

Dorchester Town Council

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6th November 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 11th NOVEMBER 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, P. Farmer, L. Fry, W. Gibbons, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger (Vice-Chairman), D. Leaper (Chairman), R. Major, M. Rennie 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 16th September 2024 (adopted by Council on 30th September 2024). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

4. Outdoor Services – Update Report - Autumn

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

5. New Picnic Table Area and Shrub Bed Works at The Great Field

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

6. Draft Corporate Plan 2025-2029

To consider the report of the Assistant Town Clerk (Corporate), together with the notes of the meeting of the Corporate Plan Task and Finish Group held on 28 October 2024 (enclosed).

7. Request for litter bins on Pavilion Green

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

8. Request from Dorchester Bowling Club for assignment of lease

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

9. Draft lease for Holmead Walk Greenspace & Play Area

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

10. Re-letting of lease for Borough Gardens Catering Kiosk

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

11. Fordington Cemetery Wall.

(a) Update on cemetery wall repairs.

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

(b) Future arrangements for Remembrance Service at the German memorial.

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

12. Grant Applications

To consider the following applications for financial assistance:

- (a) A request from the Lions Club of Dorchester & District for a grant of £450 towards the cost of the Summerfest 2025 event.
- (b) A request from the Durnovaria Silver Band for a grant for £320 towards the cost of a printer and laminator.
- (c) A request from the Poundbury Residents Association for a grant of £500 towards the cost of its 'Spirit of Poundbury' youth photography competition.

- (d) A request from Dorset Museum & Art Gallery for a grant of £500 towards the cost of Dorchester Family Science Day in March 2025.
- (e) A request from Dorchester Arts for a grant of £500 towards the cost of *The Script's The Thing* scriptwriting festival.

13. Notes of Member Site Visit on 10th September 2024

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

14. Minutes of Dorchester Arts board meeting

To receive the minutes of the Board meeting on 23rd October 2024 (enclosed).

15. Draft Policy on the Provision & Use of Work Equipment Regulations (PUWE)

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

16. Use of council land for Beryl Bike scheme.

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

17. 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.

18. 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".

19. Access to Fordington Farm

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

ITEM 4.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 OUTDOOR SERVICES – UPDATE REPORT - AUTUMN

1. The late summer and early autumn period saw ongoing maintenance work being heavily influenced by the midland very wet weather, resulting in very rapid growth of grass areas at times. Soils saturated toward the end of the period resulting in the suspension of grass cutting works.
2. **Borough Gardens**
 - 2.1 Main work has revolved around the removal of summer annual flowering plants, weeding and shrub maintenance. Due to staff absence and departures, coupled with difficulty in recruitment, the pressure continued to be high to deliver to normal standard. Due to periods of rain annual weed growth has been quite rapid in the gardens keeping the staff busy and problems with cultivation of beds for replanting. As part of the ongoing soil improvement works, large amounts of manure have been added to the soil profile to improve soil structure and texture and also increase the biomass contained within it.
 - 2.2 Work to grow on all the bedding plants to be planted in the autumn was completed and the quality was good. Members are reminded that bedding schemes this winter will feature more bulbs this year as previous winters have proved very wet and mild causing losses of bedding plants due to rotting off. A similar weather trend is evident so far this year.
 - 2.3 Works in Borough Gardens House to the community room, lobby and toilets have been completed and the room is now available for hire. The one previously outstanding item, the replacement of the large walk-in cupboard doors has been completed.
 - 2.4 Tennis court fencing re-instatement was completed in late October and both sets of courts are available for use.
3. **Outdoor Services Team**
 - 3.1 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 maintenance and emergency repairs in several play areas including Borough Gardens where another toddler spring animal was damaged, repairs were also carried out, in the toddler section, to the perimeters of the safety surface edges where this had raised.
 - 3.2 A new slide and safety surface has been installed at Salisbury Field play area replacing the old slide that has corroded badly. Once the re-sown grass seed has germinated sufficiently fencing will be removed to allow free use.
 - 3.3 The team were very busy grass cutting during this period, grass areas have been maintained in good condition with no need for autumn renovation.

4. Cemeteries

- 4.1 Routine maintenance has continued within the cemeteries including grass and hedge cutting, litter collection and gravedigging. Full burials have been slightly lower in number over this period.

5. Biodiversity

- 5.1 Autumn young tree maintenance has been carried out by the outdoor services team with renewal of mulching to the tree bases to inhibit weed growth, the mulch coming from chipped branches etc from tree owned by the council. Three trees will be replanted over the winter period.
- 5.2 Seed collected locally and planted in the nursely has also proved successful with over 120 Oak and chestnut germinating and growing well. Seedlings will be transplanted in January into new growing positions for potential planting in approximately 4 years' time.
- 5.3 New small bird boxes have been purchased and will be placed in trees in Borough Gardens in late November, there will also be two swift boxes positioned on Borough Gardens House where it is hoped they will attract the migratory birds often seen above the gardens.

6. The Great Field

- 6.1 Town Council play inspection trained staff inspect equipment on a weekly basis and are feeding back any issues to the ATCOS. Some minor graffiti was reported and has been removed.
- 6.2 Repairs to the drinking fountain will be carried out by the Town Council and re-charged to the Duchy of Cornwall. Heavy rain caused the erosion of some of the path gravel surface on the main orbital path, this was previously temporarily repaired by Town Council staff awaiting an agreed permanent engineering solution to be carried out by the Duchy. The Duchy is currently in the process of finalising design drawings.
- 6.3 The Town Council took over maintenance of all "green "elements of the great field from the first of January 2024. Works to shrub beds in and around the play area have continued with good progress being made to remove the very established and persistent deep-rooted weeds that affected most of the shrub beds prior to adoption. Visually the shrub beds are much improved and the absence of dominant weed species has allowed for better shrub growth in many areas.
- 6.4 Works to create a picnic bench area in the higher section adjacent to the play area are proposed and detailed in a separate report on the agenda for the management committee meeting of 11th November 2024
- 6.5 Works to cut the wider amenity grass areas have continued through the summer and a cut and bale of the mid-summer section of wildflowers was successfully completed in July. The second section was cut and baled in mid to late September works were appropriately time to fit in with good weather and the visual impact has been very well received.

7. Staffing

- 7.1 Continual professional updating will continue for members of the team. Safe operation of high access equipment (used for trimming high hedges, pollarding trees in borough gardens and cleaning out gutters etc.) will be carried out in November.
- 7.2 **PUWER reporting:** A Puwer (Provision and use of work equipment regulations) policy is presented separately to the committee. Should this policy be adopted then accident reports etc. will be considered by the Management Committee on a regular basis so members can be assured that such incidents are properly reviewed to establish any commonality and steps put in place to try to avoid repeat incidents.

8. Arboriculture

- 8.1 Ongoing tree management works to the tree stock at Mellstock Avenue Play Area, including reducing crowns, removal of dead wood and the removal of hanging branches has been completed.
- 8.2 Two tree work planning applications have been considered by Dorset Council and no objections have been raised. The first to undertake the second phase of significant tree work in the Frome Terrace/ Mill Stream area. This work focusses on the Riverside Nature reserve and is intended to ensure the safety of neighbouring property and users of the reserve as much as possible by reducing the height of trees on the boundary and reducing mainly ash trees affected by ash dieback disease inside the reserve to 4m monoliths. These works have been put out to quotation and an order placed for progress in the coming weeks weather permitting. The second is in regard to reducing the extent of tree branch overhang from four trees on Frome Terrace Green to allow safe access to parked cars and reduce nuisance from Honeydew (aphid droppings). These works will be carried out in early to mid-November.

Carl Dallison
Assistant Town Clerk, Outdoor Services
Dorchester Town Council

ITEM 5.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024

NEW PICNIC TABLE AREA AND SHRUB BED WORKS AT THE GREAT FIELD

For Decision.

1. Background

1.1 The Great Field was transferred to the Town Councils management and ownership under lease in 2022 from the Duchy of Cornwall. The field had a wide range of provision for users at the time of adoption, one of the main elements being the extensive play area and shrub beds surrounding it.

2. Current situation

2.1 Some areas of shrub beds have not grown well, and other plants have died, due mainly to the exposed conditions, soil structure and selection of plant species and to a lesser extent, damage due to trampling. This has led to a patchy appearance in some beds with a low quality of impact. Gapping up, removal and relocation is required to improve the visual appearance of the shrubs.

2.2 As discussed with members during two previous site visits, an opportunity exists to create a picnic table area adjacent to the existing play area utilising gaps in the shrub cover in that area. The provision will meet a need in the western section of the play area due to the absence of existing picnic tables. (See fig 1 below)

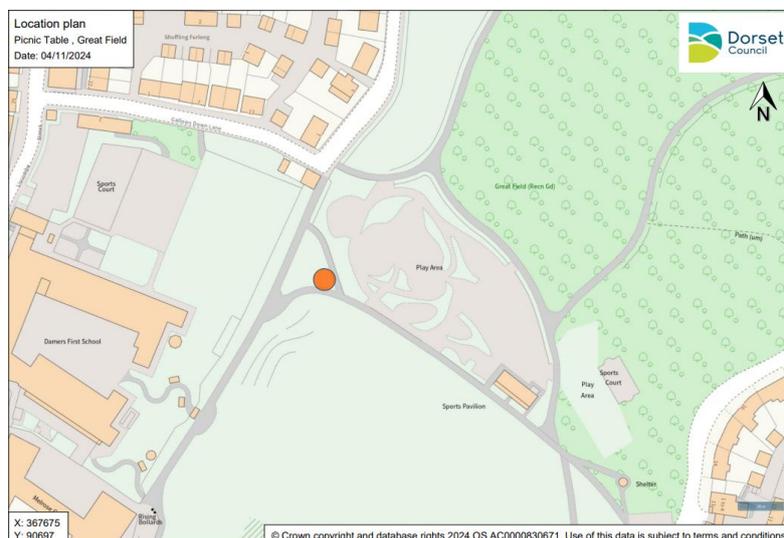


Fig 1

3. Proposed works

3.1 The location of initially, a single picnic table, with clear access for wheelchair /mobility scooter users, within the current shrub bed located to the western end of the play area. This shrub area is separate from the play area and has suffered from shrub failures.

- 3.2 The relocation of some shrubs from this area to elsewhere in the wider play area to gap up plant losses in existing shrub beds and to relocate some shrubs within this area to thicken up the density of planting, to make space for the picnic table and improve the quality of impact.
- 3.3 The removal of the remaining shrubs from very low-quality shrub beds located adjacent to the footpath to the pavilion from St Johns Way and the older pre-existing play area. (see blue areas, fig 2 below):

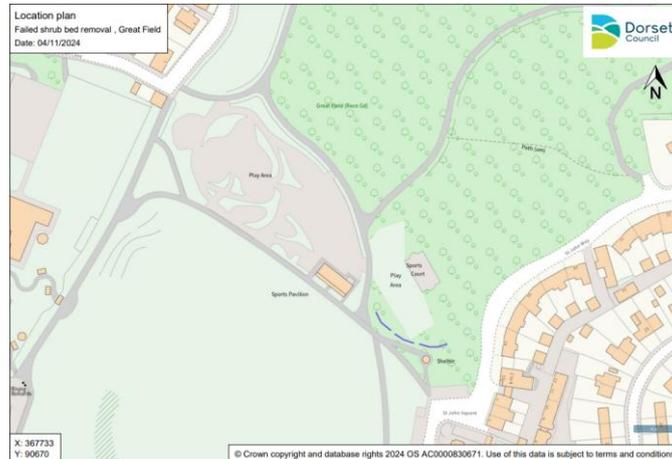


Fig 2

- 3.4 The shrubs that are viable will be removed and used to fill gaps in shrub beds with similar plant species in and around the play area.
- 3.5 Where shrubs have been removed soil levels are to be made good and grass seed sown.
- 3.6 Some failed shrub beds in the play area are also to be grass seeded to allow for a better standard of maintenance and visual appearance.

4. Decision

- 4.1 Members of the management committee are asked to decide on whether to agree to the siting of Picnic Table and area at The Great Field and the shrub works as described.

Carl Dallison
Assistant Town Clerk, Outdoor Services,
Dorchester Town Council

ITEM 6.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 DRAFT COPORATE PLAN 2025-29

1. In July 2024, the council’s Policy Committee agreed a process and timetable for the production of a new Corporate Plan to guide council’s services through until 2029. The new Plan would address the following key themes:
 - Affordable Housing
 - Community, Culture, Health and Wellbeing
 - The Environment and Addressing the Climate Crisis
 - Local Economy, Transport and Parking
 - Future Growth of Dorchester
 - Delivering Good Governance and Administration
2. Policy Committee also agreed the following timetable for the production of the Plan which included further scrutiny with members and public consultation.

Activity	Target Date
Committee and Full Council Scrutiny to agree first draft Plan for public consultation	25 November 2024
Public Consultation	1 December 2024 – 31 March 2025
Task and Finish Group to consider public response	By 30 April 2025
Amended draft Plan to be presented to Committees and Council for adoption	20 May 2025

3. As part of this timetable, the member Task & Finish Group has agreed the attached draft Corporate Plan (Appendix A) and the accompanying Action Plan (Appendix B) and these two documents are attached.
4. **Recommendation:** Members are invited to comment on the draft Corporate Plan and Action Plan.

Appendix A – Draft Corporate Plan 2025-2029

Appendix B – Draft Action Plan

The above two documents have been circulated separately from this agenda.

Appendix C – Corporate Plan Task & Finish Group Notes – 28 October 2024

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 6 - APPENDIX C

DORCHESTER TOWN COUNCIL

CORPORATE PLAN TASK AND FINISH GROUP

28 OCTOBER 2024

Present: Councillors S. Biles, W. Gibbons and J. Hewitt.
In Attendance Councillor A. Canning.
Officers: S. Newman, Town Clerk.
Apologies: The Mayor (Councillor R. Potter) and Councillor F. Hogwood.

1. Terms of Reference

The Group noted its terms of reference as follows:-

To give detailed consideration to the first draft of the new Corporate Plan.

To finalise the Corporate Plan for presentation to Council following the responses received on the draft Plan from Committee and the public consultation.

2. First Draft 2025-29 Corporate Plan and High Leel Action Plan

Corporate Plan 2025-29

The Group noted the timetable for the production of the Plan. In regard to public consultation it was proposed that this would be undertaken by the production of an extra Newsletter which would feature the new draft Plan (looking forwards) and also have some 50th anniversary articles about achievements of the Council (looking backwards). The Newsletter would be delivered to all residents and would be sent out in the New Year. The Group felt that this was a good level of consultation but requested that one drop in session also be organised – most likely prior to the March 2025 Council meeting.

Members agreed the draft Corporate Plan document which gave some detail about the Council, Dorchester now and the future, the Council's agreed vision, its strategic aims and how the Council will focus on that vision with its strategic aims.

The Group agreed the document for presentation to the Committees.

High Level Corporate Plan Actions

The Group gave detailed consideration to the high level actions proposed to be undertaken to implement the Corporate Plan Strategic Aims.

The following matters / amendments were proposed:-

- a. A commitment to expanding the town boundary should the emerging Local Plan continue to include the north of Dorchester development.
- b. Encourage further residential accommodation above shops.
- c. The tourism potential of Poundbury to be highlighted in the Tourism Plan.
- d. Develop the artisan market and markets generally offer.
- e. Welcome host type training to enable those staff at TIP locations, Ambassadors etc to upsell what the town has to offer to visitors.
- f. To develop links with the new management of Brewery Square once the development is complete.
- g. Review play area provision for the 8 – 14 year old age group.
- h. Castle Park play area proposed BMX track – continue to support the community in this development.
- i. Continue to press the EA for implementation of the flood prevention interventions at Kings Road.
- j. Re-decorate the front of 19 North Square.
- k. Fordington Cemetery Wall – rebuild and future maintenance.
- l. Encourage closer communications with the Dorchester Police Team.
- m. Be aware of significant anniversaries – Tolpuddle Martyrs, Hardy 100 etc

Steve Newman
Town Clerk

ITEM 7.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 REQUEST FOR THE PROVISION OF LITTER BINS AT PAVILION GREEN

1. The Town Council has received a request from members of residents, via Cllr Gibbons, for the provision of dog waste bins to be installed and serviced on the Pavilion Green / Duke of Edinburgh Gardens open space in Poundbury. The issue at Pavilion Green is, according to the residents, that dog walkers are not able to deposit bags of waste on the site but have to either take them home or dispose in the nearest public litter bin in Queen Mother Square.
2. This public space is currently owned and maintained by the Duchy of Cornwall. The council has been invited by the Duchy to consider leasing this site and taking on its management however, at the meeting of Management Committee in September 2024, members deferred a decision on the matter subject to the provision of further details. At present, therefore, the site remains the full responsibility of the Duchy of Cornwall.
3. The Town Council currently only maintains litter / dog waste bins on land that it either owns or leases. In the Poundbury neighbourhood, the Town Council only maintains bins on The Great Field or within the play areas at Woodlands or Holmead Walks.
4. Elsewhere on Poundbury, there are a small number of litter bins which are maintained by Dorset Council and which were installed some years ago. The current Dorset Council policy is that the Duchy of Cornwall is responsible for the provision and emptying of bin in those areas of Poundbury that the Duchy manages. However, Dorset Council will provide and service bins at the request of the Duchy, but this will be a charged for service.
5. The Duchy of Cornwall has informed Cllr Gibbons that it will not install dog waste bins at Pavilion Green nor pay a third party (e.g. Dorset Council) to install and maintain them, despite the request from residents.
6. Members are invited, therefore, to consider a response to residents on this matter. If the Town Council were to install and service bins on land that it does not own (and has not agreed to lease in future), then this would set a precedent and expose the council to requests from other neighbourhoods for new litter bins in any public spaces.
7. In due course, the matter of the leasing of Pavilion Green will be considered again by Management Committee (probably in early 2025) and so it may be more appropriate for members to defer any response to this request from the community until the council has taken a decision, either way, with regard to a lease.
8. **Recommendation:** Members are invited to consider this request from residents in Poundbury for the provision and servicing of dog waste bins on Pavilion Green.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 8.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 REQUEST FROM DORCHESTER BOWLS CLUB FOR ASSIGNMENT OF LEASE

1. Following a recommendation from the England Indoor Bowling Association and from Bowls England, the Dorchester Bowls Club has decided to incorporate and become a company limited by guarantee. The club's interests are currently held by club trustees and it has become increasingly difficult to find persons prepared to be trustees. To ensure the future of the club, therefore, it has decided to incorporate.
2. The Town Council is the Bowls Club's landlord under the leases through which the club occupies the building and grounds as a Community Amateur Sports Club. The Bowls Club's premises are adjacent to the Sandringham playing field.
3. Under the terms of the club's leases, the club needs the Town Council's consent to any transfer of the leases from the trustees to a company limited by guarantee, which also will be a Community Amateur Sports Club.
4. In order to assign the lease to the new company, the club will need to sign a licence issued by the Town Council and pay the legal fees incurred by the council as a result of this process.
5. The Town Clerk has sought legal advice from the Council's Solicitor on this matter who is satisfied with the appropriateness of the Club's plans for incorporation.
6. **Recommendation:** That the Committee agrees to the assignment of the Dorchester Bowls Club's lease from the trustees to a company limited by guarantee.

ITEM 9.

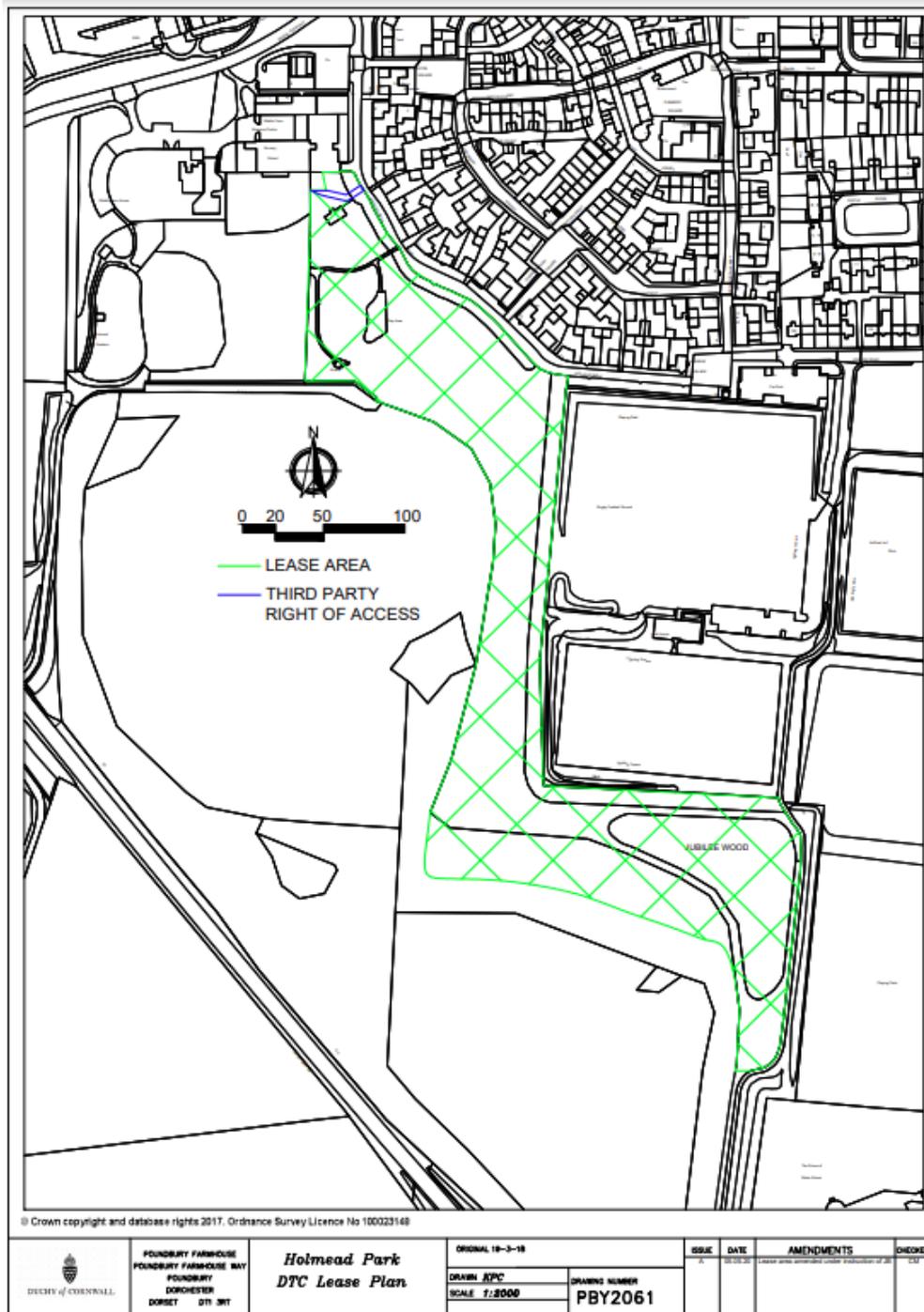
MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 DRAFT LEASE FOR HOLMEAD WALK GREENSPACE & PLAY AREA

1. The greenspace and play area to the south of Holmead Walk in Poundbury are popular recreational facilities and an important open space for the town.
2. The Town Council currently manages the greenspace and play area, within existing budgets, in anticipation of the completion of the lease.
3. Following initial agreement by members, the Town Clerk has negotiated a draft lease for the Holmead Walk greenspace and play area. The draft lease is now available for completion on the following terms:
 - a) It will be a for a term of 99 years.
 - b) It is at a peppercorn rent.
 - c) The Town Council will be obliged to pay all rates, taxes and other charges relating to the land (albeit I anticipate there are none).
 - d) The management obligations are set out in clause 3.3 of the lease and provide that the Town Council will keep the premises regularly mowed and free from weeds and generally in good condition and to repair and maintain all fences, gates and posts and from time to time cut, lay and trim the trees, shrubs and hedges belonging thereto to the reasonable satisfaction of the Duchy.
 - e) The land can only be used for public recreation purposes in accordance with the Deed of Dedication with the National Playing Fields Association and the council is not entitled to make any alteration to it.
 - f) The Town Council is required to maintain third party liability insurance to a minimum value of £5 million.
 - g) There is an option in favour of the Duchy to call for a surrender of the lease in the event that all or part of it is allocated for development by the relevant public authority.
4. The plan of the lease area is set out in **Appendix A** to this report.
5. However, the areas of open woodland within the lease boundary do require considerable maintenance. It is proposed, therefore, that Duchy of Cornwall be asked to undertake a survey of the woodland and agree to undertake any necessary maintenance and management works prior to the completion of the lease.

6. Members are requested to give approval to the Town Clerk to finalise the lease on the terms as set out in paragraphs 3 and 5 of this report.
7. **Recommendation:** That the committee agrees that the council takes the lease on Holmead Walk greenspace and play area on the terms as set out in the above report.

**Assistant Town Clerk (Corporate)
Dorchester Town Council**

Appendix A



ITEM 10.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 RE-LETTING OF LEASE FOR BOROUGH GARDENS KIOSK

1. The catering kiosk in Borough Gardens is owned by the Town Council but is operated by a third party for the benefit of visitors to the Gardens through the sale of refreshments throughout the year in accordance with an annual agreement. The operator is not responsible for the public toilets which form part of the building.
2. The current tenant has notified the council of their intention to cease operating the kiosk at the end of 2024. There is a need, therefore, to find a new operator for the kiosk for 2025 onwards.
3. Under the current terms of the operating agreement the town council is responsible for all maintenance and insurance of the building, and for the cleaning of the common areas of the building.
4. The operator is allowed to use a grassed area outside the kiosk as a sitting out space for customers and is also allowed to park two vehicles in a designated area of the Gardens.
5. In addition, the **operator's obligations** are as follows:
 - a) obtain and maintain in force any necessary licences, permission etc that might be required to operate such a facility;
 - b) obtain public liability insurance for the organisation's operations;
 - c) be responsible for fitting out the kiosk with the necessary equipment associated with the operation of a refreshment kiosk;
 - d) be responsible for the internal cleanliness of the facility and for the collection and removal from the Gardens of all waste associated with the kiosk operation;
 - e) be responsible for health and safety checks within the kiosk such as legionella testing, fire checks etc;
 - f) be responsible for maintaining the landlord's fixtures in good working order.
6. **Hours of operation.** The current agreement requires the following
 - a) Subject to (b) below, during July and August to operate the kiosk during the core hours of 11.30am to 2.30pm Monday to Friday and 11.00am to 4.00pm on Saturday, Sunday and public Holidays and at such other times as maybe commercially appealing. During June and September operate the kiosk between 11.00am and 4.00pm on Saturdays

and Sundays. During January to May and October to December to be open whenever commercially appealing.

- b) The kiosk is not required to be open during inclement weather or during events where outside caterers are brought into the Gardens such as One World Festival, Cider Festival etc or where there are significant events taking place elsewhere such as the Dorchester Show. The Assistant Town Clerk to be notified in advance if the kiosk is not to be opened for an event.
7. **Payments.** In exchange for the opportunity to trade from the Kiosk, the operator must pay the council 5% of takings in July and August and 7.5% of takings between January and June and between September and December. These payments are to be made monthly in arrears and to be reviewed annually. The council's budget for 2024-25 anticipates the council receiving a payment from the operator of £1,750.
8. It is proposed that a new operating agreement is offered on the same terms currently used and as set out above.
9. **Recommendation:** That the Town Clerk be given delegated authority to procure a new tenant for the Borough Gardens Kiosk on the terms set out in the above report in consultation with the Chairman and Vice Chairman of the Committee.

**Assistant Town Clerk
Dorchester Town Council**

ITEM 11 (a).

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 FORDINGTON CEMETERY – UPDATE ON CEMETERY / HOLLOWAY ROAD WALL

For Information.

1. Background

- 1.1 Fordington Cemetery has a large stone retaining wall on its northern boundary with Holloway Road. The wall is of varying heights bordering both adopted highway footpath, parking spaces owned by Mill Street Housing Society and three private residences one with an adjoining garage.
- 1.2 The wall increases in height from its lowest, adjacent the junction with King's Road, to its tallest adjacent to the parking area and private residences.
- 1.3 At approximately 5:00am on 9th October 2024 the wall a section of the wall adjacent to the parking area collapsed after a period of heavy rain, followed by very heavy and regular rain showers. The debris fell into the parking area where one car was impacted by it.
- 1.4 Staff were made aware very early the day of the incident. The ATCOS attended site at 08:15am along with an architect to inspect. A structural surveyor then made a very early preliminary inspection of the site. Concerns were expressed by adjacent residents, one of whom had already been affected by the wall falling onto her car.
- 1.5 As a safety precaution two households were found temporary accommodation locally until further structural assessment could be made.
- 1.6 Three days later a further Structural engineer assessed the remaining wall sections and decided that they were essentially safe for the time being and that residents could return to their homes, however, further works to secure and support the wall at the points of failure was required.
- 1.7 At the same time the architect sought specialist advice as to appropriate emergency scaffold design and a scaffold company with the resource and expertise to carry out the work.
- 1.8 Residents have been kept informed as to progress and plans for further work. Mill Street Housing Society have also been kept informed as the parking area is unlikely to be able to be used for the near to medium term until rebuilding works are carried out.

2. Current situation

- 2.1 Temporary scaffolding has been erected to support the walls at the points of failure. Works have included drilling into the concrete of the parking area and floor of the adjacent garage. The scaffold includes large containers of water to act as a weight to assist with retention.

- 2.2 At the time of writing scaffolding works were not completed but are expected to be by end of week commencing 4th November 2024.
- 2.3 Town Council staff have erected Heras-style security fencing at the top of the steep bank in Fordington Cemetery to prevent access to the wall and slip area.
- 2.4 Currently no graves or their contents have been exposed by the slippage. Although records are very old and hard to read, they do indicate that there should be distance between the point of slippage and the internments. This will routinely be monitored by staff. The Institute of Cemetery & Crematorium Management has been consulted for advice and this will be followed should further slippage occur.

3. Future works

- 3.1 Once the scaffolding is completed and the wall ends secure a contractor has been arranged to remove the spoil but retain any re-useable stone. The car will then be removed from site.
- 3.2 The architect in conjunction with the structural engineer will then design a scheme to involve re-building the wall using existing stone where possible (a requirement under conservation area designation), together with works to stabilise the remaining wall (by means of dewatering to reduce hydrostatic pressure) which will also include removal of vegetation and areas of repointing. Consideration to be given to restricting access to the head of the wall to prevent risk of falling.
- 3.3 A planning application will be submitted for the proposed works.
- 3.4 A specification, bill of quantities and tender forms will be drawn up and tenders invited from suitably qualified and experienced contractors with capacity to undertake the works in a reasonable time frame.
- 3.5 It is unclear as to whether a specialist installer will be engaged separately to undertake works to prevent water build up behind the new wall section and in some areas of the higher wall or whether they will work as a sub-contractor to the main contractor, currently the former is looking more probable.
- 3.6 After further works have been carried out it will be necessary to consider how to best protect the other existing walls around the cemetery leading up to Kings Road into the future. This has yet to be decided upon and members will be advised as to the best course of action and options within that, as the project progresses.

Carl Dallison
Assistant Town Clerk, Outdoor Services,
Dorchester Town Council

ITEM 11 (b).

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 FORDINGTON CEMETERY - REMEMBRANCE SERVICE AT GERMAN PRISONER OF WAR MEMORIAL

1. The annual service of Remembrance at the German prisoner of war memorial has taken place next in Fordington Cemetery since its revival in 1999 but it became an annual occurrence during the inter-war period.
2. Members who have attended this service, which takes place immediately after the main Remembrance service at the War Memorial, will be aware that the German memorial is not easy to access on foot, particularly in winter when the grass can be slippery. In addition, there is no fence along the northern edge of the cemetery above the steep drop to the highway below but there is currently significant shrubbery.
3. Due to recent problems with the cemetery retaining wall (between Fordington cemetery and Holloway Road), there is the likelihood that the council will be advised to remove the shrubbery along the top of the retaining wall. This will leave anyone standing near the German memorial at greater risk of falling over the edge and down onto Holloway Road. It will then become necessary to restrict public access to the lower terrace area by the German memorial.
4. Given these uncertainties regarding public access to the area of the German memorial over the coming year if the shrubbery is removed, members are invited to plan ahead for the Remembrance service in 2025 and consider relocating the ceremony to a nearby location, perhaps further up the cemetery slope.
5. **Recommendation:** That members consider alternative locations for the service of Remembrance at the German prisoner of war memorial in Fordington Cemetery.

Assistant Town Clerk (Corporate)
Dorchester Town Council

ITEM 12.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 GRANT APPLICATIONS

1. In the current financial year, the council's small grants budget is £10,000. The grant schemes is used to support discrete projects which directly benefit the Dorchester community. Grants are typically between £50 and £500.
2. Since April 2024, the committee has considered the following applications:

Organisation	Project	Requested	Awarded
Kushti Bok	G&T History Event in Gardens	£500	£250
Dorchester Transport Action Group	Meeting venue hire cost	£69	£69
Talk About Trust	Summer events at PiP	£500	£500
Mid Dorset Mencap	ADAN training courses	£500	£500
Dorchester Town Chaplaincy	On-going activities in town	£250	£250
Mosaic	Bereavement cafes for young people	£500	£500
Dorset Food & Drink	Cooking workshops	£500	£0
Dorford Baptist Church	Ukrainian Independence Day celebratory event	£500	£500
People Need Nature	Swathe management at The Great Field.	£4,000	£4,000
ParkRun	Storage unit at The Great Field	£250	£250
Dorchester Sheroes Project	Schools' engagement	£500	£0
Lions Club of Dorchester & District	Summerfest event costs	£500	£0
Victim Support Dorset	Personal alarms	£500	£0
Read Easy South Dorset	Coach training	£500	£500
Dorchester Child Contact Centre	Equipment	£500	£250
Total awarded			£7,569
Budget remaining			£2,431

3. A full list of all the grants awarded by Management Committee from April 2023 until March 2024 can be viewed here: <https://www.dorchester-tc.gov.uk/docs/downloads/Grants-awarded-2023-24.pdf>
4. The grant application form sets out all the essential criteria that applicants must meet (<https://www.dorchester-tc.gov.uk/docs/downloads/Grant-application-form-2024.pdf>), however it is worth noting the following key requirements:
 - The Council will usually only consider requests for specific projects, not on-going or revenue costs.
 - Grant applications for events/activities that have already taken place will not normally be considered.
 - Grant applications for events aimed at raising money for distribution to a wide range of other charities and organisations will not normally be considered.
 - The Town Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the town. By law the Town Council cannot offer financial assistance to any political party.
 - The size of the grant should be commensurate with the benefit delivered.
5. The committee is requested, therefore, to consider the application below which have been received since its last meeting.

Tony Hurley
Assistant Town Clerk (Corporate)

ITEM 12 (a) – Grant application from Lions Club of Dorchester & District

1.	Name of organisation.	Lions Club of Dorchester and District
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Anita Harries Address: Community Service Officer 3 Aconbury Avenue Dorchester Dorset DT1 3RE
3.	Address where activities are based.	Dorchester
4.	What area (community) is served?	DT1 and DT2 postcodes
5.	Are there any other similar facilities or services provided in the area/district?	Yes
6.	How does your organisation / activity benefit the residents of Dorchester	The Lions Club of Dorchester and District are in essence a fundraising organisation who distribute money to local charities, organisations and individuals in need or requiring help and support in a variety of ways. Aware of the current economic climate, one of our aims is to keep the cost of attending our events to an affordable level to enable as many as possible to come along.
7.	Present charges/ subscription/fees.	Each member of the Lions pays an annual subscription payable in instalments of £50 and £40.
8.	Are there any proposals to change or introduce charges, subscriptions or fees?	No
9.	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>On 8th June 2025 we are planning to hold Summerfest 2025, 2025, the fourth year of such an event taking place.</p> <p>Following on from lessons learnt at the previous events, we aim to make this one more of a hands-on experience for the children, providing various activities for them to take part in at no cost to the families. As well as the attractions that come along and take part free of charge, we have booked Mad for Animals and the Company of the Wyvern Re-enactment. Both of these, as well as giving exciting displays, will provide amazing experiences for the children - and I am sure more than a few adults.</p> <p>One of the main aims of this, event, and the reason the concept was tried originally, is to provide a</p>

		<p>platform for local charities to come along, join in the day, and raise both money for themselves and show the public exactly what they can offer to the community.</p> <p>There will be other attractions as well as the two mentioned above, but these represent our main expenditure. The total cost of engaging the Company of the Wyvern Re-enactment is £450 for which we are applying to the Town Council for help. They are going to provide a variety of hands-on experiences for children especially, as well as putting on several displays. It is important that we keep as many of our attractions free of charge, encouraging families to come along without the worry of cost.</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.	
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	Date of Summerfest 2025 is Sunday 8th June from 12.00 until 16.00.
12.	Please give details of the cost of the project.	Total cost will be £1330 plus first aid cover
13.	Please give details of other grants awarded or applied for.	Application will be made to Poundbury Community Trust.
14.	Amount of grant requested from Dorchester Town Council.	£450
15.	Any other relevant information.	
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>Position Held.....</p> <p>For and on behalf of..... Date.....</p>	

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

1.	Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)	Durnovaria Silver Band Trust
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Marigold Bentley
3.	Address where activities are based.	Durnovaria Band Hall, Kings Road, Fordington, Dorchester DT1
4.	What area (community) is served?	Volunteer brass band players who play for the town band - the Durnovaria along with those learning to play who are offered free tuition and loans of instruments. Players attend from a wide area and a very friendly band is created. It practices each week on a Friday evening.
5.	Are there any other similar facilities or services provided in the area/district?	The Durnovaria Silver Band is the only local town brass band in Dorchester to play traditional music such as carols, hymns and pieces to entertain townsfolk and the surrounding area.
6.	How does your organisation / activity benefit the residents of Dorchester	Brass band music creates a happy atmosphere at fetes, church and community fairs and at Christmas and Easter. The band warmly welcomes musicians with a range of standards. The DSBT offers free music tuition and has instruments on loan to members of the community including a number of young musicians. A training band meets each week for those learning to play and instruments, music, stands and tuition is offered.
7.	Present charges/ subscription/fees. Please attach schedule if available.	It currently costs band members £10 per month to be a member (no charge for under 18) . Members are required to drive to a number of events and to offer their time and services to those who are learning to play, free of charge,. Trustees make every effort to keep costs low by earning fees for some events.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	The Trustees will be considering the monthly fees during 2024/5 when we look at costs overall.

9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	The band offers free tuition to those wishing to learn to play. It offers the loan of instruments, particularly to children wishing to learn, sheet music, uniforms and opportunities to play in public. The band plays for birthdays of elderly residents, for funerals, for special events including when royals visit. It plays in South Street to encourage shoppers and for many tourists. The band plays for Remembrance and Christmas particularly.
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Trustees of the Durnovaria Silver Band Trust regularly review income and expenditure. We have a large number of costs such as sheet music, instruments, Instrument maintenance, uniforms and band stands. Some of this can be covered by the monthly fee but we to we have found that our printer (it was second hand when we got it) is becoming too old for printing the sheet music essential for our performance.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	DSBT wish to purchase a new printer/scanner and laminator in order to be able to print and or copy music and protect it through laminating it – which is essential for outside performances in inclement weather. (Paper sheet-music is ruined if it gets wet). If we get the grant from the Town Council we will buy these items immediately as they can be purchased online and delivered to the Band Hall.
12.	Please give details of the cost of the project.	Please find attached two descriptions of the items the Band wishes to buy. The cost of the Printer is as listed here £213.38 but that price might revert to the £269.99 by the time we know whether we have the grant – so I would seek your advice on that. The cost of the laminator is £45.99. I'd like to ask for £320 to ensure that we can buy what we need. If we get these items for less than £320 I would ask that the Town Council allow the band to use the surplus for other internal costs relating to our music.
13.	Please give details of other grants awarded or applied for.	No other grants applied for, for these items at present.
14.	Amount of grant requested from Dorchester Town Council.	If acceptable, I'd like to ask for £320.00 to buy a printer and laminator, and ask that the Dorchester Town Council regard the descriptions attached as a guide only, as we may not be able to get them for that price later in the year.

15.	Any other relevant information. (Continue on a separate sheet if necessary.)	Description of the items (or something like these) which the band would like to purchase for use by the band as described.
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) Marigold Bentley</p> <p>Position Held...Trustee</p> <p>For and on behalf of.....Durnovaria Silver Band Trust..... Date 6.10.24</p>	

HP OfficeJet Pro 9730e All-in-One Printer | Colour | for Small Office | Wireless | Print, Scan, Copy, ADF | Up To A3 | 2 Tray | 3 Months Instant Ink

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ITEM 12 (C) – Application from Poundbury Residents Association

1.	Name of organisation. (If your application is successful the grant cheque will be made payable to the name used here.)	LovePoundbury/Poundbury Residents Association
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Zoe Bell/PRA Secretary
3.	Address where activities are based.	Poundbury. We meet at Purple Office, 6 Crown Square, Poundbury DT1 3EN.
4.	What area (community) is served?	Sixth form students in the general area, the Poundbury community and visitors
5.	Are there any other similar facilities or services provided in the area/district?	Not that we are aware of.
6.	How does your organisation / activity benefit the residents of Dorchester	<ul style="list-style-type: none"> a) Engages and supports local youth in creative endeavours b) Strengthens community ties with local educational institutions c) Showcases the heart and soul of Dorchester's Poundbury ward through youth perspectives, by using the resulting attributed high-quality photographs for association/community materials d) Proceeds from exhibition sales will go to a local charity chosen by the sixth form students
7.	Present charges/ subscription/fees. Please attach schedule if available.	Membership is currently free, and voluntary donations will be sought in future
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	Please note that we will be transitioning to a more inclusive charitable association in early 2025 (we are in the process of applying to the Charity Commission for charitable status), and a voluntary annual donation of £5 will be suggested to members.
9.	Details of the project facilities or service to be provided and how they will benefit the community. (Continue on a separate sheet if necessary.)	The "Spirit of Poundbury" Youth Photography Competition is a pilot project aimed at sixth form students at Thomas Hardy School (about 700 students). Planning will begin as soon as we secure funding, and the competition will run from March 2025 to July 2025, culminating in an awards ceremony at the school, and an exhibition at a local venue or venues.

		<p>We hope it will be successful and pave the way for a broader biennial youth 'Spirit of Poundbury' photography competition.</p> <p>Key aspects of the project include:</p> <ul style="list-style-type: none"> • Four categories: Poundbury Living, Poundbury Working, Poundbury Caring, and Destination Poundbury • Collaboration with Thomas Hardy School's photography department • Judging by local photography professionals and awards event • Public exhibition of winning entries • Prizes for winners and runners-up in each category • Proceeds of exhibition sales to go to local charity • Selected images to be used by the community association to highlight the spirit of Poundbury in events, their website, and other materials they might produce <p>The project aims to showcase Poundbury through the eyes of its youth, provide a platform for young creative talent, and create high-quality visual content for community use (see attached documents for further details).</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.	In future, we will again seek local grant funding and support from local businesses. In addition, if our application for charitable status is approved, we will have donations from our members, which we expect to increase substantially as the association becomes more inclusive.
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>a) Planning will begin by January 2025, with the competition itself announced in March, opening in May, and closing in July.</p> <p>b) July 2025</p>
12.	Please give details of the cost of the project.	Estimated £2000, made up of £600 for 8 prizes (£100 for each first place in the four categories and £50 for each runner up), about £800 for photography printing supplies (the school will manage this money), framing of best 20 images (£350), £150 for promotion and signage, and £100 for refreshments for the exhibition/awards ceremony.

13.	Please give details of other grants awarded or applied for.	None.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	<p>Please find attached the overall project outline, including how much the PRA will contribute, and how much will be sought from local businesses.</p> <p>A note about current PRA funding: although we do have reserves, these are being saved towards the funding and establishment of a physical community hub, per the request by the community from the community-wide consultation.</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 want to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....Zoe Bell.....</p> <p>Position Held.....Secretary</p> <p>For and on behalf ofLovePoundbury/Poundbury Residents Association.....</p> <p>Date.....31 October 2024.....</p>	

Item 12 (c) - Additional information from the Poundbury Residents Association:

Spirit of Poundbury Youth Photography Competition

Concept

Love Poundbury, the community association in Poundbury, intends to launch an annual youth-focused photography competition, "Spirit of Poundbury," working with sixth form students at Thomas Hardy School as a pilot program. This limited approach allows testing of the concept, engagement with local youth to create art, and laying the groundwork for a potentially larger annual event in the future.

Purposes

1. Engage and support local youth in creative endeavors
2. Strengthen community ties with local educational institutions
3. Showcase the heart and soul of Dorchester's Poundbury ward through youth perspectives, by using the resulting attributed high-quality photographs for association/community materials

Details

- Theme: "The Spirit of Poundbury"
- Categories:
 1. Poundbury Living: Everyday life in our community
 2. Poundbury Working: Our vibrant business community
 3. Poundbury Caring: Community spirit and support in action
 4. Destination Poundbury: What makes our town a great place to visit
- Timeline: Now – September 2025
 - Recruiting of judges: January
 - Competition launch: March
 - Competition opens: May
 - Competition deadline: July
 - Judging: July
 - Awards ceremony and exhibition: July
- Focus: Vibrant images of people enjoying life in Poundbury.
- Submission: max 6 entries per person (at least 1/category, format & resolution tbd).
- Event /first exhibition held at Hardy School, then hanging selected images at other locations, e.g. PiPs and perhaps the new exhibition space at the Dorchester Corn Exchange.
- Local judges might include Poundbury-based commercial photographers, design or print-businesses, and Dorchester Camera Club.

LovePoundbury Role (led by Zoe Bell)

- Lead planning, promotion and execution
- Provide prizes: £100 for first place and £50 for runner-up in each category
- Help source judges
- Source grants and sponsors from the community to help fund prizes, printing, and event costs
- Organize awards ceremony and exhibition
- Manage financing and moneys to chosen charity benefiting from exhibition proceeds

Hardye School Role (led by Rebecca Bewley)

- Input on planning and execution
- Encourage student participation
- Manage student submissions – a critical role
- Suggest a suitable charity/school project to support

Benefits

1. Youth-focused initiative directly benefiting the community
2. Manageable scale reduces logistical complexities
3. Strengthens relationship with local school and community
4. High-quality entries from sixth form students
5. Joint effort reduces strain on school and volunteer resources
6. Potential for future growth and expansion

Immediate Next Steps

- Finalise overall concept
- Finalise planning and details with THS
- Begin to secure funding/grant
- Finalise competition rules and registration form as needed

Budget/Funding : total ~£2000

- Prizes: £600 (£100 for each of 4 first places, £50 for each of 4 runners-up)
- Registration platform: SignUp (probably – essentially free)
- Printing supplies: RB to advise (estimated £800)
- Framing for best photographs (perhaps 5 per category including winner and runner-up = 20, and could we also exhibit other pictures?): £350
- Exhibition promotion costs: £150 in signage and incidentals
- Refreshments: £100 (will get donation for this)
- Other promotional materials: mostly online, leaflets (negligible cost)
- Several local businesses interested in supporting: £250 from each sponsor. Aiming for support from up to 5 local sponsors, from different sectors (multi-sponsor approach has already proved successful)

Charity Support

We are considering allowing students to “sell” prints for charity, at a pre-determined price, and profits to go to a school-chosen charity or project. If LovePoundbury makes use of images for other materials (e.g. calendar) then part of proceeds would also go to the chosen charity or project.

Future

If successful, this pilot could evolve into a larger biennial event, expanding to include other schools and age groups. This measured approach allows the building of expertise and community interest over time, potentially transforming into the original vision of a broader youth competition.

ITEM 12 (d) – Grant application for Dorset Museum & Art Gallery

1.	Name of organisation.	Dorset Museum & Art Gallery
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Emma Talbot Address: Dorset Museum & Art Gallery, High West Street, Dorchester DT1 1XA
3.	Address where activities are based.	Dorset Museum & Art Gallery, High West Street, Dorchester DT1 1XA
4.	What area (community) is served?	Dorchester families
5.	Are there any other similar facilities or services provided in the area/district?	The town-based Dorchester Family Science Day was first held in 2019 at the Corn Exchange. The event was extremely popular which sadly lead to overcrowding on the day. In 2022, the Family Science Day was reinstated at the newly re-furnished Museum, in 2023, 781 visitors attended the day and in 2024 the event attracted similar numbers.
6.	How does your organisation / activity benefit the residents of Dorchester	As in previous years, the Dorchester Family Science Day is aimed at families and consists of hands-on interactive activities delivered by around 20 partner organisations allowing visitors to experience and learn about science for free . Visitors also get an opportunity to explore Dorset Museum & Art Gallery (DMAG)for free on the day of the event.
7.	Present charges/ subscription/fees. Please attach schedule if available.	Dorset Museum& Art Gallery current pricing structure is as follows: Adult ticket @£14.00, young person (16-25) £11.00, Child Entry FREE. The Dorchester Family Science Day will be free to all visitors and will include access to all public spaces in the museum on the day of the event.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	The Dorchester Family Science Day on Sunday 16th March 2025 will be free to all. As in previous years, tickets will be available to book and will be limited to 400 during morning and 400 during afternoon. Visitors will also be able to access all public spaces in the museum.

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 Dorchester Family Science Day will be held at Dorset Museum on Sunday 16th March 2025 from 11am-4pm.</p> <p>A steering group will develop the programme and recommend activities.</p> <p>DMAG will host the event. All ground floor spaces and galleries will be used to host stalls and activities.</p> <p>DMAG will support planning of activities, set up on the day prior to the event, and on the day.</p> <p>On the day of the event staff and volunteers at the museum will provide support including managing the queue, helping to steward, coordinate drop off and pick up for staff holders, and steward galleries.</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>In total the event cost £740.70 in 2023 and similar in 2024. This still represents exceptional value for such a large scale, high-quality event.</p> <p>The costs do not include any charge for venue hire or museum staff time.</p> <p>Activities as part of the wider Dorchester Science Festival are sponsored by participating partners.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.</p>	<p>Ongoing until 16th March 2025.</p> <p>Completion date will be 16th March 2025.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>Dorset Museum & Art Gallery would like to request £500 grant to support meeting the costs of hosting the Dorchester Family Science Day at Dorset Museum.</p> <p>The costs will go towards staffing costs at DMAG which will include attending any steering group meetings if required, attending planning meetings if required, coordinating on the day prior to event and day of event, supporting the steering group on the day and clearing up following the event.</p> <p>Staff involved in event from Dorset Museum:</p> <ul style="list-style-type: none"> • Head of Learning (£34,566 per year including on costs) - 2.5 days of time • Learning and community outreach coordinator (£29,846 per year including on costs) - 1.5 days of time • Facilities Manager (£30,636 per year including on costs) - 2 days of time

13.	Please give details of other grants awarded or applied for.	No further grants to cover these costs have been applied for by Dorset Museum & Art Gallery.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information. (Continue on a separate sheet if necessary.)	<p>Dorset Museum & Art Gallery is cared for by the Dorset Natural History and Archaeological Society, an educational charity and custodians of the Museum's collection.</p> <p>The Dorset Natural History and Archaeological Society Charity number: 1062400</p> <p>Annual returns, accounts and trustees' annual report (TAR) for the last five financial periods can be viewed here: <u>Accounts and annual returns, THE DORSET NATURAL HISTORY AND ARCHAEOLOGICAL SOCIETY - 1062400, Register of Charities - The Charity Commission</u></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 please make this known when submitting the application.</p> <p>Signature of Applicant(s) Emma Talbot</p> <p>Position Held Head of Learning</p> <p>For and on behalf of Dorset Museum & Art Gallery Date 02.11.2024</p>	

ITEM 12 (e) - GRANT APPLICATION FROM DORCHESTER ARTS

1.	Name of organisation.	Dorchester Arts
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Mark Tattersall Address The Corn Exchange, High East St, Dorchester DT1 1HF
3.	Address where activities are based.	Corn Exchange, Tom Browns, Kings Arms, Dorset Museum, Shire Hall
4.	What area (community) is served?	Dorchester and the wider county
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	<i>The Script's The Thing</i> will bring together more that 100 writers, performers and creatives, all from Dorchester and Dorset or with connections to the county, to present a unique festival of scriptwriting. The first festival in October 2023 was a huge success, attracting more than 500 audience members and creating an amazing buzz in the town. Many local businesses, such as cafes and restaurants, reported significant rises in their business on the day of the event. The second festival on May 3 rd 2025 will be bigger and better, taking place across 5 venues (Tom Browns, The Kings Arms, the Corn Exchange, Dorset Museum and Shire Hall). We aim to present 100 different scripts in one day and to attract an audience of more than 750. Many of the writers, including a lot of young people, are residents of Dorchester and it promotes the town as a lively, creative destination. The festival is free for both the writers and audience members, providing access to the arts for all.
7.	Present charges/ subscription/fees.	The festival will have no entrance charges at all.
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No – an important part of the festival is to allow all, especially young people and those on low incomes, to access new scriptwriting. We will of course make it easy for people to make donations should they wish to.

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>Working in partnership with Tom Browns, The Kings Arms, Dorset Museum and Shire Hall, we will deliver an exciting creative festival, including tangible career development opportunities for the writers involved.</p> <p>As well as the script performances the festival will have talks from industry professionals and a writers' hub where writers can access information and support. There will be workshops delivered by experienced writers, performers, directors and producers. We will be working throughout the run up to the festival with the Thomas Hardy School to make sure their students can enter their work and take part in the event. Like recent creative celebrations, such as the D Day Story Trail, these events bring the community together and promote civic pride and community cohesion. Many of the people performing the scripts on behalf of the writers will be members of the cast from the last Community Play.</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>We already collect donations on the day, seek corporate sponsorship and apply for other grants. Once the festival is well established, we are confident that the need for grants will be minimised and the majority of funding will be provided by philanthropy, sponsorship and donations. We will also consider introducing a modest entry fee for writers once the attraction of being part of a well-established festival makes this viable.</p>
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	<p>The festival will take place on May 3rd 2025. Preparation starts in late November when the script submission window opens.</p>
12.	<p>Please give details of the cost of the project.</p>	<p>£15,300</p>
13.	<p>Please give details of other grants awarded or applied for.</p>	<p>Arts Council England - £12650 (confirmed) DBID - £500 (pending)</p>
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	<p>£500</p>

15.	Any other relevant information. (Continue on a separate sheet if necessary.)	An short video about the last festival can be found at https://www.dorchesterarts.org.uk/the-scripts-the-thing/
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 Artistic Director</p> <p>For and on behalf of Dorchester Arts Date 04/11/24</p>	

ITEM 13.

NOTES OF MEMBER SITE VISIT – 10TH SEPTEMBER 2024

Attending: Councillors W. Gibbons, D. Leaper, P. Farmer, J. Germodo, J. Hewitt, D. Taylor and R. Potter.

Officers attending: Carl Dallison (Assistant Town Clerk – Outdoor Services), Tony Hurley (Assistant Town Clerk – Corporate) and Julie Hollings (Burials Administrator)

1. Fordington Cemetery

The group was given an explanation of the council's approach to the test of the stability of gravestones and memorials by Julie Hollings, the council's Burials Administrator. Members enquired about the cost of making safe any unstable memorials and Julie explained the cost of using the service of local monumental masons when families were no longer available to take responsibility.

The group visited the German Prisoner of War memorial and learnt more about its significance and role in the Remembrance Day events.

The Assistant Town Clerk (Outdoor Services), Carl Dallison, explained about the council's approach to mowing the grass in the cemetery in order to stimulate the growth of wildflowers and also the council's responsibilities for cutting back overgrown areas around the boundaries of the cemetery, particularly where they were overhanging adjacent pavements.

2. Kings Road Recreation Ground

Carl Dallison explained to members about the on-going management of the significant area of new tree planting on the recreation ground which had been established three years ago with the benefit of a grant from the Forestry Commission. The new trees are doing well and members observed ongoing management operations being carried out on site in order to ensure healthy growth.

It was also explained to members that the council was responsible for the riverside grass area all along Lubbecke Way.

3. Fordington Green

Members visited the Green to learn about the council's responsibilities for the maintenance of the site and about the heritage information board. The site is used once a year for the St George's Day Fete and also occasionally as a sitting out area for the nearby café.

4. Herringston Road allotments

At the allotments, the group were joined by the allotment representative for the site, Mr Jim Pride. Officers explained the issues that had affected the site and the level of demand for new plots. At present there are some vacant plots but a recent post on social media had generated interest from potential new tenants. There is an issue with some tenants being

unable to maintain their plots to an acceptable standard and this will result in a request from the council for the tenant to address the problem within a fixed period or risk having their tenancy terminated. In some cases, tenants are leaving their plots with significant amounts of rubbish for the council to clear up and members did suggest that officers propose to Management Committee the introduction of some sort of deposit scheme or financial penalty in order to help recover some costs from tenants.

5. Poundbury Crescent play area

Carl Dallison explained to members the maintenance challenges that were facing this site and other play areas. There was a need to replace the metal fencing on the street side of the site and this would be a significant expense. The site was popular with local residents and the Outdoor Services team were very effective in terms of undertaking maintenance of the play equipment. Members will see objectives for play area maintenance in the forthcoming draft Corporate Plan.

**Assistant Town Clerk (Corporate)
Dorchester Town Council**

ITEM 14.

Minutes of the Dorchester Arts Board Meeting 23rd October 2024

Present:

Simon Veale, Chair SV
Mark Tattersall, Artistic Director, MT
Helen Hutchinson HH
Sasha Constable SC
Annabel Eigeland AE
Hanna Trevorrow HT
Stella Jones (representing DC) SJ
David Leaper (representing DTC) DL

APOLOGIES from Mike Willdridge and Toby Frere.
Amanda Wakeman absent

REGISTER OF INTERESTS

None reported

MINUTES OF LAST MEETING

Approved by HH, seconded by AE

MATTERS ARISING

HH had queried about parking for those attending special performances for those with Multiple Learning Disabilities. There was general discussion and MT to prioritise.

ARTISTIC DIRECTOR'S REPORT

A full report was circulated prior to the meeting.

The inclement weather over the summer had affected attendances at outdoor events, only some of which can be transferred indoors.

Jazz events are not selling as well including popular local pianist Mike Denham. There was general discussion and MT will discuss trying a new format with him. SV talked about local school children playing at Tom Browns which led to discussion about the validity of smaller venues and that the new space at the front of the building will be able to accommodate small jazz events. HT suggested using these as preludes to jazz performances in the Corn Exchange.

The Plough Youth Theatre had visited and given a performance to raise funds for Ukraine.

The Paradise Lost performance had been very successful with a large attendance from Thomas Hardy School.

MT talked through the Spring and Summer 2025 programme.,

He indicated that there will be a separate programme for the THS theatre due to a good number of performances booked there including Simon and Garfunkel Through the Years and 'big name' comedians.

It is hoped that a theatrical performance of Quentin Crisp Naked Hope will tie in with a showing of the film The Naked Civil Servant.

A production by Dorchester Arts of a new play, Pot Licker, by Ed Viney, will have its first performances in March and has several venues round the south-west booked to follow.

There will be performances at St Mary's Church with the popular return of Tenebrae as well as a classical guitar duo.

The opening of the new space in the building will allow the welcome return of visual arts to the organisation. MT has been meeting with SC and MW to plan a series of exhibitions each to last 6 weeks. The first is with Tim Booth, a photographer, and the private view for that will coincide with the official opening of the new space. Shows will initially prioritise Dorset artists but may become more widespread, with sculpture being considered in the future. It is hoped that it will become a popular venue to visit and the relative low cost of putting on exhibitions makes this an exciting project.

Participation and Community. Maternity cover for Jess Beale was discussed with Laura Joy taking over for a year. The taster session for the first 6-week Art Life course for those with current mental health issues had been held this morning and had been a great success. SJ asked about events for the elderly from day centres as Dorset Council want them to be brought to other places. MT replied that whenever he had tried to do this in the past, the issue had always been transport for which DA cannot be responsible. SJ hopes that transport budgets will be available.

Projects - funding for The Script's the Thing has just been received from the Arts Council. Next year's festival on May 3rd will have more venues within the Corn Exchange and along the High Street, including the Museum and Shire Hall.

A collaborative exhibition and performances, based around Caroline Burraway's artwork Ungrievable Lives is planned in the autumn, in association with Shire Hall and B Side. It will explore issues of migration.

CAPITAL PROJECTS

The schedule for the works on the new space is 6 weeks behind due to structural problems found in the floor of the existing bar but now that is resolved there is no further anticipation of delay.

The target date for handover is 31st March.

There is still uncertainty about food and beverage offer but MT had met with TF for a useful discussion about options.

HT asked about the Town Hall redecoration. The south wall is to be left exposed for a year to allow complete drying.

SV acknowledged MT's commitment to detail with the architects.

5pm HT left the meeting.

DTC

DL mentioned that a day for Palestine had been held and wondered if DA could have involvement in the future. MT to consider when plans are made for the next one. He also mentioned the Anonymous Festival and MT said that DA had taken part in the past and would be keen to do so again.

FINANCE

A report had been circulated prior to the meeting. SV and HH reported that the situation is looking stable currently with a surplus of £433 at the end of Q2, and that is without including the £9k+ income from the Crowdfunder which will fall in Q3. Q3 and Q4 will present challenges due

to the ongoing capital works but overall the picture is positive and the year end result should fall within the budgeted target.

HH is now on the committee for DAT.

BOARD

There is still a vacancy for Treasurer and there is to be a new Job Description to simplify the position. We are looking at ways to streamline the reporting structure between DA and Accountants, to minimise the activities of the Treasurer

FUNDRAISING

AE reported that the crowdfunder had raised £9432 including gift aid. There will be 6 new named seats in the auditorium. There have been more grants for the Rise project for women with postnatal depression.

Nante's Solicitors had approached DA offering sponsorship.

The Ruby Gala is on 8th November but currently ticket sales are low. Social media push is ongoing.

For a February 2025 event, a beer tasting with Hall and Woodhouse is proposed.

POLICIES - next review 2026

AOB

SV is now joint signatory for DA.

HH brought up subject of membership which is down. Other venues include 10% off bar purchases but MT said this may end up in reduction in bar profits. There was discussion of the pro's and con's of this and membership could be promoted as Christmas gifts.

The draft of the Trustees Report for the 23/24 accounts will be circulated shortly and Trustees will be asked to respond with their comments within 5 days

Date of next meeting 20th February 2025 4pm.

ITEM 15.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 DRAFT POLICY ON PROVISION AND USE OF WORK EQUIPMENT

1. Background

- 1.1 The PUWER regulations issued in 1998 focus on any equipment used at work and are enforced by the Health and Safety Executive. The regulations place several responsibilities upon the council, see Appendix A. Both historically and operationally these regulations have been complied with to ensure that equipment is safe for staff to use.

2. Current situation

- 2.1 Members are already informed of staff training and upskilling carried out as part of the open spaces report. A training matrix is kept up to date to enable monitoring and management. Staff are trained in safe use of machinery and equipment and any incident or accidents are recorded via accident book forms. Personal protective Equipment risk assessments are carried out and staff advised on the correct equipment to use when undertaking mechanical and manual operations.
- 2.2 There is however no formally adopted council policy to cover PUWER requirements in terms of how members can formally undertake monitoring.

3. Proposal

- 3.1 In order to ensure councillors have an overview and are able to monitor effectively, they need to be aware of responsibilities placed on the council and how the council then meets them.
- 3.2 The draft PUWER Policy (**Appendix A**) states clearly the roles of individuals employed by the council in terms of monitoring and compliance. It also creates a formal role for the Management Committee in monitoring investigations and statistics concerning health and safety and in particular, incidents involving work equipment or its use.
- 3.3 It is proposed that, the de-personalised details of accidents entered into accident books used by town council staff are presented 6 monthly to the Management Committee (or as part of the Open Spaces report if appropriate). The suggested format being, a statement of occurrences broken down into common typologies, an analysis of any underlying causes or contributing factors and a statement as to how any identified elements may be improved or controlled in future.
- 3.4 The ATCOS will “light touch” investigate all reported incidents and initiate any controls as soon as possible after becoming aware of incidents and then retrospectively report to Management Committee.

4. Decision

- 4.1 Members of the Management Committee are asked to decide on whether to agree the draft PUWER policy. (Appendix A)

Carl Dallison
Assistant Town Clerk, Outdoor Services,
Dorchester Town Council

ITEM 15 – Appendix A

DORCHESTER TOWN COUNCIL DRAFT - Provision and Use of Work Equipment (PUWER) Policy

Document Reference	Provision and Use of Work Equipment (PUWER) Policy and Procedures
Version	V1 Draft
Responsible Committee	Management
Responsible Officer	Town Clerk
Document Author (Title)	Assistant Town Clerk Outdoor Services
Approved By	
Date Approved	
Review Date	

Section	
	Summary
1	Introduction
2	Purpose/Scope
3	Process: Selection of Work Equipment/Safe Use of Work Equipment
4	Training Expectations for Staff
5	Implementation Plan
6	Monitoring compliance with this Policy
7	References
8	Definitions
9	Role and Responsibilities

Summary:

DTC is committed to ensuring compliance with the Provision and Use of Work Equipment Regulations (PUWER).
All work equipment is covered by PUWER.
Some work equipment is subject to the requirements of other specific legislation, such as Lifting Operations and Lifting Equipment Regulations (LOLER).
DTC will select safe work equipment.
DTC will ensure the safe use of work equipment through planned preventative maintenance.
Work equipment training will be delivered as required.
DTC will monitor compliance with this policy through a combination of incident review and maintenance schedule review.

1. Introduction

The Provision and Use of Work Equipment Regulations (PUWER) 1998 place duties on employees and companies who own, operate or have control over work equipment.

The Regulations require risks to employee's health and safety, from equipment that they use at work, to be eliminated or controlled.

2. **Purpose/Scope**

Any equipment that is used by an employee at work is covered by PUWER.

This policy and related processes aim to ensure that the Council operates within PUWER, minimising risks to staff as they carry out their work activities.

In addition to PUWER requirements, equipment used for lifting purposes is additionally controlled by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and Personal Protective Equipment (PPE) is controlled by the Personal Protective Equipment at Work Regulations 1992.

3. **Process**

Selection of Work Equipment

PUWER requires that equipment is constructed or adapted to be suitable for the purpose it is used or provided for. When selecting work equipment, account must be taken on the working conditions and health and safety risks in the workplace.

When providing new work equipment for use at work, it must conform to relevant UK product safety legislation.

Checks should be made to ensure that:

- it is CE or UKCA marked*,
- comes with a Declaration of Conformity,
- is provided with instructions in English; and
- is free from obvious defects and that it remains so during its working life.

* From 1 January 2021, UKCA marking began to replace CE marking for goods being placed on the UK market. From 1 January 2022, all workplace goods and products must have the UKCA mark, including any machinery.

Safe Use of Work Equipment

PUWER requires that all equipment is safe for use, is maintained in a safe condition and inspected to ensure it is correctly installed. In addition, where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed.

The Council's Assistant Town Clerk Outdoor Services (ATCOS) manages any maintenance schedules for equipment relating to the Council's premises, e.g. electrical equipment and details can be obtained from the ATCOS.

Please refer to the Assistant Town Clerk Corporate for other details regarding maintenance of other work equipment, e.g. IT.

The Council has in place a standard operating procedure for ensuring that any relevant faults or defects with equipment are brought to the attention of the ATCOS for review and action.

4. Training Expectations

PUWER requires that all staff using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings. It also requires that all staff who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take.

Work equipment training will be assessed and provided by a relevant training provider, either external or internal for matters relating to IT.

5. Implementation Plan

This Policy will be provided to all members of staff to view. Any new members of staff will be provided with a policy pack at the start of their employment.

6. Monitoring Compliance with this Policy

Monitoring performance with regard to health and safety will be undertaken as laid out in the table below and reported to the Staffing Committee as necessary.

Monitoring Subject	Methodology	Frequency	Monitored by
Review of incidents involving work equipment	All equipment incidents finally approved by the Staffing Committee	On-going	ATCOS
Review of incidents involving IT equipment	All equipment incidents finally approved by the Staffing Committee	On-going	Assistant Town Clerk, Corporate
Review of incidents involving non RTC related vehicle incidents	Incident report submitted for review	As necessary	ATCOS
Identification of incident trends in relation to work equipment	Incident report submitted for review	Six monthly	ATCOS
Completion of maintenance schedules	Maintenance schedules for work	As required	ATCOS

7. References

HSE Webpages providing practical advice and guidance on the Provision and Use of Work Equipment Regulations 1998.

8. Definitions

Work Equipment	Any equipment, machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).
Use of (Work Equipment)	Any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

9. Roles and Responsibilities

The Town Clerk has overall responsibility for health and safety management of Dorchester Town Council. The Council requires the Town Clerk, ATCOS and Assistant Town Clerk Corporate and their staff to implement the requirements of this policy within all areas of the organisation covered by their service.

In addition, the Health and Safety at Work Act 1974 confirms that everyone within the Council has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

Specific duties and responsibilities for work equipment are shown below:

Management Committee

The Management Committee oversees matters relating to health, safety and security and, as such, considers any policies relating to work equipment in line with its role.

The Management Committee will receive reports relating to investigations and consider changes to work procedures and/or the introduction of new technology, as required.

Health & Safety Manager (ATCOS)

The ATCOS will provide advice in relation to legal requirements for work equipment and will:

- Ensure relevant incidents are reported to the Management Committee, where appropriate.
- Supply appropriate incident information to the Management Committee in a timely manner.
- Encourage reporting and monitoring of all incidents and injuries to staff or other affected parties.
- Oversee the process and escalate action requirements, as appropriate.

The Council, via appropriate Senior Management, will ensure that they are:

- Involved in equipment risk assessments, where appropriate.
- Consulted on changes to equipment affecting staff.
- Involved with any equipment/vehicle evaluation prior to its introduction to the Council.

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- Take reasonable care of their own health and safety and has a duty of care toward other persons affected by their acts or omissions particularly relating to the use of work equipment.
- Co-operate with management in reviewing rules and safe working practices regarding work equipment in their service area and for making them effective.
- Report all incidents, near misses, hazards, work related illnesses or injuries.
- Correctly use Personal Protective Equipment provided by the Council.
- Correctly use all equipment or items provided in the interest of the safe use of equipment.
- Report any faults or damage to equipment immediately.
- Undertake routine machinery service on every Friday attending to any equipment used in the preceding week
- Staff must report any minor faults requiring straightforward remedy with new spare parts or adjustments to either the head gardener or depot chargehand.
- Equipment must be checked before use for faults, broken guards etc.
- No equipment is to be brought into the work environment from any other place without express permission of ATCOS.

END

ITEM 16.

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024 REQUEST FOR USE OF COUNCIL LAND FOR BERYL BIKE SCHEME

1. The town council has received a request from Dorset Council for permission to use a small area of town council land for the expansion of the Beryl Bike bicycle hire scheme.
2. In order to create more bike parking areas on the eastern area of the town, Dorset Council has requested permission to install a small area of hardstanding (4m x 2m at most) on a grass area owned by the town council between Diggory Crescent and Sandringham playing fields – the site is identified by a red cross on the map below. This area would be a designated parking site for the electric bikes of the Beryl scheme and visited regularly by the scheme operator. Dorset Council has let a 5-year contract for the operation of this scheme and will want to use the proposed site for at least the duration of the contract.



3. **Recommendation:** Members are invited to consider agreeing to the use of Town Council land as outlined in the report and giving delegated authority to the Town Clerk to agree appropriate terms with Dorset Council.

**Assistant Town Clerk
Dorchester Town Council**

ITEM 17.

**MANAGEMENT COMMITTEE – 11TH NOVEMBER 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	Burial/Ashes	Grant No:	Grave Number
Dorchester Cemetery	ASHES	3248	T.B.A.
Poundbury Cemetery	BURIAL	3249	T.B.A.
	ASHES	3250	C123
Fordington Cemetery	ASHES	3246	GOR74
	ASHES	3247	T.B.A.

2. During September and October 2024, the following interments and scattering/burial of ashes have taken place in Dorchester’s cemeteries:

1/9/24 – 31/10/24	Dorchester	Fordington	Poundbury
Interments	1	-	3
Ashes	2	1	1
Garden of Remembrance	-	2	-
Poundbury Chamber			-
Children’s Plot			-