

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 9 November 2016 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Martin Ray
Kelvin Clayton	Anne Rickard
Keith Day	Sarah Williams
Gillian Massey	

PUBLIC FORUM

Chris Deacon spoke about his plans for a Folk Festival in Bridport from 11 to 13 August 2017, with music being performed in a variety of locations around the town. This was included as a recommendation under minute 66 - Market and Business Liaison Working Group.

63. APOLOGIES

An apology for absence was submitted on behalf of Cllr Dave Rickard, although he was not a member of the Committee.

64. MINUTES

The minutes of the meeting of the Committee held on 14 September 2016 were confirmed as a true and correct record and signed by the Chairman.

65. DECLARATIONS OF INTEREST

Minute 81. Cllr Kelvin Clayton left the room while the Skills Training Bridport grant application was discussed and a decision taken.

Minute 81. Cllr Keith Day left the room while the Chancery House grant application was discussed and a decision taken.

Minute 73. Cllrs Gillian Massey and Maggie Ray left the room while the Bridport Community Orchard Group grant application was discussed and a decision taken.

66. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the notes of the meeting of the Working Group held on 18 October 2016 be received and the following recommendations approved:

(Min 4) Events including proposed Folk Festival

RESOLVED: that the proposal to hold a Folk Festival on 11 to 13 August 2017 be welcomed.

(Min 7) New Town Guide

RESOLVED: that a new Town Guide be issued for summer 2017, with the appointment of a publisher and the terms of the appointment to be agreed by the Town Clerk.

67. TOWN PLAN PROJECTS UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3141.

RESOLVED: that the update on the review of the Town Plan be noted and the revised timetable be approved as set out in the report.

68. FINANCIAL ESTIMATES 2016/2017 – 2nd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3140.

RECOMMEND: that the 2nd revision of the estimates for the year 2016/2017 be approved.

69. LOCAL GOVERNMENT REORGANISATION UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3142.

RESOLVED: that the report be noted and to receive further updates at the next meeting of this Committee.

70. BUDGET PLANNING 2017/18

Consideration was given to a report of the Town Clerk, ENCL: 3143.

RESOLVED: that the report and the latest position on the preparation of the 2017/18 budget be noted.

71. EXTERNAL AUDIT 2015/16 - OUTCOME

The Town Clerk reported that confirmation had been received that there were no issues raised in the conclusion of the audit.

RESOLVED: that the update be noted.

72. TOURIST INFORMATION CENTRE TRANSFER DETAILS

Consideration was given to a report of the Town Clerk, ENCL: 3148.

The Town Clerk introduced the report. The Tourist Information Centre Manager, Terri Foxwell, presented a summary of the business plan for the TIC, following the transfer to the Town Council, which was due to be take place on 1 January 2017.

RECOMMEND:

- a) that the updated transfer arrangements as in the report be approved, including that the TIC come under the Town Council management as from 1 January 2017.
- b) that the outline of the proposed Business Plan for the TIC be noted.
- c) that up to £20,000 be agreed, from within existing capital reserves, to fund the necessary fit out and refurbishment works.

- d) that the proposed conveyance of the market rights from West Dorset District Council to the Town Council be approved, subject to the legal arrangements being confirmed.

73. COMMUNITY ORCHARD MANAGEMENT PLAN

Consideration was given to a report of the Town Clerk, ENCL: 3145.

Cllr Sarah Williams took the chair for this item.

Members thanked the Orchard Committee for all their work on this successful project.

RESOLVED:

- 1) that the draft Community Orchard Management Plan be noted.
- 2) that the Town Clerk be given delegated authority to agree the updated Memorandum of Understanding.
- 3) that a one off grant of £500 be approved to the Orchard Group, from the smaller grants budget, to meet the additional costs outlined in the report.

74. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3144.

(a) Skatepark Steering Group

RESOLVED: that the update be noted.

(b) St Cecilia's Allotments – Water Supply

RESOLVED: that a water supply be provided for the St Cecilia's allotments and £3,000 be allocated from existing budgets to meet the cost.

(c) Plottingham security – replacement of fencing, gates and doors

RESOLVED: that the costs to provide metal replacements, of no more than £5,500, be approved.

(d) Black Signage Review

RESOLVED: that funding of no more than £2,000 for replacement black signage be approved, to be met from existing budgets, subject to approval of the replacement programme at the next meeting of the Highways Working Group.

(e) Trestle Tables

RESOLVED: that 20 trestle tables be purchased to support events, at a total cost of no more than £800.

(f) Flaxhayes Trampoline

RESOLVED: that an existing trampoline, which was currently in storage, be repaired and installed in a new location at Flaxhayes, with new matting, at a cost of no more than £2,000, to be met from existing budgets.

(g) Mountfield

A working group of members will look at the detail of the application, prior to submission.

RESOLVED: that the preparation of a planning application be approved as outlined, at a cost of no more than £2,000 and the remaining works be approved in principle, with the costs reported to a future meeting of this Committee.

(h) Outdoor Gym Equipment – Plottingham

RESOLVED: that the options be discussed with the Open Spaces Working Group and reported back to the next meeting of this Committee.

(i) “Community Feast”

RESOLVED: to support the proposed event and the use of St Mary’s subject to further information on the event.

(j) West Bay Planter

RESOLVED: to support the installation of a planting container, as detailed in the report.

75. NEIGHBOURHOOD PLAN UPDATE

The Town Clerk provided an update.

RESOLVED: that the update be noted.

76. EVENTS REVIEW 2016

The Town Surveyor reported that the events had all gone very well in 2016.

RESOLVED: that the update be noted and all Town Council staff be thanked for their work in support of town events in 2016.

77. COUNCIL MEETING OPEN FORUM

The Town Clerk reported that the Clinical Services Review would be the topic at the next full council meeting in the Town Hall at 7.00pm on Tuesday 22 November 2016.

RESOLVED: that the update be noted.

78. COASTAL COMMUNITY TEAM – FUND UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3147.

The Town Clerk updated members following the meeting that week of the Coastal Community Team.

RESOLVED: that the Coastal Communities Fund second stage applications for West Bay be supported, as set out in the report.

79. CAR PARK MANAGEMENT ARRANGMENTS

The Town Clerk reported that the current management arrangements for the Football Club Car Park would continue and final arrangements were being clarified for the management of the Plottingham Car Park.

RESOLVED: that the report be noted.

80. PLAY AREAS

The Town Surveyor had reported earlier in the meeting that a rolling programme for play area improvements would be discussed at a meeting of the Open Spaces Working Group.

RESOLVED: that the update be noted.

81. ADDITIONAL GRANTS 2016/17

Consideration was given to a report of the Town Clerk, ENCL: 3146.

RESOLVED: that the following grants be approved under the Power of General Competence, to be met from the 2016/17 smaller grants budget: -

Wyvern Credit Union: £500 for publicity

Chancery House: £500 for refurbishment of the Day Room

Skills Training Bridport: £500 for the Job Club

Bridport Ukulele Project: £500 for a community led theatre production in May 2017

HUGS: £500 to support the work of the group and one off events as outlined

WATAG: £100 towards the costs of the production of bus timetables

82. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Christmas Cheer: Cllr Anne Rickard updated on preparations for this year's event on 7 December.

Community Orchard: Cllr Gill Massey reported on the successful Apple Day.

Bridport Area Development Trust: Cllr Sarah Williams updated on the LSI project.

83. ANNOUNCEMENTS

The Town Clerk reported that the funeral service for Dominic Knorpel would be held on Tuesday 15 November 2016 at 1.00pm in the United Church, East Street.

The Leader of the Council reminded members of the arrangements for the Remembrance Service and Parade on 13 November.

84. PAYMENT OF ACCOUNTS

The Town Clerk presented List 3 of the 2016/17 accounts, in the sum of £190,979.23, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

85. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

86. MOUNTFIELD FUTURE USE

Consideration was given to a report of the Town Clerk, ENCL: 3149.

The Town Clerk updated members on the current situation.

RESOLVED: that the Town Clerk, as advised by Chestertons, be given delegated authority to negotiate lettings at Mountfield, to seek to ensure that the vacant rooms were occupied by April 2017.

87. STAFFING

Consideration was given to a report of the Town Clerk, ENCL: 3150.

RESOLVED: that the Town Clerk be given authority to add the Tourist Information Centre posts to the staffing establishment of the Town Council, as from 1 January 2017 on the terms, including any proposed changes, as recommended in the report.

The meeting closed at **8.32p.m.**

The next meeting of the Committee will be held on 18 January 2017