

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 23 November 2011 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray (Chairman)

Cllrs: G.J. Ackerman
Mrs M.J. Ray

D.R. Tett
Ms A-M.A. Vincent

PUBLIC FORUM

Mr Peter Brownlow, Mr John Lipscombe and District Councillor Keith Day spoke in support of the First Dorset Credit Union and its need to find suitable premises on Wednesday and Saturday mornings.

66. APOLOGIES

Apologies for absence were submitted on behalf of Cllr: Miss S.A. Brown, P.J. Colfox, J.T. May, D.G. Rickard and K.G. Wallace.

67. MINUTES

The minutes of the special meeting of the Committee held on 4 October 2011 were confirmed as a true and correct record and signed by the Chairman.

68. DECLARATIONS OF INTEREST

There were no declarations of interest.

69. MARKET AND BUSINESS LIAISON SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 1 November 2011 be received and noted and the recommendation therein be approved as follows: -

RESOLVED:

- a. that the Town Clerk discuss the fees for 2012/13 with the National Market Traders' Federation, to be reported back to the next meeting of this Sub Committee, prior to approval.
- b. that to support the Wednesday market, in January and February 2012 only, the stall fees on Wednesdays to be no more than £5 for registered traders.

70. TOWN HALL AND BUCKY DOO WORKING PARTY

The Town Clerk was asked to confirm the arrangements with Palmers to mark the opening of the Town Hall with a special bottled beer.

RESOLVED: that the minutes of the meetings of the Working Party held on 22 September and 28 October 2011 be received and noted, and

RECOMMEND: to note and endorse the arrangements for Palmers to provide a bottled beer to mark the opening of the Town Hall.

71. TOWN HALL HERITAGE AND CONSERVATION PROJECT

Consideration was given to a report of the Town Clerk, ENCL: 2467.

The Town Clerk provided an update on progress.

The Town Clerk explained that, as previously reported, there would be a variation to the contract agreed with Farnrise to cover the unexpected and essential structural works, which were required. The figure could be in region of £200,000 although all additional costs would be verified by the retained Quantity Surveyor and Architect before any payment was made. The cost of the capital works would still be within the agreed project budget.

The additional works required had also meant an additional eight weeks being added on to the timetable, but it was still hoped that the TIC would be able to move into the building in January and that it would be open to the public as planned that month. Public bookings would be available from March, as planned.

In response to comments in the Public Forum, the Town Clerk said that he had met with the Credit Union and whilst he had hoped to find some space for them to meet, following further consideration, it was not considered feasible to accommodate them as they wished in the Town Hall. He could though seek to see if there were any other options that could be pursued.

RESOLVED:

- (a) that the position on the Town Hall Heritage and Conservation Project be noted, as outlined in the report,
- (b) that the Town Clerk in consultation with the Leader of the Council be given delegated authority to agree the contract variation payments, within the agreed project budget, and
- (c) that the Town Clerk discuss with the Credit Union what other options were available to seek to help with their accommodation issues.

72. NEW TOWN CENTRE TOILETS – SOUTH STREET CAR PARK

Consideration was given to a report of the Town Clerk, ENCL: 2468.

The Town Clerk provided an update on progress. The new town centre toilets were being provided by West Dorset District Council and it had been agreed that the Town Council will manage the building project. Some preparatory work had started and the tenders for the building work had been issued, with the building work due to commence in late January.

To enable works at the Town Hall to continue, the current temporary toilet block outside the Town Hall was due to be moved to South Street Car Park, adjacent to where the new block will be built. It was proposed that the temporary block would be moved into place on Sunday 27 November.

RESOLVED:

- (a) that the service level agreement to deliver the new town centre toilets be noted, as summarised in the report, and
- (b) that the relocation of the existing temporary toilets to South Street Car Park be agreed.

73. MARKET CONDITIONS REVIEW

Consideration was given to a report of the Town Surveyor, ENCL: 2461.

RESOLVED: that the proposed amendments to the Market Conditions be approved, subject to consultation with the National Market Traders' Federation.

74. CEMETERY MANAGEMENT POLICY

Consideration was given to a report of the Town Clerk, ENCL: 2460.

RECOMMEND: that the draft management policy be approved for consultation with local funeral directors and monumental stonemasons.

75. REGENERATION GRANT PROPOSALS

Consideration was given to a report of the Town Clerk, ENCL: 2458.

It was reported that, in addition to the proposals to seek funding for the community web site of £1,000, a contribution of the same amount should be sought to support the additional provision of Christmas decorations this year.

RESOLVED: that the proposals set out above to seek funding from the West Dorset District Council Regeneration scheme be approved.

76. SERVICES ADMINISTERED BY THE SURVEYOR

The report of the Town Surveyor, ENCL: 2457, updated members on the following items: -

(a) Multi Use Games Area – planning approval was being requested and funding from the Football Association would be sought in the New Year.

(b) Street Lighting – there was nothing further to report at this stage.

(c) Christmas Lighting / Christmas Late Night Shopping – there would be seven sets of cross street lighting this year and all shops had been asked to have a Christmas tree above their premises.

(d) Allotments – it was hoped that the new allotments in Priory Gardens would be ready for letting in the spring.

(e) Winter Maintenance – 14 grit bins were now in place and another 6 were on order.

(f) CCTV – work was ongoing with Magna to put the mobile camera up in various locations around the town.

(g) South Street Gas Works – the latest position had been reported in the local papers that week. More information on progress would be reported when this was known.

The update reports were noted.

77. EXTERNAL AUDIT 2010/2011 – COMPLETION OF AUDIT

Consideration was given to a report of the Town Clerk, ENCL: 2456.

Members welcomed the outcome of the annual audit and that no issues requiring action had been raised.

RECOMMEND: that the completion of the audit be noted.

78. FINANCIAL ESTIMATES 2011/2012 – 2nd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 2455.

RECOMMEND: that the 2nd revision of the estimates for the year 2011/2012 be approved.

79. TOWN PLAN REVIEW UPDATE

The Town Clerk reported that to allow time for further comments to be considered, particularly from students at Colfox School, it was proposed to extend the consultation period and the Plan would be finalised in the New Year. The draft Plan, agreed by the Council, would be used to assist with the preparation of the budget for next year.

RESOLVED: that the update be noted and the proposed extension of the consultation period be endorsed.

80. RENEWABLE ENERGY PROJECT – PLOTTINGHAM

Consideration was given to a report of the Town Surveyor, ENCL: 2459.

The Town Surveyor reported that following the award of the contract, this work will be carried out on Saturday 26 November.

RESOLVED: that the award of the tender be noted and the proposed funding from the Environment Committee budget of £9,416.80 be approved with a virement from the special projects budget of £6,000 to the Environment budget.

81. WEST BAY – CONVERSION AND USE OF FISHERMAN'S GREEN FORMER TOILET BLOCK

Consideration was given to a report of the Town Surveyor, ENCL: 2462.

RESOLVED: that the submission of an application for funding from the West Dorset West Bay Enhancement Fund to support the costs of the conversion of this building be approved.

82. PROGRESS ON ASSET TRANSFERS FROM WEST DORSET DISTRICT COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 2463.

It was reported that the transfer documents for three of the prioritised sites had been received and were being progressed.

It was hoped that the transfer of the Park Road site could be progressed relatively quickly, to allow the Community Orchard Group to plant some trees in March. A proposed Design and Management Plan would be brought to the next meeting of this Committee.

RESOLVED: that the update be noted.

83. PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2466.

RESOLVED: that the report be noted.

84. COMMUNITY FIRST PROGRAMME – BRIDPORT SOUTH AND BOTHENHAMPTON - GRANT

The Town Clerk reported that a Government scheme had allocated funding of almost £17,000 to the Bridport South and Bothenhampton area. A panel of 4-8 local people in those areas was required to oversee the programme and award the grants. It was proposed that the Town Council, in consultation with Bothenhampton and Walditch Parish Council, should seek to facilitate the process and offer support, where it could, to ensure that the funding was made available to Bridport South and Bothenhampton.

RESOLVED: that the programme be noted and the Town Clerk report back on whether the Town Council was able to help establish the mechanism to allocate the funding, in accordance with the scheme criteria.

85. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

The Town Clerk reported that there was a vacancy on the Town Hall and Bucky Doo Working Party.

RECOMMEND: that Cllr G.J. Ackerman be appointed to the Working Party.

86. WEST BAY METHODIST CHAPEL - UPDATE

The Town Clerk reported that the Development Trust was in the process of producing a Business Plan for the Chapel and working on the transfer documents from West Dorset District Council. The Town Surveyor had been providing assistance with work on a management plan and identifying building works required.

RESOLVED: that the update be noted.

87. DORSET COUNTY COUNCIL – PROPERTY REVIEW

The Town Clerk updated members on the ongoing County Council review of property. Further meetings were likely to be held in January, prior to any proposals coming forward for consultation.

RESOLVED: that the update be noted.

88. SPIRIT OF BRIDPORT AND 2012 – SUPPORT FOR EVENTS

Councillors considered a report of the Town Clerk, ENCL: 2464.

RESOLVED: that the report be noted and discussions take place with the Spirit of Bridport on further support for their project and marking the progress of the Olympic torch through the town on 12 July 2012.

89. DIAMOND JUBILEE CELEBRATIONS FUNDING

Councillors considered a report of the Town Clerk, ENCL: 2465, on funding available to mark the Jubilee and on the events that the Town Council was aware of, that were happening locally.

RESOLVED: that the report be noted.

90. CORRESPONDENCE

The Town Clerk reported receipt of several thank you letters from the recent round of grant awards.

91. ANNOUNCEMENTS

The Leader of the Council reported on the need for identification badges for the new councillors and the former mayor's badges, as previously agreed.

The Town Clerk reported on the Localism Act being given royal assent and the ongoing District Council local plan consultation meetings. Both these issues would be on the agenda for the next Town Council meeting.

92. PAYMENT OF ACCOUNTS

The Town Clerk presented List 3 of the 2011/12 accounts, in the sum of £435,095.15, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

93. 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:

94. MAGISTRATES' COURT – RIGHT OF WAY

The Town Clerk reported on the latest position, which was noted.

95. LAND AT REAR OF 8, PROVIDENT PLACE

The Town Clerk reported the valuation received and the offer made by the householder. In line with the previous decision of the Committee, the Town Clerk had authority to agree a settlement.

RESOLVED: that the proposed settlement be approved as reported.

96. STAFFING MATTERS

The Town Clerk reported on two matters:

- the need for additional cleaning resources when the Town Hall opens,
- the ongoing apprenticeship scheme.

RESOLVED: that the Town Clerk be given authority to progress additional cleaning resources needed for the Town Hall, with a report back to the next meeting of this Committee.

The meeting closed at **8.27 p.m.**

The next meeting of the Committee will be held on 18 January 2012