

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 12 September 2012 at 7.00 p.m.

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

Also in attendance: Cllr: D.G. Rickard.

## **PUBLIC FORUM**

The Town Surveyor introduced Emma Parkinson, who had made an application to the Woodland Trust, with support from the Town Council, and had been successful in obtaining 420 trees for Asker Meadows. The trees were due to arrive on 5 November.

Members thanked Emma for making the application and being so successful. The trees would make an important contribution to the management plan for the area.

### **32. APOLOGIES**

Apologies for absence were submitted on behalf of Councillors D.R. Tett and K.G. Wallace.

### **33. MINUTES**

The minutes of the special meeting of the Committee held on 13 June 2012 were confirmed as a true and correct record and signed by the Chairman.

### **34. DECLARATIONS OF INTEREST**

Interests declared at the Best Value, Scrutiny and Town Plan Sub Committee in respect of the grant applications (minute 35) were noted, as recorded in the minutes of the Sub Committee meeting.

### **35. BEST VALUE, SCRUTINY AND TOWN PLAN SUB COMMITTEE**

In considering the recommendations from the Sub Committee on 4 September, it was proposed that the application for equipment for the after school club at St Mary's CE VC Primary School (£100) should be approved, bearing in mind that this was for materials and would benefit a large number of children and families. This was supported and agreed.

RESOLVED: that the minutes of the meeting of the Sub Committee held on 12 June be received and the minutes of the meeting held on 4 September 2012 be received and noted and the recommendation therein be adopted subject to the amendment above, namely:

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

<b>Organisation</b>	<b>Grant</b>	<b>Power to make the award</b>
<b>Larger Organisations</b>		
Leisure Centre	4,750	Local Government (Miscellaneous Provisions) Act 1976 s19(3)
Museum	3,750	Power of Wellbeing
Citizens' Advice Bureau	5,000	Local Government Act 1972 s 142(2)(A)
Arts Centre	6,000	Local Government Act 1972 s145
Service Level Agreement grants total	19,500	Budget - £16,500
<b>Smaller Organisations</b>		
	£	
Disabled Carers and Friends Club – assistance with meeting costs.	100	Power of Wellbeing
Life Education Wessex – health and drug advice for primary age children.	250	Power of Wellbeing
First Dorset Credit Union – advertising campaign.	250	Power of Wellbeing
Axe Valley and West Dorset Ring and Ride – community transport.	250	Local Government & Rating Act 1997 s27
Age Concern, Chancery House – replacement catering oven. *	750	Power of Wellbeing
'You Trust' – graffiti project at West Rivers House. **	250	Power of Wellbeing
Barracudas Swimming Club – running of the 2012 black buoy cup.	200	Power of Wellbeing
Respite and Recovery UK – courses for carers in Bridport.	250	Power of Wellbeing
Bridport Bandits – transport costs to tracks less affected by bad weather.	250	Power of Wellbeing
Bridport Chamber Orchestra – classical music for young people.	200	Local Government Act 1972 s145
Millennium Advice and Information Centre – fund second support worker.	250	Power of Wellbeing
Victim Support – volunteers training.	250	Power of Wellbeing
Allington Hill Volunteers - play trail project.	500	Power of Wellbeing
The Sir John Colfox Trust –reading initiative for young people.	225	Power of Wellbeing
Bridport Community Land Trust – start up funding to aid provision of affordable housing.***	300	Power of Wellbeing
Skills Training, Bridport – start up funding for administration and communications.****	300	Power of Wellbeing
Hughes Unit Group Supporters - support for service users group and awareness raising	200	Power of Wellbeing
Youth Dance, Arts Centre – Dance activities for young people.	250	Local Government Act 1972 s145
Small Things, Arts Centre – arts event for 3-8 years.	250	Local Government Act 1972 s145
St Mary's CE Primary School After School Club	100	Power of Wellbeing
<b>Total Small Grants</b>	<b>5,375</b>	<b>Budget - £9,785</b>

\* Chancery House Day Centre – that 50% of the actual cost of the catering

oven, or £750, whichever is the smaller, be awarded.

\*\* the application for the You Trust project was awarded £250 for materials.

\*\*\* Bridport Community Land Trust – subject to confirmation on the constitution.

\*\*\*\* Skills Training Bridport – subject to confirmation of support from skills training providers and partners.

(b) that the following application be not supported at this time:

- Bridport2Seattle2016 funding (£250) for an American football tour, as it was noted that the visit would not be made until 2016. The aims of the project were supported but the Town Council's potential funding should be considered nearer the time of the proposed visit.

(c) that in view of the Town Council's ongoing support for the Literary and Scientific Institute project, the application from the Bridport Area Development Trust (£2,000) for this scheme be considered separately by the Finance and General Purposes Committee, as part of a wider report on support for the project.

(d) 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,

(e) 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.

### **36. TOWN HALL HERITAGE AND CONSERVATION PROJECT**

The Town Clerk updated members on the project and said that the final elements of the budget were being confirmed. This would then be reported to the Town Hall and Bucky Doo Working Party and on to the next meeting of this Committee.

The update was noted.

### **37. SERVICES ADMINISTERED BY THE SURVEYOR**

The report of the Town Surveyor, ENCL: 2582 was considered.

(a) Bridport Football Club

The Committee noted that the Football Club needed to undertake essential works on their club house roof. The costs of the works were estimated to be £7,500 and it was proposed that the Town Council made a grant of £4,000 from the contingency fund, subject to production of receipts. The contribution to be agreed under the power of wellbeing, bearing in mind the contribution

that the facility makes to the wellbeing of the community and also the benefits to the Town Council of a refurbished building, prior to the Town Council taking ownership of the land.

RESOLVED: that a contribution of £4,000 be agreed towards the costs of the roof repairs for the football club, as outlined above.

The Town Surveyor provided updates on the following projects:

- (b) Salt House – the proposed works on the kitchen were being looked at and there would be talks with West Dorset on the works prior to the building transfer.
- (c) Multi Use Games Arena – the updated application for funding from Sport England’s Inspired Facilities Fund would be submitted by the deadline of 17 September.
- (d) Water Sports Centre, West Bay – the planning application had been withdrawn for discussion with the Environment Agency and it was anticipated that it would be re-submitted soon. The revised costings for the scheme would be submitted to the November meeting of this Committee.
- (e) Christmas Festival – a new Committee was to be set up, co-ordinated by the Town Council, to ensure that this year’s Festival could go ahead. It would operate on a similar basis as before and the co-ordinator would receive a fee of £180 for their work. This was supported and welcomed and the previous members of the Festival Committee were thanked for all their work in establishing such a successful event.

The updates were noted.

### **38. FINANCIAL ESTIMATES 2012/2013 – 1<sup>ST</sup> REVISION**

Consideration was given to a report of the Town Clerk, ENCL: 2578.

Members welcomed the reported figures for the returns on the solar panels installed at Plottingham.

RECOMMEND: that the 1<sup>st</sup> revision of the estimates for the year 2012/2013 be approved and the Town Clerk be given delegated authority to agree the revised insurance premium for 2012/13 noting the proposed increase due mainly to the re-valuation of the Council owned buildings.

### **39. REPLACEMENT STREET LIGHTING TOWN CENTRE – AUTHORITY TO PROCEED**

Councillors considered a report of the Town Surveyor, ENCL: 2588.

The Town Surveyor updated on the latest costings received and said that it would be necessary to consider these further and come to members with fully costed proposals, He would therefore recommend that this be brought back to the November meeting of this Committee.

RECOMMEND: that the latest position be noted and the Town Surveyor report back to the November meeting of this Committee with full costings and financial implications.

**40. ASKER MEADOWS – PROJECT UPDATE**

Councillors considered a report of the Town Surveyor, ENCL: 2587.

It was reported that the transfer of land – 2 pieces at Asker Meadows and the piece at the New Zealand site – were being proposed for a nominal consideration subject to the restrictions on usage (approved purposes as public open space, agricultural amenity etc) and conditions relating to the District Council's standard 75% claw back provisions, if sold for any purpose other than the approved purposes.

RECOMMEND:

- (a) that the freehold transfers of the land at Asker Meadows and New Zealand from West Dorset District Council to the Town Council be approved and the Town Clerk be given delegated authority to conclude the transfers.
- (b) that the Open Spaces Working Group meet to develop proposals for the management plan for the site.

**41. INTERIM REVIEW OF THE LENGTHSMAN SCHEME**

Councillors considered a report of the Town Clerk, ENCL: 2579.

Members welcomed the report and very much hoped that Dorset County Council would continue to fund the service.

RESOLVED: that the review of the Bridport Area Lengthsman scheme be noted and endorsed.

**42. PROJECTS UPDATE**

Councillors considered a report of the Town Clerk, ENCL: 2581.

RESOLVED: that the projects update be noted.

**43. SKILLS TRAINING BRIDPORT – TOWN COUNCIL REPRESENTATION**

Councillors considered a report of the Town Clerk, ENCL: 2585.

RECOMMEND: that the establishment of Skills Training Bridport be supported and Cllr Ms R.C. Kayes be nominated to represent the Town Council.

**44. WDDC – LAND DISPOSAL UPDATE**

The Town Clerk reported on the remaining transfers – Football club land and Salt House/former toilets West Bay – which would be reported to members later this year.

RESOLVED: that the update be noted.

**45. LITERARY & SCIENTIFIC INSTITUTE – FUNDING SUPPORT**

Councillors considered a report of the Town Clerk, ENCL: 2584.

RECOMMEND:

(a) that match funding be approved for the Bridport Area Development Trust's Literary & Scientific Institute project, as follows:

- £2,000 for the Development Phase, to be identified within the revenue budget for 2013/14.
- £ 5,000 for the Delivery Phase, to be earmarked in reserves.

The funding to be subject to the successful outcome of the applications to the Heritage Lottery Fund.

(b) that in kind support be agreed, to allow free use of rooms in Mountfield for the project team meetings

**46. DAPTC UPDATE**

The Town Clerk reported that the DAPTC AGM was to be on 3 November 2012 and the Town Council would be notified of any motions received from member authorities.

RESOLVED: that the update be noted.

**47. YOUTH COUNCIL WORKING GROUP UPDATE**

Councillors considered a report of the Town Clerk, ENCL: 2583.

RESOLVED: that the proposals to further develop a Youth Council be endorsed as set out in the report.

**48. REPORTS FROM OUTSIDE BODIES**

The following updates were received from members of outside bodies:

Borough Gardens - Cllr Mrs M.J. Ray updated on the project for the Borough Gardens including a proposed audit by the Wildlife Trust.

Community Orchard – Cllr Ms G.E. Massey reported on a recent work day and forthcoming Apple Day on 13 October.

Citizens Advice Bureau – Cllr Ms A-M.A. Vincent reported on their current financial position and the appreciation of the CAB for the Town Council's continued support.

Arts Centre – Cllr C.M. Ray reported on the latest position.

DA21/Transition Town Bridport – Cllr D.G. Rickard reported that the Dorset bid for Communities Living Sustainably from the Big Lottery, lead by Dorset Community Action and with support from DA21 and Transition Town, had been successful. The funding will be available from next April for a variety of projects.

The updates were noted.

#### **49. STANDING ORDER REVISIONS**

Councillors considered a report of the Town Clerk, ENCL: 2580.

The Committee considered the following new wording for Standing Orders:

##### **Standing Order 35 – Code of Conduct.**

- a All councillors shall observe the code of conduct adopted by the Council.
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c In addition to the requirements in the code of conduct, Councillors shall leave the meeting room when they have the following interests in an item:
  - an Interest under Appendix A – financial interests, the financial interests of a friend, relative or close associate or
  - an interest under Appendix B that relates to a direct financial or planning matter.

Members shall be allowed to speak prior to leaving the room with the exception of interests declared under Appendix A.

##### **Standing Order 7: - Quorum Additional Wording**

The power to grant dispensations is delegated to the Town Clerk, who in each case shall report on the circumstances to the relevant committee, prior to the item being considered. The provisions to grant a dispensation are that if, having had regard to all relevant circumstances, it is considered that:-

- a) without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or
- b) granting the dispensation is in the interests of persons living in the council's area, or
- c) it is otherwise appropriate to grant a dispensation.

A dispensation, when granted, must specify the period for which it has effect, and the period specified may not exceed 4 years. (s.33(3)).

##### **RECOMMEND:**

- (a) that the amendments to Standing Orders set out above be agreed in relation to the new provisions of the Code of Conduct, to include delegating authority to the Town Clerk to grant dispensations.
- (b) that the revised Appendix A for the Code of Conduct be approved.

(c) that the proposed changes to the speaking arrangements at the Plans Committee be considered further by that Committee and reported back.

**50. RESPONSE TO LOCAL COUNCIL PAYMENTS SYSTEMS CONSULTATION**

Councillors considered a report of the Town Clerk, ENCL: 2586.

RESOLVED: that the response on proposed changes to the payment systems for local councils be noted and endorsed.

**51. CORRESPONDENCE**

The Town Clerk reported that a request had been received to meet the costs of a new union flag for the war memorial and this would be discussed further with the Royal British Legion.

**52. ANNOUNCEMENTS**

The Leader of the Council reminded members of the Hat Festival on 14-16 September.

**53. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 2 of the 2012/13 accounts, in the sum of £272,145.39, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**54. 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:

**55. MAGISTRATES' COURT – RIGHT OF WAY**

The Town Clerk reported on a recent meeting between the Town Council's Valuer and the Courts Service. The proposed letter from the Valuer, summarised by the Town Clerk, was supported.

RESOLVED: that the position in the report be noted and the proposed action outlined supported.

**56. PROPERTY MATTERS**

The Town Clerk updated members for information on various leases and associated matters.

The update was noted.



**57. STAFFING MATTERS**

Councillors considered a report of the Town Clerk, ENCL: 2589 relating to the Apprenticeship post.

RESOLVED: that the post continue to be supported to the end of March 2013 and a decision be taken at that time on future support.

The meeting closed at **8.35 p.m.**

**The next meeting of the Committee will be held on 21 November 2012**