

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 23 July 2014 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray
Cllrs: G.J. Ackerman Mrs M.J. Ray
Ms G.E. Massey

Also in attendance: Cllrs D.G. Rickard, Mrs E.A. Rickard and Ms S.J. Williams.

PUBLIC FORUM

There were no speakers in the public forum.

35. APOLOGIES

Apologies for absence were submitted on behalf of Cllrs D.R. Tett and Ms A-M.A. Vincent.

The Chairman reported that he and other members of the Council had attended the funeral of Sir John Colfox and he asked that the Council remember Sir John on this day.

36. MINUTES

The minutes of the meeting of the Committee held on 11 June 2014 were confirmed as a true and correct record and signed by the Chairman, subject to the following amendment to Min. 27 - Appointments and Representatives of the Council. The representatives for the following organisations should be:

Bridport Heritage Forum	Cllr Ms G.E. Massey
Bridport Food Festival Committee	Cllr Mrs E.A. Rickard
Christmas Festival Committee	Cllr Mrs E.A. Rickard

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. MARKET AND BUSINESS LIAISON SUB COMMITTEE

The minutes of the meeting held on 22 July 2014 were circulated at the meeting.

RESOLVED: that the minutes of the meeting of the Sub Committee held on 22 July 2014 be received and the following recommendations be approved.

(Min no.5) TOURIST INFORMATION SERVICE IN BRIDPORT

Members referred to the discussion, at the meeting, with the West Dorset District Council Head of Tourism and Events and the report that the proposed saving across the tourism service was £300,000 from a budget of only £340,000. It was also confirmed that, as well as initial consideration by the Sub Committee Working

Group, the options for the service would be looked at by this Committee's Budget and Service Review Working Group.

RESOLVED: that the options for the TIC service provision be considered initially by the Sub Committee Working Group, prior to being reported back to the Town Council.

(Min 6) **ONGOING ISSUES – REPORT BACK FROM SUB COMMITTEE WORKING GROUP**

RESOLVED:

- (1) that the issues raised above (in the minutes) be noted and the Sub Committee Working Group meet again on Friday 1 August at 10am.
- (2) that the membership of the Working Group be agreed, as in the minutes.

39. BUDGET AND SERVICE DELIVERY WORKING GROUP REPORT BACK

Councillors considered a report of the Town Clerk, ENCL: 2852.

The Working Group had also met on 21 July and made further comments on the reviews and considered additional sections of the Town Council's budget.

The Working Group had now completed its review of the budget and its full list of recommendations, with actions, would be reported to the September meeting of this Committee.

RESOLVED:

- (1) that the meetings of the Working Group be noted and a report on the recommendations in respect of the budget be submitted to the September meeting of this Committee.
- (2) that Cllrs D.G. Rickard and Ms S.J. Williams, along with the Town Clerk, attend a budget review workshop at West Dorset District Council on Monday 1 September 2014.

40. FOOTBALL CLUB AND CAR PARK UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2855.

The Town Clerk updated on discussions relating to the proposed amendments to the Football Club lease. Main issues included:

- Town Council to be responsible for drains and maintenance of the car park. The Football Club to meet the cost of electricity to the car park machine and use of electricity for the floodlights at the MUGA, with a charge for users of the MUGA, to meet those costs, to be agreed.
- Free parking for the Football Club on match days.
- Any layout or car park charges changes to be agreed with the Football Club.

- Car park income to be split 50/50 with the football club and Town Council, after deduction of any management costs.
- There was also a need to agree arrangements for maintenance and cleaning of the new changing rooms, used by both the club and local teams.

As agreed previously by the Town Council, the Town Clerk had delegated authority to agree the changes to the lease.

RESOLVED: that the current position on the discussions in respect of the Football Club lease be noted and endorsed as above.

41. SOUTH STREET FEASIBILITY FUNDING

Councillors considered a report of the Town Clerk, ENCL: 2851.

RESOLVED: that £3,500 funding for Dorset County Council to conduct the South Street Feasibility work be approved, to be met from the Town Plan projects budget 2014/15.

42. EVENTS – WORLD WAR 1 EXHIBITION, PARADE ETC

The Town Clerk reported on the events to commemorate World War 1, in particular the Bridport Heritage Exhibition “Keep the Home Fires Burning”, taking place in the Town Hall from August 9 to 25 and the Civic Parade on 3 August. All Councillors had been asked to assemble for the Parade at 10.20am in the Town Hall.

The update was noted.

43. EVENTS 2015 – INCLUDING MAGNA CARTA

Councillor D.G. Rickard reported on the current proposals to mark the event next year, starting with the Community Fair in February, celebrations to mark Magna Carta in June and other activities, including producing a new Citizen’s Charter. The Home Democracy Project would hopefully take place later in the year.

More information would be reported to the next meeting of this Committee.

The update was noted.

44. GROUNDS MAINTENANCE EQUIPMENT AND ADDITIONAL CHRISTMAS LIGHTING

Councillors considered a report of the Town Surveyor, ENCL: 2854.

The Town Surveyor provided more information on the proposed purchases and outlined why they were considered to be necessary, to enable the Town Council to meet its increased maintenance responsibilities.

RESOLVED:

- (1) that the following purchases be approved, to assist with the maintenance of the open spaces, especially bearing in mind the Town Council’s additional responsibilities:

Mulch Mower at a cost of £4,438 and a replacement Hand Mower at a cost of £1,500. The costs to be met from the Grounds Equipment budget of £5,410, with the balance to be met from the Grounds Equipment Maintenance budget 2014/15.

- (2) that additional Christmas lights, to be fixed to the new street lights, be approved at a cost of no more than £1,500, to be met from the 2014/15 Christmas Lights budget.

45. USE OF ASKER MEADOWS - 2015

The Town Clerk reported on the following dates for events on Asker Meadows next year:

Food Festival 13 June

Circus arrive 28 June, shows 1 to 5 July and leave on 5 July

Jurassic Music Festival 11 July.

Members felt that as long as it was considered that the site could recover in between events, then these dates would be acceptable.

RESOLVED: that the proposed dates for events on Asker Meadows in 2015 be approved.

46. DORSET COUNTY COUNCIL COMMUNITY HUB PROPOSALS

Councillors considered a report of the Town Clerk, ENCL: 2856.

It was noted that the Town Council had not been formally consulted on the hub proposals and the additional information had only been made available this week.

The following comments were made:

- the Town Council was expecting to be fully involved in the next stages of this process, as agreed by the County Council's Cabinet, which resolved to engage with local organisations and the Town Council on the proposals for the community hub. This did not seem to be happening at this stage in the process, particularly in the selection of the two preferred options.
- additional time was needed for consultation with the Town Council on the hub proposals, in line with the decision of the Cabinet.
- members asked about the rationale in moving the Registrars to the new building, when there was already a popular and well used venue at Mountfield.
- would the inclusion of income generating activities be at the expense of community facilities. It was felt that more information was needed on this element.
- it was important to ensure sufficient room for Oh Crumbs and it was asked how much consultation there had been with them on this proposal.

- there was a need for an assurance that nothing was to happen to Sidney Gale until a replacement facility had been built.

RESOLVED: that the comments above be sent to Dorset County Council with a request that further time was allowed for consultation with the Town Council on the options for the community hub.

47. FREEDOM MARCH – REPORT BACK

The Town Clerk reported on the successful Freedom March, the Town Council's costs for which would be met from within the agreed budget of £1,500.

It was proposed to make a donation to the Camera Club of £100 for their work on the day in producing a photographic record of the event, which could be used by the Town Council. A donation of £100 would also be made to St John Ambulance for their work on the day.

RESOLVED: that the update be noted and the donations to the Camera Club and St John Ambulance be approved as above.

48. FEES AND CHARGES AMENDMENTS

Councillors considered a report of the Town Clerk, ENCL: 2858.

RESOLVED: that the following amendments to fees and charges be approved.

- Cemetery – use of the Chapel £75 (with double fees to apply for non-parish residents).
- Community Web Site – advertisers in the Town Guide to also be featured on the web site, at no further charge, for one year.
- Use of St Mary's Football Pitches – consultation to take place with Youth teams regarding possible charging to cover the costs of maintaining the pitches. To be reported back to this Committee before a decision was taken.
- Multi Use Games Arena – free of charge during the day and charge to cover the cost of electricity for the floodlights, to be agreed by the Town Clerk
- Craft Fairs in the Town Hall and Exhibition Space bookings – Town Clerk to be given delegated authority to agree an administration fee with the Tourist Information Centre, as they now arrange the bookings.

49. WEST BAY WATER SPORTS CENTRE – PROJECT DELIVERY UPDATE

Councillors considered a report of the Town Surveyor, ENCL: 2857.

RESOLVED:

- (1) that the update be noted and proposed additional funding be approved in the closed session.

- (2) that the Town Surveyor be given delegated authority to make payments within the agreed budget and in line with authorisation from the contract administrator.

50. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Bridport Community Orchard - Cllr Ms G.E. Massey reported that on 7 August the community allotment at the Orchard was to hold an event to mark National Allotments Week.

Bridport Area Development Trust - Cllr Ms S.J. Williams reported that the West Bay Chapel was now open during the Summer.

Borough Gardens - Cllr Mrs M.J. Ray reported on a successful planting day, earlier that week.

Food Festival – Cllr Mrs A.E. Rickard stated that the Festival had been a great success. The Chair, Co-ordinator and Secretary were stepping down and new replacements were being sought.

Arts Centre – Cllr C.M. Ray, although not the Town Council's representative, could report that the Centre was currently looking to recruit a new Director. In view of other commitments, he was stepping down as a Trustee.

51. CHALK AND CHEESE: DRAFT LOCAL DEVELOPMENT STRATEGY

RESOLVED: that the Town Clerk, in consultation with the Leader of the Council, be given delegated authority to respond to the document.

52. OPENESS OF LOCAL GOVERNMENT – NEW REGULATIONS

Councillors considered a report of the Town Clerk, ENCL: 2853.

RESOLVED: that the new requirements under the Openness of Local Government Bodies Regulations 2014 be noted and a further report be received at the Committee's next meeting, with proposed amendments to Standing Orders and a Protocol on officer decisions to be published.

53. CODE OF PRACTICE ON TRANSPARENCY

The Town Clerk reported that, although the Code was not mandatory for the Town Council, it was proposed to publish on the web site the list of payments as presented to this Committee.

RESOLVED: that the Town Clerk be given delegated authority to agree the format for publication of Town Council payments.

54. ANNOUNCEMENTS

The Town Mayor hoped for support from councillors at the Civic Parade on Sunday 3 August, to commemorate World War 1 and also that members would support the proposed peace vigil on 4 August, when the details had been finalised.

55. 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:

56. WEST BAY WATER SPORTS CENTRE – CONTRACT UPDATE

Councillors considered a report of the Town Surveyor, ENCL: 2859.

RESOLVED: that the proposed contingency sum be approved, as set out in the report.

**57. OTHER PROPERTY MATTERS –
MAGISTRATES' COURT AND MOUNTFIELD LEASES**

The Town Clerk updated, for information, on these ongoing issues.

58. STAFFING MATTERS

Councillors considered a report of the Town Clerk, ENCL: 2860 and an addendum that was circulated at the meeting.

RESOLVED:

- (1) that proposals set out in the report relating to the further temporary employment of the apprentice be approved.
- (2) that the proposal to take on a new apprentice for the office be approved and the job description and proposed pay grade be reported to the next meeting of this Committee for approval.
- (3) that further staffing requirements for 2014/15 be considered as part of the budget making process.

The meeting closed at **8.30 p.m.**

The next meeting of the Committee will be held on 10 September 2014