

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 3 June 2014 at 11.00 a.m.

PRESENT Cllr Miss S.A. Brown (Chairman from item 2)

 Cllrs: E.T. Colfox Mrs M.J. Ray
 C.M. Ray Ms S.J. Williams

1. ELECTION OF CHAIRMAN

Nominations were sought for Chairman and it was proposed, seconded and:

RESOLVED: that Cllr Miss S.A. Brown be elected as Chairman of the Sub Committee for the ensuing municipal year 2014/2015.

Cllr Miss S.A. Brown in the Chair

PUBLIC FORUM

There were no members of the public present.

2. APOLOGIES

Apologies for absence were received from Cllrs G.J. Ackerman, D.G. Rickard, Mrs E.A. Rickard and Ms G.E. Summers.

3. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 4 March 2014 were confirmed as a correct record and signed by the Chairman.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. TOWN GUIDE

The Town Clerk reported that the Town Council was working with Kathy Dare of Kayenne Marketing, a local marketing firm, to produce a new Town Guide. All businesses in the town had been written to the previous week, asking if they wished to advertise in the Guide. It was intended that the advertising income would meet the costs of the production of the Guide. The advertising costs were: £200 half page and £125 quarter page.

The update was noted.

6. ELECTRONIC BANKING AND REVISED FINANCIAL REGULATIONS

The Town Clerk reported that model Financial Regulations had been produced by NALC, to allow for electronic payments. However, it was necessary to allow further time to consider the proposals, before any changes to the Town Council's existing Financial Regulations were recommended. At this stage therefore, it was not proposed to make any changes, but to return to this issue later in the year. The Council would retain its current system of payment.

RECOMMEND: that the Town Council's current banking arrangements continue unchanged and there be no changes at the current time to Financial Regulations. A further report to be submitted on this issue later in the year.

7. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2013/14

The Town Clerk reported the current position. The Internal Auditor had made his final visit for the year on 30 May 2014 and his comments were reported. This included a suggestion regarding the asset register, which had been agreed and implemented. It was also reported that this was the final visit by Henry Lovegrove, who was retiring as the Town Council's Internal Auditor.

The accounts would now be presented to the Finance and General Purposes Committee and full Council in June, to enable submission to the External Auditor by 30 June 2014.

RECOMMEND: that the outcome of the final Internal Audit visit be noted and a letter be sent to Mr Lovegrove, to thank him for all his work as the Town Council's Internal Auditor.

8. ANNUAL REPORT 2013/14

The Town Clerk reported on the timetable for the preparation of the Annual Report, which would be widely circulated by the end of June.

The update was noted.

9. GRANTS 2014/15 AND SLA REVIEWS

The Town Clerk outlined the arrangements for the annual grants scheme, including advertising and availability of the application form and criteria. There would be also be meetings in August with the four larger organisations, funded under two year Service Level Agreements.

RESOLVED: that the arrangements for the annual grants scheme 2014/15 be noted and endorsed.

10. ANNUAL TOWN MEETING

Councillors considered the future format of this meeting. These meetings traditionally were not well attended and it was felt that the Town Council should be asked to consider whether to recommend a motion to DAPTC to repeal the statutory requirement for town councils to hold such an annual meeting, bearing

in mind the other opportunities available for parish residents to raise issues and speak at each Council or Committee meeting.

RECOMMEND: that a motion be put forward to the Town Council, to go forward to Dorset Association of Parish and Town Councils' Annual General Meeting, asking that representations be made to the Government to repeal the requirement under the Local Government Act 1972 Schedule 12 para 14, that requires a parish meeting to be held annually between March and June.

11. FUTURE REPORTS

There were no matters raised.

The meeting closed at **11:40 a.m.**

The next meeting of this Sub Committee will be held on 2 September 2014 at the earlier time of 10.00am and will be solely to consider grant applications