



# BRIDPORT TOWN COUNCIL

## ANNUAL REPORT 2010-2011



*I am very pleased to present the Town Council's annual report for the year 2010/11. This report highlights the services and projects delivered and includes a summary of the Town Council's accounts for the financial year.*

*Councillor Dave Rickard has been elected as Town Mayor and Councillor Martin Ray as Leader of the Council for the new municipal year, which runs from May 2011 to May 2012. This report on the Town Council's activities covers the previous municipal year 2010/11, when I was honoured to serve as the Town Mayor.*

*Councillor Geoffrey Ackerman  
Town Mayor and Chairman 2010/11*

## Report on Town Council Activities 2010-11

**Allotments:** the Town Council has been able to bring over 40 new allotments on line at the new West Allington site behind the Medical Centre, on land kindly leased to the Town Council by Amanda Streatfeild.

**Bridport Local Area Partnership:** the Local Area Partnership (BLAP) has over 90 members, including community organisations, parish councils and the Town Council. It influences decisions taken in the area and helps communities take action on local issues. The past year has seen a number of achievements, including establishing the Bridport Area Development Trust and developing the Lengthsman project.

**CCTV:** as well as continuing to support the town centre scheme, the Town Council, in partnership with the District Council and the police, purchased a mobile camera, for use in particular locations around the town.

**Cemetery:** the Cemetery continues to be very well used and a large amount of landscaping work was undertaken during the year, including re-laying the hedge.

**Communication:** regular newsletters were issued during the year, alongside regular Town Hall newsletters and occasional Market newsletters. The Town Council hosts its own web site and a well used community site, which is to be re-launched before the summer. The Town Council also issued a new Town Guide.

**Community Justice Panels:** during the year, the Town Council has been working with Bridport Police, Magna Housing, Raglan Housing and West Dorset District Council on a project to introduce Community Justice Panels in the Bridport area. Ten local volunteers were trained in restorative justice skills, to enable them to facilitate the panel meetings. Cases have begun to be heard and the feedback from all concerned has been very positive.

**Democracy – Working With Young People:** the Town Council welcomed students from Year 10 of The Sir John Colfox School to the Town Hall, as part of the third annual Bridport Democracy Day. The students took part in a number of activities, to learn about how local government works in the Bridport area. They also presented their ideas of policies that they would like to see introduced in the town.

**Events:** it was pleasing during the year that the Town Council was represented at the Charter Fair, Food

Festival, Melplash Show and the Spirit of Bridport launch, as well as providing support for the Christmas Festival and organising the Freedom March for the Rifles. The award of the freedom to the Rifles with the celebratory march was a great occasion for the town.

**Environment and Social Wellbeing Committee:** the Committee progressed a number of issues during the past year. This included the adoption of energy monitors, which were introduced by the County Council into Bridport Library during the year, the development of Community Justice Panels, and looking at options for energy saving initiatives in respect of Council buildings.

**Finances:** the Best Value, Scrutiny and Town Plan Sub Committee received reports during the year on all aspects of the financial management of the Town Council. The Town Council receives regular budget monitoring reports and it was pleasing that there were no issues raised by the External Auditor on last year's accounts.

**Grants:** the Town Council continued to support the larger organisations - the Arts Centre, Leisure Centre, Museum and Citizens' Advice Bureau - and it was also able to help smaller groups with much needed funding for specific projects. Grants totalling £25,200 were awarded this year.

**Highways and Transportation Sub Committee:** through the mechanism of this Sub Committee, the Town Council is able to promote its views to the relevant authorities, regarding highways and transport issues. Once again, the Park and Ride scheme during the summer proved a great success, with increased usage. This project is delivered in partnership with the District Council. The Sub Committee received a report on the impact of the winter weather this year and will be looking to co-ordinate a response in the event of a repeat of the extreme conditions next winter.

**Land Transfers:** the Town Council indicated to the District Council that it would be interested in taking over a number of assets, which the District Council had identified for disposal, including land next to Bridport Football Club and the Boot at Asker Meadows. These land transfers will now be progressed.

**Lengthsman:** the scheme, supported with funding from the County Council and participating parishes (four have joined the scheme), started this year. Tasks undertaken within the town and for parishes have included gully clearing, repairing notice boards, removing fly posting, grass cutting, removal of weeds and repairing benches.

**Market:** the street market is an essential feature of the Town's character and vibrancy. It was another good year for the market and attendance by traders during the year was very good indeed.

**Mountfield/Millennium Green:** the Town Council continues to support the popular gardens, meadow and woodland, all of which are open to the public. During the year, it was agreed that Magna Housing would move into Mountfield and work is being undertaken to improve accessibility into the building and provide additional meeting space.

**Priory Lane – Community Orchard:** the Town Council continues to work with the Bridport Community Orchard Group on developing this project. The Town Council manages the allotments and undertakes maintenance of the Orchard site, which is managed by the Orchard Group themselves.

**Outdoor Amenities:** the Council's outside staff continue to maintain the cemetery, amenity areas, play areas and football pitches in excellent condition.

**Partnership Working:** as well as working closely with all the community groups and representatives in the town, regular meetings are also held with officers from the County Council, District Council, Magna Housing and many other organisations.

**Planning:** The Town Council is a consultee for planning applications and over the past year, almost 120 applications were considered and comments passed to West Dorset District Council. Members of the Plans Committee also attended a number of District Council Development Control meetings, to represent the views of the Town Council.

**Play Areas:** The new play area at West Bay has proved to be very popular indeed. Work has now started to look at a possible extension to the play area. The Town Council also agreed to earmark funding for a new multi use games area and this scheme is now being developed, including seeking match funding.

**Quality Council and Power Of Wellbeing:** Work continued during the year to meet the requirements to achieve Quality Council Status. On 22 June 2010, the Town Council met the criteria to make use of the new power of wellbeing, which enables it to do anything which it considers likely to achieve the promotion or improvement of the economic, social or environmental wellbeing of its area. This replaces the need to use the more restrictive S137 of the Local Government Act. The Town Council made use of the power in the allocation of grants and support for the Park and Ride service.

**Salt House:** Over the past year, this has once again proven to be a very popular venue. West Dorset District Council, which currently leases the building to the Town Council, has offered the freehold of the building to the Town Council and this is being progressed.

**Town Hall Heritage and Conservation Project:** the project is now underway. The project is funded by the Town Council itself, a £600,000 grant from the Heritage

Lottery Fund, together with support from West Dorset District Council and Dorset County Council. The project aims to provide level access from Bucky Doo Square and a new lift, enabling everyone to take part in activities and appreciate the historic Fra Newbery interior on the first floor. The Town Council will be improving the facilities on offer, including the heating, lighting, acoustics, kitchen and IT provision, as well as improving the energy efficiency of the building. In addition, a new community exhibition space will be created on the ground floor, alongside proposed new accommodation for the Tourist Information Centre.

**Plottingham Bridge:** following the opening of the new bridge, which was co-ordinated by the Town Council, with funding from Dorset County Council and West Dorset District Council Section 106 contributions, the County Council has progressed the adoption of the bridge and footpath as a formal public right of way. It will be maintained by the County Council.

**Street Lighting:** the Town Council has sought to ensure that the replacement street lighting in the town centre is in keeping with the street scene and conservation area and to avoid a large number of additional columns in the centre of town. The outline proposals for the replacement street lighting in the town centre have been agreed for further development with the County Council and the contractor SEC.

**Town Hall Toilets:** following the closure of the Town Hall toilets, the Town Council has provided temporary facilities. It continues to work with West Dorset District Council to provide new replacement town centre facilities, at its preferred location at the entrance to South Street car park.

**Town Plan:** all the projects in the Plan were reviewed prior to setting the budget for the year and a fundamental review of the Plan will take place during 2011. The Town Plan provides a framework for the development of the Town Council's future policies, schemes and formulation of budgets.

**Councillor Geoffrey Ackerman  
Town Mayor and Chairman 2010/11**

#### **Leader of the Council**

2010/2011 was another very busy year for the Town Council as shown in this report, with a large number of projects being delivered alongside the Council's core services.

I would like to thank all the Council's officers for this achievement. I would also like to thank all the councillors for their support over the past year, particularly those who are no longer on the new Council elected in May this year. Details of the new Council are shown later in the Annual Report and they have been elected to serve on the Council for the next four years.

**Councillor Dave Rickard  
Leader of the Council 2010/11**

## Bridport Town Council

Bridport Town Council is the parish authority for the town of Bridport. It is the fourth tier of government after Parliament, the County Council and the District Council. Its legal powers are granted to it and regulated by various pieces of Government legislation. The Town Council supplements the provision of local government services in Bridport and provides a range of social and recreational facilities, while promoting and representing the town with other national and statutory bodies.

**The Town Council offices** are at  
Mountfield, Rax Lane, Bridport, Dorset DT6 3JP.  
Tel. no. 01308 456722  
Fax no. 01308 456112  
Email address: enquiries@bridport-tc.gov.uk  
Website: www.bridport-tc.gov.uk

The Council's offices are open Monday to Friday,  
8.30 am–5.00 pm (Friday 4.30 pm).

### Staff

**Town Clerk:** Bob Gillis  
**Town Surveyor:** Daryl Chambers  
**Office Manager:** Paul Fuszard  
**Community Planning Officer:** Tessa Greenaway  
**Administrative Officer:** Linda Bullock  
**Office Staff:** Jill Cox, Steven Yarde  
**Caretaker:** Michael Kellaway  
**Senior Groundsman:** Robert Goodland  
**Groundsman:** Sean Coombs  
**Groundsman and Market Superintendent:** Ray McLaren  
**Cemetery Superintendent:** Paul Violet  
**Temporary Groundsman:** Bobby Harris

### The Town Mayor, the Deputy Mayor, and the Leader

Elections to these positions take place each May at the the Annual Town Council meeting. The Town Mayor for the coming year 2011-12 is Councillor Dave Rickard, and his deputy is Councillor Mrs Maggie Ray. Councillor Martin Ray was elected Leader of the Council for 2011-12.

### The Council and its Committees

The full Council oversees all the activities of the Town Council. It appoints three main committees - Plans, Finance & General Purposes and Environment & Social Wellbeing. These are supported by a number of sub-committees and working groups.

The Town Council meets six times a year at 7.00 pm on a Tuesday. The Plans Committee meets monthly on Mondays. The Finance and General Purposes and Environment and Social Wellbeing committees meet on Wednesdays, four or five times a year. The sub-committees meet quarterly.

Agendas are normally issued seven clear days before the meetings and are posted on public notice boards

throughout the town and on the Council's website. The press and public are welcome to attend all committee, sub committee and full Council meetings and the public may put questions or make statements on any matter in a 30 minute public period at the beginning of each of these meetings. Members of the public and press are only asked to depart if there are any confidential items on the agenda and this is normally dealt with as the last business of the meeting.

The minutes are available within ten working days following the meeting. They are available at the library, at the Council offices at Mountfield and on the Town Council website.

### Town Councillors

Bridport's eighteen town councillors represent the two wards in the town. They are elected every four years. Elections were held this May and the next elections will take place in May 2015. The town councillors for each ward are as follows:

#### South Ward

G.J. Ackerman 31, Crock Lane, DT6 4DF  
tel: 01308 458098  
Miss S.A. Brown 67, North Allington DT6 5DZ  
tel:01308 423078  
E.T. Colfox North End Farm, North Chideock DT6 6JY  
tel:07768 646434  
D.G. Rickard Rydens, Westown, Bothenhampton DT6 4BQ tel:01308 420908  
Ms G.E. Summers 31, Victoria Grove DT6 3AD  
tel: 01308 421966  
D.R. Tett Beech House, 1, De Legh Grove, West Allington, DT6 5QY tel:01308 425070  
Ms A-M.Vincent 96, South Street DT6 3NW  
tel: 01308 459308  
K.G. Wallace The George, 43 Main St, Bothenhampton DT6 4BJ tel:01308 456454  
Ms S.J. Williams 88A, South Street DT6 3NW  
tel:01308 459433

#### North Ward

P.J. Colfox 1, Mill Lane, Symondsburry DT6 6HQ  
tel:07918 188497  
Ms L.L. Glover 8, St. Swithins Avenue DT6 5DN  
tel:01308 427091  
Ms R.C. Kayes 4, Gore Terrace, Bradpole DT6 3JD  
tel:01308 427902  
P.J. Lathey 83 Orchard Crescent DT6 5HA  
tel:01308 456776  
Ms G.E. Massey The Retreat, 15 Rax Lane DT6 3JW  
tel:01308 423817  
J.T. May 3, The Sidings, St. Andrews Road DT6 3BN ,  
tel: 07748 682810  
C.O Michell 5, Duck Street, Symondsburry DT6 6EZ  
tel:01308 423833  
C.M. Ray 9, St Andrews Road DT6 3BG  
tel:01308 459095  
Mrs M.J. Ray 9, St Andrews Road DT6 3BG  
tel:01308 459095

**BALANCE SHEET AS AT 31 MARCH 2011****CURRENT ASSETS**

Payments in advance	8,333
Debtors	19,415
Money Market Deposit	201,047
Cash at bank	521,472
Cash in hand	<u>15</u>
<b>TOTAL ASSETS</b>	<b>750,282</b>

**CURRENT LIABILITIES**

Creditors	<u>43,496</u>
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<b>NET ASSETS</b>	<b><u>706,786</u></b>
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**REPRESENTED BY**

Capital Reserve at 1 April 2010	15,300
Net movement during the year	<u>-</u>
Capital Reserve at 31 March 2011	15,300
General Reserve at 1 April 2010	268,204
Net surplus for the year	<u>10,899</u>
General Reserve at 31 March 2011	279,103
Earmarked Reserve at 1 April 2010	438,657
Contribution to Reserves	36,695
Town Hall capital grants received	37,169
Earmarked funds expended	<u>(100,138)</u>
Earmarked Reserve at 31 March 2011	<u>412,383</u>
<b>TOTAL RESERVES</b>	<b><u>706,786</u></b>

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011****INCOME**

Precept	397,317
Interest	790
Allotments	2,383
Cemetery	18,741
Frontages	375
Market	106,377
Amenity Areas/Playing Fields	6,274
Mountfield	42,766
Salt House	6,249
Town Hall	11,690
Parish Clustering	13,937
Community Initiatives	1,800
Park and Ride	3,300
CCTV	16,837
Salary contributions	<u>25,842</u>
	<b><u>654,678</u></b>

**EXPENDITURE**

Administration	209,295
Office Expenses	10,235
Mountfield	43,128
Salt House	4,951
Town Hall	34,008
Cemetery	34,772
Civic	7,213
Members' Allowances	7,362
Market	29,944
Other Services	116,480
Parish Clustering	25,148
Amenity Areas and Playing Fields	<u>121,243</u>
	<b><u>643,779</u></b>

**NET SURPLUS FOR THE YEAR** **10,899**

The above statement represents fairly the financial position of Bridport Town Council as at 31 March 2011 and reflects its income and expenditure during the year.