

## 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 12 June 2012 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 2012/2013.

Cllr Miss S.A. Brown in the Chair

### **PUBLIC FORUM**

There were no members of the public present.

### **2. APOLOGIES**

There were no apologies for absence.

### **3. MINUTES**

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 6 March 2012 were confirmed as a correct record and signed by the Chairman.

### **4. DECLARATIONS OF INTEREST**

Cllrs Miss S.A. Brown and Mrs M.J. Ray declared a personal interest in minute 10, as ex-employees of a high street bank.

### **5. GOVERNANCE ARRANGEMENTS**

The Town Clerk reported for information on the Town Council's governance arrangements. There were a small number of issues that needed re-visiting under Standing Orders, including speaking arrangements for non committee members at Plans Committee and elements of the Code of Conduct, in the light of the proposed adoption of a new Code.

There was some discussion about the role and format of the Annual Town Meeting, which it was felt should be looked at.

RESOLVED: that the Town Clerk report back on any necessary amendments or additions to Standing Orders.

**6. THE TOWN PLAN – FURTHER CONSULTATION**

The Town Clerk reported that the next Finance and General Purposes Committee would be asked to agree that the Draft Plan, now updated to include additional comments received, would go out for further public consultation, before being submitted for approval to the Council in September 2012.

The update was noted.

**7. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2011/12**

The Town Clerk reported the current position. The Internal Auditor had made his final visit the previous day and had made one suggestion on the presentation of the expenditure on the Annual Return, but had no comments to make on the Annual Accounts. The Annual 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 9 July.

RESOLVED: that the update be noted.

**8. ANNUAL REPORT 2011/12 AND NEWSLETTERS**

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.

The update was noted.

**9. GRANTS 2012/13**

The Town Clerk outlined the arrangements for this year's annual grants scheme, including advertising the opening of the scheme and availability of the application form and criteria within the next week. The grants received would be reported to members at the September meeting.

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

**10. BANKING ARRANGEMENTS**

The Town Clerk reported that it would be timely to test the market, to see what services were on offer from banks, taking account of the Town Council's investment strategy, the need to ensure security and liquidity of funds and the day to day operational banking requirements.

Members asked if banks could be asked to provide a copy of their ethical statement.

RESOLVED: that the Town Clerk undertake a market testing exercise in respect of the Town Council's banking arrangements and report the outcome back to this Sub Committee.

**11. COMMUNITY WEB SITE**

The Town Clerk reported on the latest position on the community web site. The events diary had been updated and businesses had now been included in the listings. He would report back on the future management of the site.

The update was noted.

**12. LOCALISM – POWER OF GENERAL COMPETENCE**

The Town Clerk reported on the training he had attended and the intention to seek qualification in the required additional Certificate in Local Council Administration unit. This would enable the Town Council to consider adoption of the new power at its September meeting.

The meeting closed at **11:50 a.m.**

**The next meeting of this Sub Committee will be held on 4 September 2012 at the earlier time of 10.00am and will be solely to consider grant applications**