

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 13 June 2012 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray (Chairman from item 2)

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	K.G. Wallace (until 7.30pm)

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

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr C.M. Ray be elected Chairman of the Committee for the ensuing municipal year 2012/2013.

Cllr C.M. Ray in the Chair

2. ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr K.G. Wallace be elected Vice Chairman of the Committee for the ensuing municipal year 2012/2013.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

There were no apologies for absence.

4. MINUTES

The minutes of the special meeting of the Committee held on 25 April 2012 were confirmed as a true and correct record and signed by the Chairman, subject to the following amendment:

Cllr Miss S.A. Brown had attended the meeting, as listed, and should be deleted from the names under Apologies.

5. DECLARATIONS OF INTEREST

Minute 14 – Spirit of Bridport Funding - Cllr D.G. Rickard declared a personal and prejudicial interest as a member of the Spirit of Bridport and left the room while discussion took place and a decision was taken on this item.

Minute 14 – Spirit of Bridport Funding - Cllr Ms A-M.A. Vincent declared a personal and prejudicial interest as a member of the Spirit of Bridport and left the room while discussion took place and a decision was taken on this item.

6. **BEST VALUE, SCRUTINY AND TOWN PLAN SUB COMMITTEE**

The Town Clerk updated members for information on the items discussed at the meeting of the Sub Committee held on 12 June.

The update was noted.

7. **TOWN HALL HERITAGE AND CONSERVATION PROJECT**

The Town Clerk updated members on the project and said that a meeting was due to be held with the main contractor to finalise the account. The settlement of the final account would be in line with the delegations agreed by this Committee and the advice of the Council's Quantity Surveyor and Architect. It was intended to present the final budget report to the September meeting of this Committee.

The update was noted.

8. **APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL**

Councillors considered a report of the Town Clerk, ENCL: 2553.

In discussion of the report, it was asked if the option to appoint substitute members for organisations could be looked at.

RECOMMEND: that the appointments and representatives of the Council be approved as set out below:

Existing Appointments to Outside Bodies

Access for All Officer	Mr David Rockett
Rights of Way Liaison Officer	Cllr G.J. Ackerman
Tree Warden	Vacancy
Dorset Greenwood Tree Project	Vacancy
Flood Wardens	Cllr G.J. Ackerman
	Mr Daryl Chambers
	Mr Nigel Case
	Mr David Dawson
	Mr Gerald Paget
	Mr Harry Britton
	Mr Paul Stevens
	Vacancy
Dorset Association of Parish and Town Councils AGM, Area Committee	Cllr Miss S.A. Brown
Larger Council's Committee	Cllr J.T. May
Museum Trust	Cllr G.J. Ackerman
	Cllr Ms S.J. Williams
Age Concern, Bridport	Cllr G.J. Ackerman
	Cllr K.G. Wallace
Bridport Arts Centre Management Committee	Cllr E.T. Colfox

Bridport Citizens' Advice Bureau Management Committee	Cllr Ms A-M.A. Vincent
Bridport Charities Trustees	Cllr Ms R.C. Kayes Cllr Ms G.E. Massey Cllr C.M. Ray Cllr Mrs M.J. Ray Town Mayor – ex officio
Bridport/St Vaast La Hougue Twinning Association	Cllr G.J. Ackerman Cllr D.G. Rickard
Bridport Chamber of Trade and Commerce	Cllr Ms S.J. Williams
Bridport Community Justice Panel Steering Group	Cllr D.G. Rickard Cllr Ms R.C. Kayes
Bridport & West Dorset Sports Trust Management Committee	Cllr E.T. Colfox
Bridport Young Persons Action Trust	Cllr D.G. Rickard
Bridport Youth Centre Management Committee	Cllr Ms R.C. Kayes
Crime Prevention Panel	Cllr C.M. Ray
Bridport Local Area Partnership	Cllr C.M. Ray Cllr Mrs M.J. Ray Cllr Ms S.J. Williams
Axe Valley and West Dorset Ring and Ride Service	Vacancy
Bridport Millennium Green Trust	Cllr D.R. Tett
West Dorset Western Area Transport Action Group (WATAG)	Vacancy
Bridport and District Community Football Partnership	Cllr G.J. Ackerman
Bridport Local Food Group	Cllr C.M. Ray
Bridport Heritage Forum	Vacancy
Bridport and District Tourism Association	Cllr C.M. Ray
Spirit of Bridport	Vacancy Cllr D.G. Rickard

DORBAG (formerly SWEDBAG)	Vacancy
Bridport Learning and Skills Training* *(Town Council representation to be reviewed when new Constitution adopted)	Cllr Ms R.C. Kayes
Flaxhayes Project Panel	Cllr Ms R.C. Kayes
Steve Rook Memorial Fund (Part of the Colfox Trust)	Cllr C.M. Ray
Exeter Drug Project	Cllr Ms R.C. Kayes
Dorset Age Partnership	Cllr K.G. Wallace
Dorset Coast Forum	Cllr D.G. Rickard
Dorset Energy Group Sustainable Energy Working Group.	Cllr D.G. Rickard
West Bay Methodist Church Advisory Group	Cllr P.J. Colfox
Bridport Community Orchard Group	Cllr Mrs M.J. Ray
Partners and Communities Together (PACT)	Cllr C.M. Ray
Late Night Shopping Committee	Vacancy
Bridport Area Development Trust	Cllr Ms S.J. Williams

Plus the following additions to the list as circulated:

Skills for Self-Reliance (new request from Kingston Maurward College)	Cllr Ms R.C. Kayes
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Appointments no longer required for the Bridport Inter-Agency Panel and the B3157 Project Board.

Cheque Signatories

The cheque signatories to remain as Councillors G.J. Ackerman, Miss S.A. Brown, C.M. Ray, D.G. Rickard and D.R. Tett.

RECOMMEND:

- a. that the appointments to outside bodies and cheque signatories be approved, as set out above.
- b. that the reporting arrangements be approved, as set out in the Appendix to the report.
- c. that the Town Clerk issue advice to all members on their duties and responsibilities on outside bodies.

9. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2012

Consideration was given to a report of the Town Clerk, ENCL: 2551.

RECOMMEND: that the Annual Accounts for 2011/12 be approved.

10. SERVICES ADMINISTERED BY THE SURVEYOR

The report of the Town Surveyor, ENCL: 2561 was considered.

(a) Street Lighting

Two listed building planning applications were to be submitted shortly, in respect of street lighting to be placed on buildings in the town centre. If approved, this would ensure that no additional columns would be required. The Town Surveyor circulated a copy of the design of the heritage columns, which was generally supported. It was proposed to report back to this Committee in full in September, prior to committing expenditure on the scheme.

RESOLVED: that the update be noted and submission of the listed building applications be supported.

(b) Salt House

The Town Surveyor reported on the need for improvements to the building, including the kitchen, before the freehold transfer could be completed.

RESOLVED: that the proposals be supported, with further detail to be reported back to this Committee.

(c) Mountfield

The Town Surveyor reported on the need for essential external maintenance work. The estimated costs were in the region of £3,000 which could be met from within existing budgets.

The Town Surveyor confirmed that he would be arranging separately for maintenance of the approach road to Mountfield.

RESOLVED: that the proposed maintenance work at Mountfield be approved.

In response to questions from members, the Town Surveyor confirmed that he was aware of, and had written to, a small number of allotment holders on the West Allington allotments, whose plots were not being worked on.

Also, they were still seeking final clearance from the Highways Agency, before embarking on work on the roundabouts.

The updates were noted.

11. ASKER MEADOWS – CYCLE PATHS AND FUTURE MANAGEMENT

Councillors considered a report of the Town Surveyor, ENCL: 2556.

It was recommended that a Steering Group be looked at, to oversee the proposals for this site.

RESOLVED: that the scheme (cycle/pedestrian routes and a new bridge at New Zealand) be supported, as set out in the report.

**12. SUPPORT FOR FORTHCOMING EVENTS -
FOOD FESTIVAL, CHARTER FAIR AND MELPLASH SHOW**

The Town Clerk reported that the Town Council would again have a stall at the Food Festival on Saturday 16 June and would also be represented at the Charter Fair on 7 July and the Melplash Show on 23 August. It was hoped that councillors would be able to help out at each event.

RESOLVED: that the forthcoming events be noted.

13. PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2557.

In considering the update on projects, the following additional matters were raised:

- the Open Day at the Borough Gardens took place earlier that day, as part of the consultation exercise on the future of the Gardens.
- it was asked if the future management of Bucky Doo Square could be considered at the Town Hall and Bucky Doo Working Party.

RESOLVED: that the projects update be noted.

14. SPIRIT OF BRIDPORT FUNDING

Councillors considered a report of the Town Clerk, ENCL: 2560.

The Town Clerk reported on the use of the £2,000 granted at the last meeting. This had been allocated as follows:

- o £500 for film rights linked to specific films and would be spent within the next two weeks.
- o £1,000 for venue for events, mainly music, but also films.
- o £350 for AA signs on order.
- o Remainder for printing of leaflets.

The Town Clerk also reported on the latest position on the administration of the Chalk and Cheese grant.

If a further £2,000 was awarded, from the £6,000 earmarked in the annual budget, then this would go towards printing and design of the programme.

Copies of the draft programme were circulated at the meeting.

RESOLVED:

- a. that the progress report on the Spirit of Bridport project and funding, including the administration of the Chalk and Cheese grant, be noted.
- b. that a further £2,000, from the £6,000 earmarked for the Spirit of Bridport, be released for this project.

15. OLYMPIC TORCH CELEBRATIONS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2558.

RESOLVED: that the arrangements for the torch to pass through Bridport on 12 July be noted.

16. PARK AND RIDE ARRANGEMENTS FOR 2012

Councillors considered a report of the Town Surveyor, ENCL: 2555.

The Town Surveyor reported that, after seeking expressions of interest from bus companies to run the service, it was likely that the costs of providing the service this year would be £1,800 more than was in the budget. This was due to the increased costs of fuel.

Members felt that the service was particularly important this year and should be provided for the additional two weeks as last year. It was agreed that additional costs should be raised with West Dorset District Council, who helped to fund the service, with additional contributions from elsewhere in the Town Council's budget.

RESOLVED: that the 2012 Park and Ride service from West Bay to Bridport be provided from 14 July to 15 September, on the terms as set out in the report and the Town Surveyor, in consultation with the Leader of the Council, be given delegated authority to award the contract.

17. LOCALISING SUPPORT FOR COUNCIL TAX

Councillors considered a report of the Town Clerk, ENCL: 2550.

RECOMMEND: that subject to further consideration by the Council, the Town Clerk be given delegated authority to respond to this consultation, highlighting the concerns regarding the implications of a potential reduction in the Council Tax base.

18. BRIDPORT LOCAL AREA PARTNERSHIP

The Town Clerk reported that a meeting had been held with West Dorset District Council, to discuss the service level agreement with the Town Council and the indications were that the District Council would continue to support community

planning and BLAP for a further three years, although the level of financial support was to be confirmed.

This was welcomed by members and the update was noted.

19. TOWN PLAN

The Town Clerk reported 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.

RESOLVED: that the proposals for further consultation on the Town Plan be endorsed.

20. LOCALISM ACT – NEW CODE OF CONDUCT

Councillors considered a report of the Town Clerk, ENCL: 2559.

The Town Clerk reported that the Regulations on the statutory registration of interests were still awaited. The Town Council needed to adopt a new Code by 1 July and it could adopt the Local Government Association Code or another Code. The advice received from DAPTC was that the local councils should adopt the NALC model code.

RECOMMEND: that, subject to receiving confirmation on the statutory registration of interests, the Town Council be asked to adopt the NALC Code of Conduct and all members be asked to review their Register of Interests. (This matter to also be reported separately to full Council).

21. LOCALISM ACT – GENERAL POWER OF COMPETENCE AND OTHER ONGOING ISSUES

The Town Clerk reported that he had attended a training course on the use of the power of competence and would be seeking the relevant qualification on this unit, with a view to recommending the Council to adopt the power of general competence at its September meeting.

The update was noted.

22. DAPTC

Councillors considered a report of the Town Clerk, ENCL: 2554.

RESOLVED:

- a. that the arrangements for the DAPTC AGM and motions to be submitted be noted.
- b. that the subscription for 2012/13 of £927.81 plus £48.00 for the Local Council Review magazine, be approved, to be met from within existing budgets.
- c. that the update on recent meetings of DAPTC be noted.

23. YOUTH COUNCIL WORKING GROUP

Councillors considered a report from the Working Group meeting held on 7 June 2012, ENCL: 2562.

RESOLVED: that the proposals from the Youth Council Working Group to progress the establishment of a Youth Council be approved as set out in the report, to include the hosting of the workshop on 5 July.

24. REPORTS FROM OUTSIDE BODIES

The Town Clerk reported on a recent meeting of the Tourism Association, that he had attended in the Town Hall.

He also reported that the Town Council had received a copy of the Millennium Green Trust's Annual Report and Accounts for year ending 31 March 2012. The Trust held its Annual General Meeting on 12 June.

25. CORRESPONDENCE

The Town Clerk reported on the following matters: -

- (a) a request had been received from Andrew Leppard, on behalf of Enterprise St Michael's, asking for support for the Industrial and Provident Society. It was agreed that this issue should be considered as part of the Town Council's response to the designation of the site in the draft Local Plan.
- (b) the Town Council had received a consultation document from the Audit Commission, asking if the Council had any reason why BDO LLP should not be appointed as the external auditor for all small bodies in Dorset, including the Town Council, for a further five years from 2012/13. It was agreed that the Town Council was not aware of any reasons and would not therefore comment.
- (c) a request had been received from General Sir David Richards, General Chief of the Defence Staff, that Armed Forces Day on Saturday 28 June be marked with the flag being flown from the Town Hall. This was supported by members.
- (d) the Statement of Gambling Policy had been issued for consultation by West Dorset District Council and would be reported to the Plans Committee in July.
- (e) a request had been received from a Circus to come to Bridport in April 2013, to use Asker Meadows. It was agreed that this request should be considered by the Town Surveyor.

26. ANNOUNCEMENTS

There were no announcements.

27. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2012/13 accounts, in the sum of £223,311.19, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

28. 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:

29. MAGISTRATES' COURT – RIGHT OF WAY

Councillors considered a report of the Town Clerk, ENCL: 2552.

RESOLVED: that the position in the report be noted and the actions taken as outlined be endorsed.

30. STAFFING MATTERS

Councillors considered a report of the Town Clerk, ENCL: 2563.

RESOLVED: that the Town Clerk be given delegated authority to implement the gradings as outlined in the report and addendum, as from 1 April 2012, with the costs set out to be met from the earmarked reserves.

31. PROPERTY MATTERS

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

The Town Clerk was given delegated authority to make the necessary payments to the Tennis Club in respect of their lease, as reported, and also to progress the renewal of the leases for the scout huts at Plottingham and Flaxhayes.

The meeting closed at **8.55 p.m.**

The next meeting of the Committee will be held on 12 September 2012