER, DORSET .
4.	What area (community) is served?	Local and National and International
5.	Are there any other similar facilities or services provided in the area/district?	—
6.	How does your organisation / activity benefit the residents of Dorchester	The literary heritage of Thomas Hardy (1840-1928). Bringing tourism to Dorchester and key participants within the town.
7.	Present charges/ subscription/fees. Please attach schedule if available.	£28 per year including journals £10 per year student including journals
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	—

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>	A grant is needed please for students to attend the conference this July 29th - 1st August.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Donations and Grants
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	27th July - 1st August 1st August
12.	Please give details of the cost of the project.	Two grants (student subsidising) of £250 (£500 total) please.
13.	Please give details of other grants awarded or applied for.	Julian Fellowes
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i>	-
16. Declaration I/We declare that the information given on this application is true and complete in every respect. 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. Signature of Applicant(s)..... <u>M. D. CHITREK</u> Position Held..... <u>Head of Thomas Hardy Society (Chairman and A-Director)</u> For and on behalf of..... <u>Mr Thomas Hardy Society</u> Date..... <u>2/01/2024</u>		

ITEM 13. Minutes of Twinning & Cultural Activities Panel meeting

2nd Meeting – 20th November 2023

MINUTES

Present: Cllrs J. Hewitt, A. Chisholm, R. Major, S. Hosford & S. Jones.

Officers present: M. Manley and T. Hurley

Apologies: Cllr Rennie

1. **Notes of last meeting.** These were agreed as a correct record.
2. **Update on commemoration of D-Day 80th anniversary.** Matilda Manley provided an update on discussion with partners about commemoration events. The Dorset Music Service were planning to work with schools on a gospel singing project (in recognition of the influence of the black American GIs) and to perform at the beacon lighting event on 6th June. In addition, on Saturday 8th June, Matilda was working to support local cultural organisations to have a 'story trail' around the town with historic re-enactors and military vehicles at various locations telling the story of Dorchester role in the preparations for D-Day. Cllr S. Jones finding out about Alistair Nisbet film project and also the Dorset Library project. Members also asked officers to liaise with local fish & chip shops to alert them to the national campaign linked to D-Day.
3. **Cultural/arts twinning event with Bayeux 2024.** Cllr Gareth Jones joined the meeting to elaborate on his ideas. Although Bayeux town council would be fully occupied with D-Day commemoration in 2024, Cllr G. Jones was interested in developing a project to celebrate the Bayeux tapestry (making use of images of a replica owned by Reading Museum. These images could be displayed in Dorchester accompanied by re-enactment and activities. This would help to revive local awareness of the twinning links. It was agreed that the Panel would like to see Cllr G. Jones develop the project further with costings and perhaps also involve the Bayeux Society.
4. **50th anniversary of Dorchester Town Council.** Tony Hurley stated that an evening reception to celebrate the 50th anniversary could take place, ideally, after full council in September – although this would be subject to any building works in the Municipal Buildings. Members wanted to also see a celebratory event for the wider community and it was suggested that perhaps the Love Parks event in July 2024 could be used as a celebration. There could be a stall at the event to consult the public on the new council's new corporate plan.
5. **Process for recruiting new Town Crier.** Tony Hurley outlined the proposals in the report going to Policy Committee that evening. Cllr S. Jones emphasised the importance of recruiting a local person and that any high value regalia should be owned by the council.
6. **Date of next meeting: 15th January 2024 @ 5.30pm in the Magistrates Room.**

ITEM 14.

Minutes of Dorchester Arts Board Meeting 30th October, 2023 Corn Exchange

Present

Jennie Veale Chair JV
Peter Smith Treasurer PS
Penny Treadwell Vice Chair PT
Mark Tattersall Artistic Director MT
Hanna Trevorrow HT
Annabel Eigeland AE
Sasha Constable SC
Mike Willdridge MW
Helen Hutchinson HH
Simon Veale SV
Stella Jones, SJ rep of Dorset Council

- 1) **Welcome** Simon Veale as new trustee and potential Chair.
- 2) **Apologies** from David Leaper DL and Louise Sheaves LS.
- 3) **Register of interests.**
None.
- 4) **Approval of minutes of last meeting.** LS had been omitted from list of attendees. Corrected. Otherwise approved by PS and seconded by HH.
- 5) **Matters arising** - none.
- 6) **Artistic Director's Report**
The full report was circulated by MT prior to the meeting and is available. The summer season had been disappointing with wet weather resulting in poor sales for outdoor events. The autumn season is booking quite well though late sales continue resulting in reduced confidence at times.
A provisional programme for spring 2024 was included with the report.
Participation and community work are going very well though funding is being sought to enable this to continue.
The Script's the Thing took place 2 days prior to the meeting. It was very successful with 73 scripts and over 20 talks, with many visitors and positive reports from performers and audiences. Much discussion to be had about its future with support for it becoming a regular event.
Nature Heals exhibition at the Museum had been well received with new opportunities for Trevor Parsons in the future.
The proposed partnership with Bayeux for an event in 2024 has proved too difficult and there may be a partnership over the D-Day celebrations with DTC instead.

Room hire at the Corn Exchange continues well and new equipment has been obtained to improve the kitchen. There will be challenges next year as alterations in the building take place. The banners on the front of the building are expected shortly after yet more planning permission has been confirmed. The Town Hall Keeper long term sickness situation should be resolved after an upcoming meeting with DTC.

7) **Capital Projects Update**

There has been approval for the change of position of the bar in the new front of building plans and DTC are following up on finding new funding. Provisional start date for works is July 2024.

8) **Dorchester Town Council**

DL absent but SJ reported that she understood all is well and that it is good the building is being used much more than prior to DA involvement. The council is pleased with its use for so many community projects.

9) **Finance**

PS circulated the report for the year ended 31st March 2023 at the meeting. There was discussion and clarification over use of Reserves.

10) **Board recruitment and leadership**

JV reported that SV will be available to take over as Chair when she steps down in January 2023. PS, PT and LS are also stepping down. PS is willing to continue as Treasurer for a short time till a replacement is found. There was discussion about finding a person willing to take on the role and more active advertising may take place.

11) **Fundraising**

PT reported an anonymous donation from a Sugar Group member of £10k. There is a priority in finding funding for the Participation project as mentioned earlier and a proposal is out for that. An application has been made to the Dorchester Car Boot to fund an easily transportable stage for DA and community use. AE asked what would happen to the old one and MT reported it could be sold.

The next fundraising event is Toe the Line on 10th November and ticket sales are satisfactory at this stage.

2024 is the 40th anniversary of DA and will be used as a theme for a Crowdfunder and other events.

12) **HR/Policies**

MT reported a new Health and Safety policy needs to be ratified.

13) **Any other business.**

LS had written to propose thanks to JV, PS and PT as they step down from the board.

Date of next meeting: 11/01/2024 4pm

AGM on Saturday 20/01/24 11am

ITEM 15.

**MANAGEMENT COMMITTEE – 15 JANUARY 2024
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:

Cemetery	Full Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery			
Poundbury Cemetery			
	BURIAL	3224	T.B.A.
	ASHES	3225	T.B.A.
	BURIAL	3226	499A
	BURIAL	3227	T.B.A.
Fordington Cemetery			

2. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester’s cemeteries:

01/11/2023 – 31/12/2023	Dorchester	Fordington	Poundbury
Interments	1	-	1
Ashes	2	2	2
Garden of Remembrance	-	-	-
Poundbury Chamber			-
Children’s Plot			-