

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 11 November 2015 at 7.00 p.m.

PRESENT: Cllr: Mrs M.J. Ray
Cllrs: G.J. Ackerman C.M. Ray
K.A. Day Mrs E.A. Rickard
Ms G.E. Massey Ms S.J. Williams

Also in attendance: Cllrs: D.G. Rickard

PUBLIC FORUM

There were no speakers in the public forum.

62. APOLOGIES

Apologies for absence was submitted on behalf of Cllrs Miss S.A. Brown and Ms F.K. McKenzie.

63. MINUTES

The minutes of the meeting of the Committee held on 16 September 2015 were confirmed as a true and correct record and signed by the Chairman.

64. DECLARATIONS OF INTEREST

Minute 70 – It was noted that Cllrs C.M. Ray and Mrs M.J. Ray were members of the West Bay Play Area Steering Group. This was an advisory group for a Town Council project, so it was not considered to be an interest under the Code of Conduct.

65. MARKET AND BUSINESS LIAISON SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 20 October 2015 be received and the following recommendation approved:

(Min 18) Proposal for New Local Producers' Market at St Michael's Trading Estate

RESOLVED: that the proposal for a local producers' market at St Michael's Trading Estate not be supported on a market day and discussions take place with the organisers, to consider other options to support the local producers.

66. SUPPORT FOR EVENTS 2016

Consideration was given to a report of the Town Clerk, ENCL: 3021.

The Town Clerk reported that the Chair of the Charter Fair had said that the Charter Fair Committee would like to hold its 2016 event at the Millennium Green, on its traditional first Saturday in July, subject to the agreement of the Town Council. It would then liaise with the offices, to make the necessary arrangements.

The Committee welcomed the proposal from the Charter Fair and asked that officers discuss this further with the event organisers.

Overall, it was emphasised that the Town Council was keen to continue to support events, but it was necessary to review costs and discuss these with event organisers.

RESOLVED:

- (1) that the costs of supporting events be reviewed as part of the budget preparation for 2016/17 and future support also be discussed with all event organisers.
- (2) that the Town Council meet with the Charter Fair organisers to agree arrangements to hold the 2016 Charter Fair on the Millennium Green.

67. TOWN PLAN UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3022.

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 2015/2016 – 2nd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3015.

RECOMMEND: that the 2nd revision of the estimates for the year 2015/2016 be approved.

69. DORSET COUNTY COUNCIL – FORWARD TOGETHER

Consideration was given to a report of the Town Clerk, ENCL: 3019.

RECOMMEND: that the report and recommendations for future joint working be welcomed and supported.

70. WEST BAY PLAY AREA - EXTENSION

Consideration was given to a report of the Town Surveyor, ENCL: 3017.

The Town Surveyor updated members on the project.

Members thanked the Town Surveyor and Arthur Woodgate for all their work.

RECOMMEND:

- 1) that the proposals for the extension of the West Bay Play Area be approved.
- 2) that contract standing orders be waived, to allow the contract for the additional works to be awarded to the designer of the existing play area, Huck Nets.
- 3) that the funding of £5,000 from the existing play area budget be confirmed and additional funding of £15,000 be earmarked from Town Council reserves, in the event that other external funding was not identified.
- 4) that the lease of the additional land required from West Dorset District Council be approved for 21 years (to conclude at the same time as the existing lease) and the

Town Clerk be given delegated authority to agree the terms and arrange for the lease to be signed and sealed.

71. BUDGET AND SERVICE REVIEW WORKING GROUP – UPDATE ON DISTRICT COUNCIL SERVICE REVIEWS

Consideration was given to a report of the Town Clerk, ENCL: 3024.

RESOLVED:

- 1) that the Town Clerk respond to the latest consultation on community planning and the community organisations review.
- 2) that further reports be received on the options to continue to support BLAP and ensure the continued operation of the Bridport Tourist Information Service, with decisions to be taken by no later than January 2016, with any necessary budget provision to be included within the 2016/17 estimates.

72. COASTAL COMMUNITY TEAM – UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3026.

RESOLVED: that the update on the Coastal Community Team project be noted.

73. BUDGET PROCESS 2016/17

The Town Clerk reported that the following process was to be followed in the preparation of the budget:

Budget Working Group November 20 and 27
Best Value, Scrutiny and Town Plan 8 December
Finance and General Purposes Committee 20 January
Town Council agree budget 26 January

RESOLVED: that the update and process be noted.

74. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3016.

(a) Solar Panels

RESOLVED: that the lowest quote of £7,916 for Solar Panel installations at Mountfield and the Cemetery be accepted and the Town Surveyor be given delegated authority to carry out the installations, with the costs to be met from existing budgets.

(b) Speed Indicator Device

It was asked if the SID could be enabled to do traffic counts and the Town Surveyor said that this would be looked at.

RESOLVED: that the Town Surveyor be given delegated authority, subject to discussion with the County Council, to purchase a SID to be used at

suitable locations across the parish, including Victoria Grove. The cost, estimated to be £3,500, to be met from within existing budgets.

(c) Park and Ride

RESOLVED: that the Park and Ride service be provided again in 2016 on the same basis as for 2015, subject to approval of the West Dorset District Council funding.

(d) Reusable Market Bags

RESOLVED: that the production of the new market bags be approved, subject to the costings and design proposals being reported.

The following update was reported for information: -

The preparations for the Christmas Cheer Festival on 9 December were going well, with a large number of applications for traders'/arts and crafts stalls.

**75. MILLENNIUM GREEN AND CONEYGAR HILL –
REVIEW OF MANAGEMENT ARRANGEMENTS**

Consideration was given to a report of the Town Clerk, ENCL: 3020.

It was reported that following initial discussion by the Millennium Green Trust, its preferred option was option ii) in the report, which was to keep the Trust in existence but simplify its role and pass on all the administration, as well as the management, to the Town Council, perhaps ensuring some way of the Council having access to all the income, to help offset some of the expenditure.

Members noted that this might be the best solution if it addressed the current issues as identified in the report. It would enable the Trust to remain in existence and apply for grants, but the costs to the Town Council would be reduced. The Committee was very grateful to the Trust's members for all their work and it recognised that there might be some difficulty in winding up the Trust, so option 2 could potentially be the best solution. It was hoped that this could be discussed further with the Trust and proposals to amend the existing agreement be brought back to this Committee. The option to dissolve the Trust would need to be considered further, should option 2 not prove to be workable, or achieve the objectives of the review.

It was also felt that there was a need for a Town Councillor to be on the Trust, although it was hoped that David Tett, the existing Town Council representative, would be able to remain on the Trust. It was noted that Cllr Ms G.E. Massey would be willing to be nominated to be a Trustee.

RECOMMEND: that

- 1) further discussions take place with the Trust on the future management of the Millennium Green and Coneygar Hill in respect of option 2 in the report (simplify the role of the Trust) and also option 3 (dissolving the Trust) to enable decisions to be taken before the financial year 2016/17.
- 2) Cllr Ms G.E. Massey be nominated to represent the Town Council on the Trust.

76. NEIGHBOURHOOD PLAN UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3025.

The Neighbourhood Plan Working Groups were launched on 6 and 7 of November, with a number of people visiting the information exhibition in the Town Hall.

RESOLVED: that the update be noted and the £10,000 Town Council funding in the budget for Project Manager Support be re-allocated for additional consultancy support, subject to the Joint Committee of the participating councils agreeing to release the funding, when required, for that purpose.

77. TOWN COUNCIL MOTION – HUMAN RIGHTS AND SUPPORT FOR REFUGEES

Consideration was given to a report of the Town Clerk, ENCL: 3023.

The motion was passed at Council, as a contribution to Local Democracy Week. It was reported that the Town Council had participated previously in each year's Democracy Week events and helped to establish a Youth Council. Also, the Council had supported the Democracy Exhibition in the Town Hall and had worked on the Rights Respecting project. David Powell and Robert Golden were thanked for all their work with this and the recent Democracy Exhibition, which had been a great success.

The Town Clerk confirmed that he was not aware of any proposals to allocate any refugee families to the town.

RESOLVED: that the Town Council liaise with agencies in the town and the principal councils, to see what support might be needed and how the Town Council could best help, should refugee families be allocated to the town.

78. USE OF ASKER MEADOWS 2015

The Town Clerk updated members on the use of the showground over the summer and it was agreed that, in keeping with the Town Council's support for community events whilst they were starting up, the Jurassic Music Festival use of the site this summer should be at no charge.

The Town Surveyor updated members on a proposal to apply for planning permission for a temporary classroom to be sited on Asker Meadows and also, at the same time, to seek permission to use the showground as a temporary overflow car park on designated days in the year. The application for the car parking would allow all agencies and the public to comment and express their views.

RESOLVED: that the proposal regarding fees for the use of Asker Meadows be approved as above and the proposed submission of a planning application for a temporary mobile classroom and temporary overflow car park be noted and endorsed.

79. TOWN CRIER

Consideration was given to a report of the new Town Crier, ENCL: 3018.

Members congratulated John Collingwood on his work over the summer and said that they had received a lot of very positive feedback.

It was suggested that event organisers could be reminded to make a donation when the Town Crier attended an event.

RESOLVED: that the report be noted.

80. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

The Town Clerk updated members on the recent Annual General meeting.

RESOLVED: that the update be noted.

81. BANKING ARRANGEMENTS AND ELECTRONIC BANKING

The Town Clerk updated members on the banking arrangements. The Council was now actively looking at other banking options and would also be bringing forward proposals for electronic banking, as part of the review of Financial Regulations.

RESOLVED: that the update be noted.

82. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Cllr Ms G.E. Massey reported that the 8th Annual Apple Day at the Community Orchard, hosted by the Bridport Community Orchard Group on Saturday 17 October had been a great success, with several hundred people attending during the course of the day. The Group will also be attending the Christmas Cheer.

Cllr Mrs E.A. Rickard, on behalf of the Food Festival, said that they were very grateful for all the Town Council's continued support and that its AGM will be held in the Salt House in West Bay on Thursday 19 November.

Cllr Mrs M.J. Ray reported that the Borough Gardens Working Group was now on winter hours and meets on the first and third Wednesdays of each month.

83. ANNOUNCEMENTS

The Town Clerk expressed the Town Mayor's thanks to all those who helped to arrange the Remembrance Day Parade and Service, which had been so well supported by the town.

84. PAYMENT OF ACCOUNTS

The Town Clerk presented List 3 of the 2015/16 accounts, in the sum of £172,935.18, 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. PROPERTY MATTERS-
MOUNTFIELD AND ST JOHN AMBULANCE PREMISES**

RECOMMEND:

- 1) that the Town Clerk be given delegated authority to lease the vacant rooms at Mountfield, in line with the advice of the Town Council's advisers, Chestertons Commercial.
- 2) that the Town Council accept the surrender of the lease of the St John Ambulance premises at Plottingham and the Town Clerk be given authority to agree the date of the surrender.

87. INSURANCE CLAIM

The Town Clerk updated the Committee on an ongoing insurance claim.

RESOLVED: that the Town Clerk be given delegated authority to settle the claim, in line with the advice of the Town Council's Insurers.

88. STAFFING MATTERS

Consideration was given to a report of the Town Clerk, ENCL: 3029.

RESOLVED: that the proposals as set out in the report be approved.

The meeting closed at **8.40p.m.**

The next meeting of the Committee will be held on 20 January 2016