

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 8 March 2011 at 11.00 a.m.

PRESENT Cllr Miss S.A. Brown (Chairman)

Cllrs: G.J. Ackerman
K.A. Day
C.M. Ray

Mrs M.J. Ray
Ms S.J. Williams

Also in attendance: Cllr: D.G. Rickard (ex-officio) and K.G. Wallace.

PUBLIC FORUM

There were no members of the public present.

32. APOLOGIES

Apologies for absence were received from Cllr: C.D. Wild.

33. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 14 December 2010 were confirmed as a correct record and signed by the Chairman.

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. INTERNAL AUDIT 2010/11

The Town Clerk reported that Accounts and Audit Services Ltd had made the second of three visits for 2010/2011 and had made no observations.

The update was noted and the Office Manager was thanked for all his work.

36. FUTURE OF AUDIT

Consideration was given to a NALC circular, ENCL: 2349.

The Town Clerk outlined the main elements of the consultation document on the future of audit. The consultation was aimed at national representative bodies and the National Association of Local Councils would be making a full response. Generally, the proposals would not adversely affect the Town Council.

RESOLVED: that the consultation document be noted.

37. ROOM BOOKINGS

The Town Clerk reported that he intended to draft a policy in relation to room bookings.

RESOLVED: that a draft policy on room bookings be considered at a future meeting of this Sub Committee.

38. EMPLOYMENT POLICIES

The Town Clerk reported that he was working on revised disciplinary and grievance policies, which he hoped to report to the next meeting of the Finance and General Purposes Committee.

The update was noted.

39. ASSET REGISTER

Consideration was given to a report of the Town Clerk, ENCL: 2348.

The Town Clerk confirmed that the Register had been prepared on the same basis as in previous years.

RECOMMEND: that the asset register be endorsed for 2011 and the Town Clerk be given delegated authority to make any final amendments.

40. INVESTMENT REVIEW 2010/11 AND STRATEGY 2011/12

Consideration was given to a report of the Town Clerk, ENCL: 2345.

RESOLVED:

(a) that the investments made in 2010/11 be noted as in the report, and

RECOMMEND:

(b) that the annual investment strategy for 2010/11, attached as an Appendix to the report, be adopted without amendment for 2011/12.

(c) that the potential for environmental and ethical investments be considered in future reviews of the Strategy, subject to assurances on security and liquidity of investments.

41. CHEQUE SIGNATORIES

The Town Clerk reported the difficulties that would arise if the current cheque signatories were not re-elected at the forthcoming May elections.

RECOMMEND: that the Town Clerk be given delegated authority to take action to appoint further cheque signatories.

42. COMMUNITY WEB SITE

The Town Clerk presented the initial revamp of the www.bridportandwestbay.co.uk web site at the meeting. The site was still under development, but members felt that it looked good and noted that this would now be progressed by the Town Clerk, working with Ensign IT Services.

RESOLVED: that the new look community web site be noted.

43. TOWN GUIDE

The Town Clerk reported that the new guide had been circulated. The guide had received tremendous support from local businesses.

44. ELECTIONS 2011 AND MEMBERS' TRAINING

The Town Clerk reported that he would be arranging an induction meeting for all newly elected councillors, as soon as possible after 5 May.

The update was noted.

The meeting closed at **12:00 p.m.**

The next meeting of this Sub Committee will be on a date to be agreed at the next meeting of the Finance and General Purposes Committee