

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 11 June 2013 at 11.00 a.m.

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

Cllrs: G.J. Ackerman
C.M. Ray

Mrs M.J. Ray
D.G. Rickard
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 2013/2014.

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 Cllr 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 5 March 2013 were confirmed as a correct record and signed by the Chairman.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2012/13

The Town Clerk reported the current position. The Internal Auditor had made his final visit for the year on 4 June and the comments made were reported. This included a suggestion regarding the presentation of the Annual Accounts.

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 1 July.

RESOLVED: that the update be noted.

6. ANNUAL REPORT 2012/13, NEWSLETTERS AND PUBLICITY

The Town Clerk reported on the timetable for the preparation of the Annual Report and the latest newsletter, which would be available at the Food Festival and widely circulated by the end of June.

Members also discussed the production of the "Guide to Bridport 2013/14". The Town Clerk explained that the Guide, which had been produced by Local Authority Publishing, was issued without the approval or endorsement of the Town Council. In response to comments received, he would be writing to the publishing company, to seek to avoid any potential confusion in the future.

As the Council was not producing a Guide this year, it could look at other options to promote the area. It was hoped to discuss this matter with interested agencies and stakeholders at an event, to be hosted by the Chamber of Trade and Commerce, on 9 July.

The update was noted.

7. INVESTMENT REVIEW 2012/13 AND STRATEGY 2013/14

The Town Clerk reported that investment opportunities were being looked at, although it was proving difficult to obtain much improved rates, bearing in mind the requirements of the Investment Policy, to retain security and liquidity. The Sub Committee would continue to receive updates on this issue.

The update was noted.

8. COMMUNITY RIGHT TO BID

The Town Clerk reported that, taking account of the findings of the BLAP review of space needs, a list of potential town assets could be drawn up, for discussion by this Sub Committee.

It was agreed that the Sub Committee should meet again to consider this matter in September.

RESOLVED: that a report on this issue be submitted to a special meeting of the Sub Committee on Thursday 5 September 2013 at 11.00am in Mountfield.

9. TOWN COUNCIL CONSTITUTION – INCLUSION OF DUTIES OF THE MAYOR AND LEADER

Consideration was given to a report of the Town Clerk, ENCL: 2687.

Proposed amendments to the documents were considered and it was agreed that the duties of the Deputy Mayor should also be included.

RESOLVED: that job descriptions for the Town Mayor, Deputy Town Mayor and the Leader of the Council be finalised by the Town Clerk, based on comments at the meeting, and submitted for approval to the next meeting of the Town Council.

10. GRANTS 2013/14 AND GRANTS MEETING

The Town Clerk outlined the arrangements for the annual grants scheme, including advertising and availability of the application form and criteria. The grants received would be reported to members at the ordinary September meeting.

It was stated that it was intended to discuss Service Level Agreements with the four main larger bodies grant aided by the Town Council.

RESOLVED: that the arrangements for the annual grants scheme 2013/14 be noted and endorsed.

11. COMMUNITY WEB SITE

The Town Clerk reported on the latest position on the community web site and the need to put in place ongoing management of the site. He was progressing this matter.

The update was noted.

12. ANNUAL TOWN MEETING

Councillors considered the future format of this meeting and it was felt that the arrangements for 2014 should be considered further, nearer the time.

RESOLVED: that further consideration be given to the arrangements for the Annual Town Meeting in 2014.

13. FUTURE REPORTS

There were no matters raised.

The meeting closed at **12:20 p.m.**

The next meeting of this Sub Committee will be held on 3 September 2013 at the earlier time of 10.00am and will be solely to consider grant applications