

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 15 June 2016 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman from item 2)

Cllrs: Geoffrey Ackerman Gillian Massey
Sandra Brown (from 7.20) Martin Ray
Kelvin Clayton Anne Rickard
Keith Day Sarah Williams

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr Maggie Ray be elected Chairman of the Committee for the ensuing municipal year 2016/2017.

Cllr Maggie Ray in the Chair

2. ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr Gillian Massey be elected Vice Chairman of the Committee for the ensuing municipal year 2016/2017.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

There were no apologies for absence.

4. MINUTES

The minutes of the meeting of the Committee held on 23 March 2016 were confirmed as a true and correct record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Councillor Sarah Williams declared a non-pecuniary interest in minute 12, the Coastal Community Team, as a member of the Bridport Area Development Trust and left the room while the Committee came to a decision and voted on this item.

6. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 7 June 2016 be received and the following recommendations be approved: -

(Min 5) ROLE OF SUB COMMITTEE AND ITS TERMS OF REFERENCE

RECOMMEND: that the terms of reference of the Sub Committee shall be:

The purpose of the Sub Committee is to keep under review the corporate governance of the Town Council, including audit arrangements and to scrutinise the performance of the Town Council in this area and in the delivery of its services.

The Sub Committee shall:

- Receive regular reports on Audit matters and all related corporate governance issues, to ensure that adequate control systems are in place to manage the Town Council effectively and in accordance with legal requirements and the advice of the Audit Commission
- Maintain an overview of the Town Council's key control measures e.g. Standing Orders, Financial Regulations and Members Code of Conduct
- Monitor the effective development and operation of risk management
- Receive reports from the Internal Auditor and monitor the implementation of the Annual Audit Plan
- Recommend a work programme of scrutiny reports.
- Consider and make recommendations on the Annual Grant applications and Service Level Agreements.

The Sub Committee shall report to the Finance and General Purposes Committee

(Min 6) ELECTRONIC BANKING & REVISED FINANCIAL REGULATIONS

RECOMMEND: that the Town Clerk be given delegated authority to introduce electronic banking, in accordance with Financial Regulations.

(Min 9) GRANTS 2016/17 AND SLA REVIEWS

RESOLVED: that arrangements for the 2016/17 grants scheme be noted and the criteria for grants for smaller organisations be amended, to specify that the level of grant considered would normally be in the region of £500 (previously £250).

7. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2016

Consideration was given to a report of the Town Clerk, ENCL: 3097.

The Finance and Office Manager was thanked for all his work on the accounts.

RECOMMEND: that the Annual Accounts for 2015/16 be approved.

8. TOWN PLAN PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 3101.

RESOLVED: that the Town Plan projects update be noted.

9. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Councillors considered a report of the Town Surveyor, ENCL: 3098.

a. West Bay Play Area

The play area was now open and arrangements underway for the official opening at Noon on Thursday 7 July.

RESOLVED: that the update be noted.

b. Vehicle Replacement Programme

RESOLVED: that a replacement tractor be purchased at a cost of no more than £15,000 with the original machine retained to assist with the verge cutting contract work around the town. The costs to be met from reserves.

Other updates reported for information

- Arrangements to introduce parking at Plottingham were being worked up.
- Park and Ride was covered later in the agenda.
- Routine repairs were underway on the first and second floors of Mountfield.
- Assistance was being provided to many events in the town this year.

10. WORKING GROUPS TERMS OF REFERENCE

It was agreed that this Committee would reappoint the Budget Working Group at its next meeting in September, in time to look in detail at the 2017/18 budget. At this time and following a recommendation from the Planning Committee, it was:

RESOLVED: that a Section 106 Working Group be established, comprising all committee chairs, to look at the current funding held for Bridport and to consider options that could be recommended to the District Council for future distribution of funds held. The Working Group to report back to this Committee.

11. COMBINED AUTHORITY DORSET CONSULTATION

Councillors considered a report of the Town Clerk, ENCL: 3100.

Dorset Councils Partnership, including West Dorset District Council, was consulting on proposals for a combined authority in Dorset, with a deadline of 17 June.

The following concerns were expressed by members:

- There had been a short consultation period.
- There was a “democratic deficit” in the proposed membership just being one member from each authority.

- This was another layer of governance, which appeared to be taking decisions away from local communities and was being driven by central, rather than local, government priorities.
- The main emphasis appeared to be on economic growth, which could adversely impact on other Council activities and services. The experience has been that larger economic funding tended to go to urban, rather than rural, areas.

RECOMMEND: that the Town Clerk, in consultation with the Leader of the Council, be given delegated authority to respond including the comments above, to meet the 17 June deadline.

12. COASTAL COMMUNITY TEAM – APPLICATIONS TO COASTAL COMMUNITY FUND

Councillors considered a report of the Town Clerk, ENCL: 3103.

RESOLVED:

- a. that the bids for Bridport and West Bay included within the Dorset Coast Forum's application to the Coastal Community Fund (CCF) – Cycle Routes and Heritage Trail - be noted and endorsed.
- b. that Town Council funding of £5,000 be earmarked to support the West Bay Methodist Chapel application to the CCF.
- c. that the use of the previously earmarked CCT funding of £3,000 for minor environmental improvements in West Bay be endorsed, as in paragraph 7.0 of the report.

13. MELPLASH SHOW ARRANGEMENTS

The Town Clerk reported on the increased interest in using the Town Council marquee this year and that the anticipated cost saving may not therefore be realised.

RESOLVED: that the update be noted.

14. MILLENNIUM GREEN TRUST

Cllr Gillian Massey, the Town Council's representative on the Trust, reported on the ongoing work and the AGM to be held in Mountfield on 16 June.

It was noted that Peter Broomhead was to stand down as Chairman and Elizabeth Gale and Bernard Paull were also standing down as Trustees. Members asked to record the Town Council's thanks for all their work as Trustees.

RESOLVED: that the update be noted and the Town Council's thanks be recorded to Peter Broomhead, Elizabeth Gale and Bernard Paull, for all their work as Trustees.

**15. TOURIST INFORMATION CENTRE –
FUTURE MANAGEMENT ARRANGEMENTS**

Councillors considered a report of the Town Clerk, ENCL: 3095.

RECOMMEND:

- (a) that the Town Council take over the management of the Tourist Information Centre from West Dorset District Council.
- (b) that the one off transitional funding of £150,000 from the District Council be accepted.
- (c) that, as part of the agreement, the authority to run the market be transferred to the Town Council and the current licence arrangement with the District Council, including the payment of an annual fee, ends.
- (d) that the Town Clerk be given delegated authority to agree the details of the transfer arrangement, to include meeting any costs of additional TIC staff time that may be required in assisting with the transitional arrangements, up to a maximum of £5,000, to be met from within the delegated services budget.
- (e) that it be noted that the transfer and transitional agreement was subject to the approval of the District Council.

16. YOUTH CENTRE

Councillors considered a report of the Town Clerk, ENCL: 3105.

Cllr Kelvin Clayton, the Town Council's representative on the Trust, provided an update.

Members thanked all the people involved in setting up the Trust, which it was hoped would be formally registered very soon and particularly thanked the outgoing Youth Centre Manager, James Ward-Rice, for all his work and support during the transitional period.

RESOLVED: that the update on the project to safeguard the Youth Centre be noted and that the Town Council acts as the accountable body, pending the formal constitution of the Trust.

17. NEIGHBOURHOOD PLAN

Councillors considered a report of the Town Clerk, ENCL: 3106.

RESOLVED: that the update on the Neighbourhood Plan project be noted and that the new Project Manager and Community Initiatives Officer, Katy Graham, was due to begin her employment with the Town Council on Monday 4 July.

18. HOME PROJECT – EXILE ART PROJECT 2017

The Town Clerk reported that, following the very successful Home Project on Democracy in 2015, it was hoped to provide another major project in 2017. It was

being asked, at this stage, if the Town Council would give its support in principle to assist with funding applications. Further information would be reported to members as the project develops.

RESOLVED: that in principle support be given to the Home Project proposed for 2017.

19. PROPERTY TRANSFERS / LEASES – INCLUDING FOOTBALL CLUB CAR PARK

The Town Clerk reported that it was expected that the agreement with the Football Club for the use of the car park would be signed soon, as previously agreed by the Town Council.

RESOLVED: that the update be noted.

20. LSI, MUSUEM AND ARTS CENTRE CAPITAL PROJECTS UPDATE

The Town Clerk reported on the latest position on these projects and in particular that the Museum project now had its approval from HLF to commence the capital works. He would therefore release the agreed Town Council contribution of £5,000.

RESOLVED: that the update be noted.

21. DAPTC

Councillors considered ENCL: 3102.

RESOLVED: that the services provided by DAPTC be noted and the 2016/17 subscription be approved, at a cost of £1,039.16.

22. COUNCIL MEETING – OPEN PUBLIC FORUM PROCESS

The Town Clerk reported on the proposed first Open Public Forum at Council on 21 June. The issue to be discussed, agreed by the Council, was “how do you increase public participation in local government.” As the subject had been proposed by Cllr Kelvin Clayton, it was agreed that he would introduce the subject at the meeting.

RESOLVED: that the new format be noted as above.

23. USE OF ASKER MEADOWS – PLANNING APPLICATION

Councillors considered a report of the Town Clerk, ENCL: 3096.

RESOLVED:

(1) that the planning application for temporary parking on Asker Meadows and siting of the temporary classroom be withdrawn and there be a report back to a future meeting of this Committee, on the future management arrangements for Asker Meadows, following discussion with the Friends of Asker Meadows and the existing Asker Meadows Nature Reserve Steering Group.

(2) that the process for the future consideration of Town Council planning applications be approved, as set out in the report.

24. HONORARY TOWNSPERSON PROCESS

It was felt that more time was needed to make a decision on the award during the lifetime of this Council and this matter should be considered further and a decision taken in September.

RECOMMEND: that the Town Council make a decision on a nomination in September 2016.

25. REPORTS FROM OUTSIDE BODIES

Cllr Anne Rickard confirmed that Food Festival arrangements were on track for the coming weekend.

Cllr Martin Ray reported on recent meetings with the Bridport & District Tourism Association.

26. PARK AND RIDE ARRANGEMENTS FOR 2016

The Town Surveyor reported the arrangements for this year's Park and Ride, which will run on market days from Saturday 23 July to Saturday 3 September 2016.

RESOLVED: that the update be noted and the Town Surveyor be given delegated authority to make the arrangements and agree the contract.

27. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 3099.

RECOMMEND:

(1) that the list of representatives on outside bodies be approved as in the Appendix attached.

(2) that the authorised signatories for cheques / electronic banking payments shall be Councillors Geoffrey Ackerman, Sandra Brown, Martin Ray and Dave Rickard.

28. ANNOUNCEMENTS

The Leader of the Council reminded members of the Food Festival on 18 June.

29. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2016/17 accounts, in the sum of £231,691.25, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

30. 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:

31. STAFFING MATTERS

There were no issues raised.

32. PROPERTY MATTERS

The Town Clerk reported on the latest position with the rooms at Mountfield, the ongoing work and the need to ensure full occupancy later this year.

RESOLVED: that the update be noted.

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

The next meeting of the Committee will be held on 14 September 2016

Minute 27 – Appointments and Representatives of the Council 2016/2017

A35/Miles Cross Advisory Group	Cllr Sarah Williams
Asker Meadows Steering Group	Cllr Gill Massey
Axe Valley and West Dorset Ring and Ride Service	Cllr Sarah Horniman
Bridport & District Tourism Association	Cllr Martin Ray
Bridport & West Dorset Sports Trust Management Committee	Cllr Eddie Colfox
Bridport & District Community Football Partnership	Cllr Geoffrey Ackerman
Bridport Area Development Trust	Cllr Sarah Williams
Bridport Arts Centre Management Committee	Cllr Barry Irvine
Bridport Chamber of Trade and Commerce	Cllr Sarah Williams
Bridport Charities Trustees	Cllr Gill Massey, Town Mayor - ex officio, one vacancy.
Bridport Citizen's Advice Bureau Management Committee	Cllr Barry Irvine
Bridport Neighbourhood Justice Panel Steering Group	Cllr Dave Rickard and Cllr Ros Kayes
Bridport Community Orchard Group	Cllr Maggie Ray
Bridport Hat Festival	Cllr Sarah Williams
Bridport Heritage Forum	Cllr Gill Massey
Bridport Local Area Partnership (BLAP)	Cllr Sarah Williams and Cllr Gill Massey
Bridport Food Festival Committee	Cllr Anne Rickard
Bridport Millennium Green Trust	Cllr Gill Massey
Bridport Museum Trust	Cllr Geoffrey Ackerman & Cllr Sarah Williams
Bridport Young Persons Action Trust	Cllr Kelvin Clayton
Bridport Youth and Community Centre	Cllr Kelvin Clayton
Bridport/St Vaast La Hougue Twinning Association	Cllr Sarah Horniman and Cllr Geoffrey Ackerman
Chancery House	Cllr Keith Day and one vacancy
Christmas Festival Committee	Cllr Anne Rickard
Coastal Community Team	Cllr Sarah Williams
Crime Prevention Panel	Cllr Martin Ray
DORBAG (Dorset Broadcasting Action Group)	Vacancy
Dorset Age Partnership	Vacancy
Dorset Association of Parish & Town Councils	Cllr Sarah Horniman and one vacancy
Dorset Coast Forum	Cllr Dave Rickard
Jurassic Coast Communities Forum	Cllr Sandra Brown
Skills for Self-Reliance	Cllr Ros Kayes
Skills Training Bridport	Cllr Kelvin Clayton
The Stephen Rook Memorial Fund	Cllr Martin Ray
West Bay Forum	Cllr Ros Kayes
West Dorset Western Area Transport Action Group	Cllr Ros Kayes