

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 14 September 2016 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Gillian Massey
Sandra Brown	Martin Ray
Kelvin Clayton	Anne Rickard
Keith Day	Sarah Williams

Also in attendance: Cllr Dave Rickard

PUBLIC FORUM

There were no speakers in the public forum.

33. APOLOGIES

Apologies for lateness were submitted on behalf of Cllrs Geoffrey Ackerman, Sandra Brown and Sarah Williams, due to attendance at an earlier meeting.

34. MINUTES

The minutes of the meeting of the Committee held on 15 June 2016 were confirmed as a true and correct record and signed by the Chairman.

35. DECLARATIONS OF INTEREST

There were no declarations of interest.

36. BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 6 September 2016 be received and the following recommendations be approved.

(Min. 16) Town Council Grants to Smaller Bodies 2016/17

(a) that the following grants be approved under the General Power of Competence:

	£
Chancery House Day Centre – earmarked project funding (see c below)	500
Axe Valley & WD Ring & Ride – community transport (see f below)	1,000
Melplash Agricultural Society – Discover Farming project	500
Bridport Women’s Institute – Hall refurbishment	400
Crisis and Care – Recruit and train a team of volunteers	500
Bridport Area Development Trust – New exterior sign for Methodist Chapel	400
St Swithun’s Band – New uniform jackets/tunics	350
Home in Bridport – Expand Edible Garden Project	500
Heritage Coast Canoe Club – Purchase 10 neoprene spray decks	300
Port Bredy All Star Majorettes – Replace existing equipment (see d below)	250
Bridport Bandits – Update tools and safety equipment (see d below)	500
Bridport Chamber Orchestra – Require extra players	250
Small Things – Art workshops	450

Youth Dance – Programme of summer school classes and workshops	700
Read Easy – Help adults to read	300
BYPAT – Pilot mental health support programme	500
Total Small Grants	£7,400

(b) that the following applications be not supported:

- Family Counselling Trust – not meet the small grant scheme criteria.
- Hughes Unit Group Supporters – alternative support to be provided through provision of a meeting room.
- West Bay Days – consider other ways to provide support for the events.
- Bridport Sea Cadets – not meet the small grant scheme criteria.

(c) that the application from the Chancery House Day Care Centre for £2,000 towards a feasibility study be not supported, but £500 be earmarked, should an alternative project need be identified, which would be considered separately.

(d) that the grant for Port Bredy All Star Majorettes be subject to receipt of a constitution and confirmation of a local training base and the grant for Bridport Bandits be subject to receipt of their constitution.

(e) that the Bridport Millennium Green Trust’s application for work to improve the northern access to Coneygar Hill not be supported from the grants budget, but £500 be allocated for this purpose, from the existing Town Council maintenance budgets.

(f) that, as part of its grant award, the Axe Valley and West Dorset Ring and Ride Service be asked to provide additional publicity in Bridport and to work with the Town Council on the forthcoming community transport feasibility project.

(g) 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.

(Min. 17) Grants to larger organisations

RESOLVED:

(1) that the grants under the existing Service Level Agreements be awarded for 2016/17 as follows:

Arts Centre	Leisure Centre	CAB	Museum	TOTAL
£6,000	£4,000	£5,000	£3,500	£18,500

(2) that, as part of its budget from 2017/18, the Council consider whether funding for the Youth and Community Centre should be included within the annual service level agreements budget heading.

(Min. 19) External Audit

RESOLVED: that the committee received a report on the 2015/16 external audit.

37. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the notes of the meeting of the working group held on 28 June 2016 be received.

38. TOWN PLAN PROJECTS UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3123.

RESOLVED: that the update be noted.

39. FINANCIAL ESTIMATES 2016/2017 – 1ST REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3121.

RECOMMEND: that the 1st revision of the estimates for the year 2016/2017 be approved.

40. LOCAL GOVERNMENT REORGANISATION

Consideration was given to a report of the Town Clerk, ENCL: 3124.

Members made the following comments:

- Lack of notice regarding the Bridport consultation roadshow in Bucky Doo.
- Insufficient detail in the consultation document and short timescale before a decision had to be taken.
- Concern that no reference to the role of town and parish councils in service delivery.
- Be good for towns to get together to discuss what each town wants and how they could possibly work together, including through DAPTC, to ensure recognition of the role of towns in delivering services on behalf of principal councils.
- There was some feeling that the options were constrained by what the Government was likely to allow, in terms of size of unitaries, the need to make savings and the councils already seeming to have a preferred option.

It was noted though that this would be considered further at the Council meeting and there could still be a need for further meetings to agree a response. This was to be the topic for the next Open Public Forum at full council on 20 September.

RECOMMEND: that the consultation document be considered by the full Council and to agree any comments and the process to respond.

41. BUDGET PLANNING 2017/18

Consideration was given to a report of the Town Clerk, ENCL: 3122.

RESOLVED: that the Budget Working Group be reappointed, with the membership as set out in paragraph 2.3 and the timetable to approve the 2017/18 budget be agreed as in paragraph 2.2.

42. EXTERNAL AUDIT 2015/16 OUTCOME

The Town Clerk reported that he was yet to hear from the auditors, but a conclusion was expected by the end of September, at the latest. It was hoped to hear something by the time of the Council meeting,

RECOMMEND: to receive information on the conclusion of the annual audit and, subject to confirmation from the External Auditor, accept and approve the completed Statement of Accounts and Annual Governance Statement 2015/16.

43. TOURIST INFORMATION CENTRE TRANSFER DETAILS

Consideration was given to a report of the Town Clerk, ENCL 3127.

The Tourist Information Centre Manager was thanked for all her work and support on the transfer.

RESOLVED:

- (a) that the date of transfer of the TIC shall be 1 January 2017.
- (b) that the updated financial position for 2016/17 and the Business Plan for the Centre, be reported at the next meeting.
- (c) that the Town Clerk report back on the IT provision, in the expectation that this will continue to be provided by the District Council, subject to any costs being confirmed.
- (d) that the Town Surveyor reports back with details of any proposed changes to the layout of the TIC.
- (e) that the Town Clerk reports back with the detail of the ending of the market licence arrangements.

44. COUNTY COUNCIL HIGHWAY MAINTENANCE PROPOSALS

Consideration was given to a report of the Town Clerk, ENCL: 3128.

RECOMMEND: to note the proposals from Dorset County Council for the community or local councils to deliver or contribute to the costs of minor highways work and agree that the options be considered by the Highways Working Group and the potential costs be reported back to this Committee.

45. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3130.

It was noted that for each item in the report the word RESOLVED should have stated RECOMMEND.

The Town Surveyor provided updates on the following:

a. 4g Pitch

RESOLVED: that the update be noted and support be given to work up proposals to provide a 4g pitch in Bridport.

b. Skatepark Steering Group

RESOLVED: that a Steering Group be established to progress the project, to develop and consult on proposals for the next phase of the redesign of the Skatepark.

c. Flaxhayes Allotments

RESOLVED: that a water supply be provided for the Flaxhayes allotments and £2,000 be allocated from existing budgets to meet the cost.

d. Plottingham Fencing

RESOLVED: that the fencing works at Plottingham be approved at £1,300, to be met from existing budgets.

e. Public Toilet Condition Surveys and other Feasibility work

RESOLVED: that up to £3,000 be approved from existing budgets to support condition survey work on the public toilets and also to survey land at the rear of Waitrose.

46. FOOTBALL CLUB AND PLOTTINGHAM CAR PARKS

The Town Clerk reported that it was hoped very soon to conclude the final elements of the amended lease of the football club land. Also discussions were to take place with West Dorset District Council on the future management of both car parks.

RESOLVED: that the update be noted.

47. NEIGHBOURHOOD PLAN UPDATE

The Town Clerk introduced Katy Graham, the recently appointed Town Council Project Manager and Community Initiatives Officer, who gave an update on the current position on the Project. It was noted that the reports and information from the Working Groups would be issued within the next few weeks, to enable the Town Council and the other participating councils to comment, ahead of further public consultation.

RESOLVED: that the update be noted.

48. COMMUNITY BUS SERVICES FEASIBILITY

Consideration was given to a report of the Project Manager and Community Initiatives Officer, ENCL: 3131.

It was asked that this matter was also considered by the Joint Committee of councils, to discuss support for the work and any future local community bus service.

RESOLVED: that the Town Council continue to support the Working Group, £2,000 be allocated to contribute to the cost of the feasibility study and the Town Clerk be given delegated authority to approve the brief for the study and award the contract for the work, at a total estimated cost as set out in the report.

49. COUNCIL MEETING OPEN FORUM

The Town Clerk reported that the discussion topic for the Open Public Forum at full council in the Town Hall on Tuesday 20 September was to be the proposal being considered by Dorset Councils to reduce the number of principal councils (county and district councils) in Dorset from nine to two in 2019.

RESOLVED: that the update be noted.

50. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

The Town Clerk reported that the DAPTC AGM would take place on Saturday 5 November 2016 and that the revised deadline for motions from councils was 30 September 2016.

RESOLVED: that the update be noted.

51. EVENTS REVIEW 2016

The Town Clerk reported on the Town Council's support for events this year. It had been a very successful year, but there was a need to continue to review the Council's support and discuss this with all event organisers.

The Tourist Information Centre staff were thanked for allowing the TIC to be used as the control centre for events.

RESOLVED: that the update be noted.

52. FLAG FLYING POLICY

Consideration was given to a report of the Town Clerk, ENCL: 3125.

RECOMMEND: that the Town Council's flag flying policy be confirmed, subject to the following amendments:

- Merchant Navy Association Flag to be flown on 3 September.
- other flags may be flown with the agreement of the Town Clerk, in consultation with the Town Mayor and the Leader of the Council. If a flag was not held by the Town Council and if agreed to be flown, then this be subject to the flag being provided.

53. COMMUNITY WEBSITE

The Town Clerk reported that the revamped bridportandwestbay.co.uk web site was now live and would be formally launched in October.

RESOLVED: that the update be noted.

54. USE OF BUCKY DOO SQUARE

The Town Clerk reported that he had received complaints of inappropriate use of the square. Members noted that the use for party political purposes was not allowed and

it was agreed that similar restrictions should be applied for religious sermons on the Square.

RESOLVED: that the Town Clerk be given authority to introduce restrictions on the use of the Square for religious sermons.

55. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Community Orchard – Cllr Gillian Massey reported on the Apple Day to be held on Saturday 15 October.

Borough Gardens – Cllr Maggie Ray reported on the recent ‘No Limits’ event held in the Gardens, as part of the Hat Festival.

Christmas Cheer – the Town Surveyor said that the Christmas Cheer Bingo night was to be held on Friday 21 October in the Town Hall.

Museum Trust – Cllr Sarah Williams reported on the AGM and all on schedule with the works and the Trust was very grateful to the Town Surveyor for all his advice and support. The work was due to start in early October.

Friends of the Museum – Cllr Sandra Brown reported on the Quiz Night to be held on Saturday 8 October at the Royal British Legion hall.

56. ANNOUNCEMENTS

The Leader of the Council reported on the proposed site visit to the Chantry on Friday 23 September at 2pm. Whilst numbers were limited, if any councillors were interested in attending, they should let the Town Clerk know.

RESOLVED: that the update be noted.

57. PAYMENT OF ACCOUNTS

The Town Clerk presented List 2 of the 2016/17 accounts, in the sum of £233,419.24, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

58. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

59. INSURANCE

The Town Clerk reported that the annual insurance cover had recently been renewed, with effect from 1 September 2016.

RESOLVED: that the update be noted.

60. MOUNTFIELD FUTURE USE AND PROPERTY ISSUES

The Town Clerk reported that options for the future use of rooms at Mountfield had been considered, but further public sector uses had not proved to be possible and a commercial letting was now to be progressed.

The update was noted.

61. STAFFING MATTERS

There was nothing to report.

62. HONORARY TOWNSPERSON NOMINATIONS

Consideration was given to a report of the Town Clerk, ENCL: 3135. He also updated on a further nomination received.

RECOMMEND: that the nominations received be reported to, and voted on, at the full Council.

The meeting closed at **9.00p.m.**

The next meeting of the Committee will be held on 9 November 2016