

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 11 September 2013 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray (Chairman)

Cllrs: G.J. Ackerman	Mrs M.J. Ray
Miss S.A. Brown	D.R. Tett
Ms G.E. Massey	Ms A-M.A. Vincent
J.T. May	

Also present: Cllr D.G. Rickard

PUBLIC FORUM

There were no speakers in the public forum.

32. APOLOGIES

Apologies for absence were submitted on behalf of Councillors S.J Williams and G.E. Summers.

33. MINUTES

The minutes of the meeting of the Committee held on 12 June 2013 were confirmed as a true and correct record and signed by the Chairman.

34. DECLARATIONS OF INTEREST

Councillor Ms A-M.A. Vincent declared an interest in agenda item 16 Skills Training Bridport (min 47) as a member of the Group. As it was an interest under Appendix B of the Code of Conduct and the item concerned a direct financial matter, she left the room during discussion and the voting on this item, in accordance with Standing Order 35 (c).

Councillor S.A. Brown declared an interest in agenda item 15 Bridport Museum (min. 46) as a member of the Trust. It was an interest under Appendix B but was not a direct financial matter and Councillor Brown was not required to leave the room.

Other interests in items discussed at the Best Value, Scrutiny and Town Plan Sub Committee were noted as declared at the Sub Committee meeting.

35. BEST VALUE, SCRUTINY AND TOWN PLAN SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 11 June be received and the minutes of the meeting held on 3 September 2013 be received and noted and the recommendations therein be adopted as below:

(Min 17) Town Council Grants to Smaller Bodies 2013/14

RESOLVED:

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

	£	
First Dorset Credit Union – Furniture, files, advertising etc for new premises.	500	Power of Wellbeing
Life Education Wessex – Health and drug advice for primary age children.	250	Power of Wellbeing
Melplash Agricultural Society – Educational and commentary boards for sheep shearing and milking demonstrations.	300	Power of Wellbeing
Bridport W.I. – New flat roof.	500	Power of Wellbeing
Opera Circus – ‘Home in Bridport’ community workshops. *	500	Power of Wellbeing
Bridport Area 50+ Forum – Stationery and stamps for quarterly newsletter.	300	Power of Wellbeing
Hughes Unit Group Supporters - Support for service users group and awareness raising	200	Power of Wellbeing
Chancery House Day Centre – Refurbishment of Day Centre room.	750	Power of Wellbeing
Respite and Recovery UK – Courses and exhibition for carers.	250	Power of Wellbeing
Friends of West Dorset Music – Orchestral percussion instruments and music. Contribution to proposed orchestra trip to France in 2014 with the Twinning Association.	250	Power of Wellbeing
St Catherine’s Pre School – Two Ipad Minis to improve ICT provision for children aged 2-4 years.	150	Power of Wellbeing
Chamber Orchestra – Special concert featuring a professional soloist from the Welsh National Opera.	200	Local Government Act 1972 s145
West Bay Community Forum – Start up costs.	250	Power of Wellbeing
Youth Dance, Arts Centre – Dance activities for young people.	300	Local Government Act 1972 s145
Small Things, Arts Centre – Arts event for 3-11 years.	250	Local Government Act 1972 s145
Bridport Area Development Trust – Membership of Locality and the UK Association of Preservation Trusts and 2014 Melplash Show pitch fee.	225	Power of Wellbeing
Crisis and Care – Town Centre day time drop in centre.	300	Power of Wellbeing
Axe Valley Ring and Ride – Community transport.	500	Local Government & Rating Act 1997 s27
Total Small Grants	£5,975	Budget - £10,075

*the grant to Opera Circus to be earmarked and released once the project is underway and project funding confirmed.

- (b) that the application from the Dorset Blind Association be not supported.
- (c) 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.,
- (d) that for those grants shown above, being recommended 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 18) Town Council Grants to Larger Bodies 2013/14 – Service Level Agreements

RESOLVED:

- (a) that the service level agreements for each body be approved to cover the years 2013/14 and 2014/15, the Town Clerk to be given delegated authority to finalise the wording and the following grants be approved for 2013/14, marked with the appropriate power.

	£	
Arts Centre	6,000	Local Government Act 1972 s145
Leisure Centre	4,000	Local Government (Miscellaneous Provisions) Act1976 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 - £17,000

- (b) that a virement be agreed between the budget heads of £1,500 to cover the recommendations above.

(Min19) Changes to Constitution – Proposed Changes to Frequency and Remit of Market and Business Liaison Sub Committee

RECOMMEND: that the Market and Business Liaison Sub Committee meet quarterly with additional co-optees (Chamber of Trade, Federation of Small Business and the Tourism Association) and the Town Clerk be given delegated authority to schedule additional meetings and vary the timings if necessary, subject to consultation with the Leader of the Council and the Town Mayor.

36. CODE OF CONDUCT DISPENSATION REQUESTS

There were no items reported.

37. TOWN PLAN PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2722.

RESOLVED: that the latest position on Town Plan Projects Priority 1 be noted as in the report.

38. WEST BAY EVENING MARKET – REVIEW OF PILOT SCHEME

Councillors considered a report of the Town Surveyor, ENCL: 2723.

The Town Surveyor reported on the pilot scheme. The pilot was now finished for the year and discussions would take place with the market traders and crafts people about the potential for running the markets again next year.

RESOLVED: that the review of the West Bay evening markets be noted and discussions take place with the market traders and craftspeople regarding future markets in 2014.

**39. TOWN HALL HERITAGE AND CONSERVATION PROJECT –
END OF PROJECT EVALUATION**

The Town Clerk reported that the snagging works were now taking place and the final claim to the Heritage Lottery Fund would be submitted once they were complete, enabling the accounts to be finalised by October/November.

RESOLVED: that the update be noted.

40. SERVICES ADMINISTERED BY THE SURVEYOR

The Town Surveyor gave an update on the following matters: -

- (a) Street Lighting – the order was placed to allow the new columns to be installed before December. The Listed building application for lights on buildings was also being finalised.
- (b) Asker Meadows/ New Zealand – the steering group was established and starting to look at designs. Initial work included removing Himalayan Balsam from the site.
- (c) Christmas Festival – the preparations were going well.
- (d) Bridport Football Club – the changing rooms had needed a deep clean and it was proposed to make a contribution to the work of £400, as they were used by teams using St Mary's. This was generally supported by the Committee.
- (e) Millennium Green Trust – he was working with the Trust on various items in respect of the proposed new northern access.

- (f) Events – it had been an excellent summer for the many town events and the Town Council was able to assist where requested.
- (g) The speed indicator device had been delivered and was in place on the A35 into town. Members asked for any progress on the roundabout improvements and this was still being pursued with the Highways Agency.

RESOLVED: that the updates be noted.

41. FINANCIAL ESTIMATES 2013/2014 – 1ST REVISION

Consideration was given to a report of the Town Clerk, ENCL: 2712.

RECOMMEND: that the 1st revision of the estimates for the year 2013/2014 be approved.

42. YOUTH COUNCIL WORKING GROUP AND ADVISERS

The Town Clerk reported that, to allow more time for discussion with the Youth Council Working Group and Sir John Colfox School on the arrangements for Youth Advisers, it was proposed to bring this item back to the November meeting of this Committee.

RESOLVED: that the proposals for Youth Advisers be discussed with the Members' Youth Council Working Group and Sir John Colfox School and be reported back to the next meeting of this Committee.

43. SKATE PARK REFURBISHMENT – FIRST STAGE

Councillors considered a report of the Town Surveyor, ENCL: 2729.

RESOLVED: that the first stage works detailed in the report be approved as part of the refurbishment of the skate park, at a cost of no more than £22,000 (the Town Council's costs to be £17,000).

44. WDDC – LAND DISPOSAL UPDATE

The Town Clerk updated members on the transfers of land at New Zealand, Asker Meadows, Bridport Football Club and the Salt House and former toilets at West Bay.

The update was noted.

45. DAPTC

The Town Clerk reported that the AGM of the western area committee was to be 26 September at 7pm in Mountfield.

The update was noted.

46. BRIDPORT MUSEUM – SUPPORT FOR HLF PROJECT

Consideration was given to a report of the Town Clerk, ENCL: 2726.

RESOLVED: that “in kind” support for the Museum’s Heritage Lottery Fund project be approved as set out in the report.

47. SKILLS TRAINING BRIDPORT – FUNDING REQUEST

Consideration was given to a report of the Town Clerk, ENCL: 2724.

Members asked that they receive confirmation of the other funding and more information on the purposes of the proposed post before the Town Council’s funding was released.

RESOLVED: that the funding request received from Skills Training Bridport for £1,000, towards the costs of a co-ordinator’s post, be supported in principle and the funding be earmarked for this purpose. A further report on the other funding and the role of the post be submitted to the next meeting of this Committee before the Town Council’s funding was released.

48. GREAT WAR 100TH ANNIVERSARY EXHIBITION AND CIVIC ARRANGEMENTS / OPTIONS FOR FREEDOM MARCH

The Town Clerk reported on the latest position on the Heritage Forum’s preparations for next year’s Exhibition. He also reported that the Rifles Regiment had met with the Council to talk about a Freedom March in Bridport next year. They were looking at dates and it was possible that this could take place on the date proposed for a civic parade on 3 August.

Members welcomed the offer of a Freedom Parade and were very happy to support the proposed event.

RESOLVED: that a proposed Freedom March by the Rifles in 2014 (date to be confirmed) be supported.

49. HOME IN BRIDPORT – DEMOCRACY PHOTOGRAPHY PROJECT

The Town Clerk reported on a proposed photographic record of the Town Council and its projects, to be undertaken by Robert Golden, as part of the Home Project. The pictures would be displayed at the Arts Centre next year as part of its 40th anniversary celebrations. Mr Golden would take pictures of the Council meetings and the delivery of projects. He would provide a set of images for the Town Council to use as it wished. This would be at no cost to the Council.

RESOLVED: that the proposed project be supported and the Town Clerk be given delegated authority to agree the arrangements.

50. THE FUTURE OF THE LENGTHSMAN SCHEME

Consideration was given to a report of the Town Clerk, ENCL: 2731.

It was reported that informal discussions had been held with the participating parishes and they were keen to remain in the scheme. Other income options were

also being looked at but at this stage it was recommended that, as from 2014/15, the hourly rate be increased to £18.

RESOLVED: that the Town Clerk agree new 3 year partnership agreements with participating councils for 2014/15 onwards at the new hourly fee of £18 and there be a report back to the next meeting of this Committee with proposals to confirm the future operation of this post.

51. EAST STREET TOILETS OPTIONS

Consideration was given to a report of the Town Clerk, ENCL: 2732.

It was asked if the District Councillors on the Committee could ask the District Council why the decision had been taken to withdraw the planning application for the site and why it was being sold without planning permission.

RESOLVED: that the report be noted and the Town Clerk report back on options for a community toilet scheme in the town.

52. REPORTS FROM OUTSIDE BODIES

Cllr Ms G.E. Massey reported on the Bridport Community Orchard. The bees well doing well with two hives. The recent open day attracted over 50 people. The Apple day this year was on 19 October.

Cllr D.G. Rickard reported from Transition Town Bridport and said that a number of eco-homes were to be opened to the public on 14 and 15 September, to coincide with Dorset Architectural Heritage Week.

53. EXTERNAL AUDIT 2012/13 - UPDATE

The Town Clerk reported on the completion of the audit by the external auditor for 2012/13. The External Auditor has signed section 3 of the Annual Return to say that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Alongside the return, the Auditors issue an advisory note regarding other matters that they recommend the Town Council look at. The issues raised this year related to the asset register and would be reported for action to the next meeting of the Best Value, Scrutiny and Town Plan Sub Committee.

RECOMMEND: to note the conclusion of the annual audit and accept and approve the completed Statement of Accounts and Annual Governance Statement 2012/2013.

54. MULTI USE GAMES ARENA – AUTHORITY TO PROCEED

Consideration was given to a report of the Town Surveyor, ENCL: 2725.

RESOLVED:

- (1) that the project to install a multi use games arena on land next to Bridport Football Club proceed on the basis set out in the appendix to the report at a

total cost of £57,500.

- (2) that contract standing orders be waived to allow a contractor to be appointed by the Town Surveyor, the details to be reported in the closed session part of this agenda.

55. WATER SPORTS CENTRE WEST BAY – PROJECT DELIVERY

Consideration was given to a report of the Town Surveyor, ENCL: 2728.

RESOLVED: that the next stages in the project for the water sports centre in West Bay be approved, specifically:

- that tenders be sought for the works.
- that the Town Clerk, in consultation with the Chairman of this Committee, be given delegated authority to confirm the funding is in place for the works and, if so, award the contract in accordance with Financial Regulations.
- that, subject to funding being confirmed, the conversion works commence.
- that management arrangements be drawn up and reported back for approval to the next meeting of this Committee.

56. SPIRIT OF BRIDPORT

The Town Clerk reported on the last elements of the Chalk and Cheese funding, for which the Town Council was acting as the accountable body. This was funding for the short promotional videos of Bridport, which were due to be launched at the end of this month. The evaluation report to Chalk and Cheese would be reported back to this Committee.

RESOLVED: that the update be noted.

57. PARK AND RIDE 2013 – REPORT BACK

The Town Surveyor reported that the service had been very successful this year, with almost 5,000 passengers. He also reported on the excellent service provided by Sovereign Coaches.

RESOLVED: that the update be noted.

58. TELEPHONY AND WIFI

Consideration was given to a report of the Town Clerk, ENCL: 2727.

RESOLVED: that the proposal to provide wifi in Mountfield be approved as in the report and the Town Clerk be given delegated authority to agree arrangements for telephony provision in the building.

59. COMMITTEE MEMBERSHIPS

It was reported that that there were still vacancies on some bodies which it was hoped could be filled.

RECOMMEND: to agree any appointments to vacancies on committees.

60. ANNOUNCEMENTS

The Town Mayor, Councillor Maggie Ray, reported on her Civic Day on Saturday 7 September. A large number of civic leaders from across the county enjoyed the Hat Festival, as well visiting a number of local projects including the Community Orchard, the Borough Gardens and the Millennium Green. It was a great day for the town and she had received some very nice comments from her guests. She thanked the very many people who helped on the day.

There were no further announcements.

61. PAYMENT OF ACCOUNTS

The Town Clerk presented List 2 of the 2013/14 accounts, in the sum of £165,048.55, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

62. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: that in view of the confidential nature of the business about to be transacted, it was agreed that in the public interest the public be temporarily excluded, whilst the Committee considered the following matters:

63. INSURANCE - OUTCOME OF TENDERING EXERCISE

Consideration was given to a report of the Town Clerk, ENCL: 2730 outlining the tenders received.

RESOLVED: that the Town Clerk be given delegated authority to award the tender for insurance services in accordance with financial regulations and subject to confirmation on the cover to be provided.

64. PROPERTY MATTERS

There were no further updates.

65. STAFFING MATTERS

The Town Clerk reported on the appointment of the new cleaner/caretaker and the latest position on the apprenticeship post.

RESOLVED: that the position be noted.

66. MULTI USE GAMES ARENA – QUOTES RECEIVED

The Town Surveyor reported on the quotes received.

RESOLVED: that the Town Surveyor be given delegated authority to award the contract taking account of price and best value and a full assessment of all the quotes received.

The meeting closed at **8.50 p.m.**

The next meeting of the Committee will be held on 20 November 2013