

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 10 September 2014 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray
Cllrs: G.J. Ackerman Mrs M.J. Ray
Miss S.A. Brown Ms A-M.A. Vincent
Ms G.E. Massey K.G. Wallace

Also in attendance: Cllrs D.G. Rickard (from 7.55 pm) and Mrs E.A. Rickard.

PUBLIC FORUM

There were no speakers in the public forum.

59. APOLOGIES

Apologies for absence were submitted on behalf of Cllrs D.R. Tett, Ms S.J. Williams and for lateness, D.G. Rickard.

60. MINUTES

The minutes of the meeting of the Committee held on 23 July 2014 were confirmed as a true and correct record and signed by the Chairman.

61. DECLARATIONS OF INTEREST

(Min 62) Best Value Scrutiny and Town Plan Sub Committee

The interests declared under Min.14 - Town Council Grants to Smaller Bodies 2014/15 - were noted as set out.

In addition, under Min. 16 (e), the following members declared an interest under Appendix B of the Code of Conduct (non-pecuniary interests) as members of the Town Twinning Association. In accordance with paragraph 12 of the Code, the following members left the room during the decision making and voting on recommendation 16 (e):

Cllrs: G.J. Ackerman, Miss S.A. Brown, C.M. Ray, Mrs M.J. Ray and Mrs E.A. Rickard.

Cllr Ms A-M.A. Vincent chaired the meeting for that recommendation.

62. BEST VALUE, SCRUTINY AND TOWN PLAN SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 2 September 2014 be received and the following recommendations be approved.

(Min. 16) Town Council Grants to Smaller Bodies 2014/15

(a) the following grants be approved, marked with the appropriate power:

	£	
St John Ambulance- first aid training in Bridport schools	200	Power of Wellbeing
First Dorset Credit Union – Publicity	500	Power of Wellbeing
Read Easy – support for adults to learn to read and write	250	Power of Wellbeing
Bridport Bowling Club – replacement equipment shed and changing room	250	Local Government (Miscellaneous Provisions Act 1976 s19.
Allington Hillbillies – disabled access	500	Power of Wellbeing
The Living Tree Self Help Cancer Support Group – Workshops	250	Power of Wellbeing
Melplash Agricultural Society - Education Initiative	300	Power of Wellbeing
Respite and Recovery UK – Courses for carers	250	Power of Wellbeing
Axe Valley Ring and Ride – Community Transport Scheme	500	Local Government & Rating Act 1997 s27
Crisis and Care – furniture and equipment for drop in centre	300	Power of Wellbeing
Hughes Unit Group Supporters – support service for users and carers	100	Power of Wellbeing
Friends of West Dorset Music – opportunities for youngsters to learn an instrument	250	Power of Wellbeing
Transition Town Bridport – reprinting general leaflet	150	Power of Wellbeing
Chamber Orchestra – autumn concert	200	Local Government Act 1972 s145
Bridport Area 50+ Forum – computer courses for beginners	250	Power of Wellbeing
1 st West Bay Sea Scouts – disabled access	500	Power of Wellbeing
Youth Dance – after school classes	350	Local Government Act 1972 s145
Small Things – Arts event	300	Local Government Act 1972 s145
Bridport Area Development Trust – subscriptions and Melplash Show site fee	250	Power of Wellbeing
Gig Rowing Club – racing gig seat cushions	300	Local Government (Miscellaneous Provisions) Act 1976 s19.

(b) that the following grants be earmarked in the budget and the Town Clerk be given delegated authority to release the funding, subject to receiving more information, as below:

Chancery House Day Centre - Interior Alterations	750	More details of the work.	Power of Wellbeing
Bridport Youth FC - training managers and helpers, to meet requirements set by the Dorset FA	500	More details on constitution and accounts.	Local Government (Miscellaneous Provisions) Act 1976 s19.
Victim Support - 4 day course for new volunteers	250	Details on how the funding will be used in Bridport	Power of Wellbeing
Symene Sports Club - Replacement artificial cricket wicket	250	Details of use by Bridport parish residents and funding be released, subject to confirmation that other funding received, including from Symondsburry Parish Council.	Local Government (Miscellaneous Provisions) Act 1976 s19.

Total Small Grants	£7,700	Budget - £10,075
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(c) that the following applications be not supported at this time, as it was considered that they did not meet the criteria: Autism Wessex General business support (£250), Bridport United Church (£1,250) and Christine Turner Music Services (£300).

(d) that the following application for funding be supported, but the funding be considered separately, for allocation under the Open Spaces/Environment Committee budgets: Asker Meadow Nature Reserve (£300).

(e) that the following application, that could not be determined by the Finance and General Purposes Committee due to the shared interests of members of the Sub Committee, be approved: Twinning Association application for £250, to facilitate exchange visits under the Power of Wellbeing.

(f) that in respect of approved applications from national and county bodies, it was on the understanding that the money was ring-fenced for Bridport only,

(g) that for those grants shown above (and also in min.17 below), approved under the Power of Wellbeing, it was considered that the expenditure in each case will achieve any one or more of the following three objectives:

- 1) the promotion or improvement of the economic well-being of the area
- 2) the promotion or improvement of the social well-being of the area
- 3) the promotion or improvement of the environmental well-being of the area (or persons in its area) having regard to the principal councils' community strategies.

(Min. 17) Town Council Grants to Larger Bodies 2014/15

RESOLVED: that the following grants be paid, in accordance with the service level agreements for 2014/15.

	£	
Arts Centre	6,000	Local Government Act 1972 s145
Leisure Centre	4,000	Local Government (Miscellaneous Provisions) Act 1976 s19(3)
Citizens' Advice Bureau	5,000	Local Government Act 1972 s142(2)(A)
Museum	3,500	Power of Wellbeing
Service Level Agreement grants total	18,500	Budget - £18,500

63. TOWN PLAN PROJECTS UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 2870.

RESOLVED: that the latest position on Town Plan projects priority 1 be noted.

64. FINANCIAL ESTIMATES 2014/2015 – 1ST REVISION

Consideration was given to a report of the Town Clerk, ENCLS: 2867 and 2868.

RECOMMEND: that the 1st revision of the estimates for the year 2014/2015 be approved.

65. BUDGET AND SERVICE DELIVERY WORKING GROUP REPORT BACK

Consideration was given to a report of the Town Clerk, ENCL: 2871.

RESOLVED: that the latest position on the District Council service reviews and the review of the Town Council's budget be noted and the Town Council's Working Group meet again to consider these matters further.

66. TOWN SURVEYOR'S REPORT

Consideration was given to a report of the Town Surveyor, ENCL: 2873.

The Town Surveyor provided updates on the following:

Market - health and safety review undertaken and some stall positions may need to change.

Coneygar Hill - northern entrance work started this week.

New Zealand - group meeting and project going well.

Allotments - tenancy agreements coming up for renewal. This report was also asking for approval to install a water supply in the West Allington allotments.

Cycle Routes - meeting with Dorset County Council to discuss possible new routes in Bridport and proposals will be brought to members.

Gundry Weir Fish By-Pass – this Environment Agency work was almost complete.

RESOLVED: that the installation of a stand pipe at the West Allington allotments be approved at a cost of up to £1,000, to be met from the 2014/2015 allotments budget.

67. FOOTBALL CLUB AND CAR PARK UPDATE

The new signage and ticket machine were being installed and discussions were ongoing with the Football Club, on amendments to their lease.

RESOLVED: that the update be noted.

68. TELEPHONE AND CLEANING CONTRACTS

The Town Clerk reported on an improved contract with the Council's cleaning materials supplier, Initial, and also the review of mobile telephone contracts for outside staff.

RESOLVED: that the Town Clerk be given delegated authority to award the cleaning materials contract and the contract for mobile telephones.

69. TOWN COUNCIL SUPPORT FOR EVENTS SUMMER 2014

The Town Clerk reported on the events supported by the Town Council over the summer. The Town Council arranged for road closures for events, but also provided other support and advice, through the Town Surveyor. It was important to provide support for town events, but the resource implications would need to be considered, as part of the approval of the budget for 2015/16.

The Town Clerk reported that a letter had been received from the Bridport Heritage Forum, thanking the Town Council for its support for its "Keep the Home Fires Burning" exhibition in the Town Hall over the summer, in particular the Town Surveyor and the Administrative Officer. The exhibition had received almost 5,000 visitors to the Town Hall and had been a great success.

RESOLVED: that the update be noted.

70. DAPTC AND SOCIETY OF LOCAL COUNCIL CLERKS

The Town Clerk reported on the DAPTC AGM to be held on 8 November 2014 and also that he was now Secretary of the Dorset Society of Local Council Clerks.

RESOLVED: that the update be noted.

71. DEMOCRACY EVENTS 2015

Consideration was given to a report of the Town Clerk, ENCL: 2874.

The Town Clerk updated members on proposals for events next year, to mark the anniversary of the Magna Carta. The events would be launched at the Community Fair in February 2015 and lead up to the "Home" democracy exhibition towards the end of the year. A Steering Group was to be formed with an accountable body. More information would be reported as arrangements were confirmed.

RESOLVED: that £500 be earmarked from the 2014/15 events budget, to support the Democracy Events 2015 and the Town Clerk be given delegated authority to release the funding, subject to confirmation on budget details and accountable body status.

72. BROADBAND LINE FOR WI-FI FOR THE SALT HOUSE

The Town Surveyor reported on proposals to install wi-fi in the Salt House. It would be necessary to install a telephone line. It was estimated that the monthly cost would in the region of £20 and installation of a new line around £500.

RESOLVED: that broadband be installed in the Salt House and the Town Clerk be given delegated authority to approve installation and rental costs.

73. EXTERNAL AUDIT 2013/14 – OUTCOME

The Town Clerk reported that he was very pleased to report that no issues had been raised by the External Auditor and the annual audit for the year had formally been closed.

Members asked that the Committee's thanks be recorded for the work of the Finance and Office Manager.

RECOMMEND: to note the conclusion of the annual audit and accept and approve the completed Statement of Accounts and Annual Governance Statement 2013/14.

74. FLY A FLAG FOR THE COMMONWEALTH - 9 MARCH 2015

Consideration was given to a report of the Town Clerk, ENCL: 2869.

RESOLVED: that the Council support Fly a Flag for Commonwealth Day on 9 March 2015, as in the report.

75. OPENNESS OF LOCAL GOVERNMENT - AMENDMENTS TO STANDING ORDERS

Consideration was given to a report of the Town Clerk, ENCL: 2872.

RECOMMEND: that the following amendment to Standing Orders be approved as below and the Protocol for recording meetings be agreed, as in the Appendix to the report.

Para 39 (d) to be revised to read: "members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner and in accordance with the Council's agreed Protocol. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any recording is deemed to be disruptive."

76. WEST BAY WATER SPORTS CENTRE – PROJECT DELIVERY UPDATE

The Town Surveyor reported on the project, which was on course to be completed in October/November 2014. Meetings had taken place with the canoe club and gig club regarding their accommodation in the building and, as community sporting bodies, non-commercial leases were to be agreed with both bodies.

RESOLVED: that the update be noted.

77. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Citizens' Advice Bureau - Cllr Ms A-M.A. Vincent reported that the Town Council had met with the CAB, as part of the annual review of their Service Level Agreement. The new CAB manager, Mr Rovarn Wickremasinghe, was now in post and attended that meeting.

Bridport Community Orchard - Cllr Ms G.E. Massey reported on the Open Day attended by over 60 people on 7 August and the forthcoming Apple Day on 18 October.

Borough Gardens – Cllr Mrs M.J. Ray thanked everyone who helped in the recent tidy up and planting of the Gardens.

Christmas Cheer – the Town Surveyor said that the planning arrangements were going well and this year's event should be the biggest yet.

78. ANNOUNCEMENTS

There were no announcements at this time.

79. PAYMENT OF ACCOUNTS

The Town Clerk presented List 2 of the 2014/15 accounts, in the sum of £264,168.10, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

80. 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."

81. PROPERTY MATTERS – MAGISTRATES' COURT

The Town Clerk tabled a report, ENCL: 2881 and outlined the latest position.

RESOLVED: that the latest position on the proposed grant of a deed of easement of access rights at Mountfield to the Courts Service be noted and, as agreed in January 2014, the Town Clerk be given delegated authority to complete and sign the agreement, including the revision referred to in the report.

82. STAFFING MATTERS

Consideration was given to a report of the Town Clerk, ENCL: 2880.

RESOLVED: that the establishment of the post of office apprentice be approved and the Town Clerk be given delegated authority to agree the job description and make the appointment for one year at SCP7 for 30 hours per week, subject to confirmation of the funding contribution of £3,000 from West Dorset District Council.

The meeting closed at **8.30 p.m.**

The next meeting of the Committee will be held on 12 November 2014