

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 22 March 2017 at 7.00 p.m.

PRESENT Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Gill Massey
Sandra Brown	Martin Ray
Kelvin Clayton	Anne Rickard
Keith Day	

Also present: Cllr Dave Rickard

## **PUBLIC FORUM**

There were no speakers in the public forum.

### **115. APOLOGIES**

An apology for absence was submitted on behalf of Cllr Sarah Williams.

### **116. MINUTES**

The minutes of the meeting of the Committee held on 18 January 2017 were confirmed as a true and correct record and signed by the Chairman.

### **117. DECLARATIONS OF INTEREST**

Councillor Kelvin Clayton declared an interest in agenda item 9 - Youth and Community Centre Trust Service Level Agreement. As the item did not concern the level of funding then it was not necessary to leave the room.

### **118. BEST VALUE AND SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE**

RESOLVED: that the minutes of the meeting of the Sub Committee held on 28 February 2017 be received and the following recommendations be approved:

**(min.35)**  
RECOMMEND: **Investment Review 2016/17 and Strategy 2017/18**  
that the Annual Investment Strategy for 2016/17, attached as an Appendix to the report, be adopted for 2017/18, subject to the Town Clerk bringing forward suggested revised wording to cover options for longer term, including ethical, investments.

**(min.36)**  
RECOMMEND: **Asset Register**  
that the Asset Register be approved for 2017 and the Town Clerk be given delegated authority to make any final amendments, before it is signed by the Chairman of the Finance and General Purposes Committee and the Town Clerk.

**(min.37)** **Grant Criteria for 2017/18**

RESOLVED that the existing 2016/17 criteria and application form be used unchanged for 2017/18.

**(min.38)**  
RESOLVED: **Grants to Larger Organisations**  
that the position on the Service Level Agreement grants to be noted and a new Service Level Agreement with the Youth and Community Centre Trust be agreed, prior to 1 April 2017, to include provision for staged payment of the grant funding.

**(min.40)**  
RESOLVED: **Annual Town Meeting Arrangements**  
that the arrangements for the Annual Town Meeting be noted and the meeting start at 6.00pm.

**119. MARKET AND BUSINESS LIAISON WORKING GROUP**

RESOLVED: that the minutes of the meeting of the Working Group held on 14 February 2017 be received.

**120. MARKET AND MARKET POLICY INCLUDING FEES FOR 2017/18**

Consideration was given to a report of the Town Clerk, ENCL: 3184.

RESOLVED: that the proposals to develop a Markets Policy be approved and the Market Fees remain unchanged for 2017/18 pending the review as described in paragraph 3.3 of the report.

**121. TOWN PLAN**

The Town Clerk updated members on the status of the priority projects.

RECOMMEND: that the review of the Plan be considered by members during April and May and be reported back to this Committee and full Council in June.

**122. TOURIST INFORMATION CENTRE UPDATE**

Consideration was given to a report of the Town Clerk, ENCL: 3185.

The Town Clerk reported on the first three months of operation. He also reported that it was necessary to upgrade the IT equipment in use by staff and that he would meet the costs from within existing budgets. There would be a full budget report to the next meeting of this Committee following the financial year end.

RESOLVED:

(a) that the report and the initial performance of the TIC since its transfer to the Town Council be noted.

(b) that the Committee receive an outturn report for the service over the full financial year 2016/17 at its next meeting, alongside a Business Plan for the service (including proposed policies on sales, stock etc).

(c) that the service continue to be managed in line with existing budgets and policies pending receipt of the above report in June.

(d) that the TIC Manager be authorised to make payments under all existing contracts/agreements.

### **123. YOUTH AND COMMUNITY CENTRE TRUST SERVICE LEVEL AGREEMENT**

Consideration was given to a report of the Town Clerk, ENCL: 3183.

RESOLVED: that the Service Level Agreement with the Youth and Community Centre Trust be approved, subject to the Town Clerk being given delegated authority to finalise the document in consultation with the Trust.

### **124. GRANTS**

The Town Clerk reported on the bus timetables produced by WATAG and the request for a continued funding contribution in 2017/18.

Also, the Hughes Unit Services Users Group had contacted the Town Council regarding the Bridport Mental Wellbeing Festival. The Town Council had agreed a grant of £500 to HUGS to support the work of the Group and the organisation of this event. However, HUGS had said that the event was to be much larger than planned and a separate organisation was to be established called "The Bridport Mental Wellbeing Festival". This would be independent of HUGS, although HUGS along with other organisations would play a part in it. A steering committee will be set up with a new constitution. It was asked if the grant of £500 given to HUGS could be transferred to the new organisation to support the Festival.

RESOLVED:

- (i) that WATAG be awarded £150 towards the cost of providing bus timetables in 2017/18,
- (ii) that the £500 awarded to HUGS in 2016/17 be transferred to the new Mental Wellbeing Festival organisation, subject to receipt of the Constitution and confirmation that the aims of the organisation were in accordance with the Town Council's grants criteria.

### **125. COASTAL COMMUNITY TEAM – REVIEW OF ECONOMIC PLAN**

The Town Clerk reported that the Economic Plan needed to be reviewed by 31 March and he would contact members of the Coastal Community Team regarding this process.

RESOLVED: that the update be noted.

### **126. SERVICES ADMINISTERED BY THE TOWN SURVEYOR**

Councillors considered a report of the Town Surveyor, ENCL: 3186.

Updates were provided on the following: -

- (i) St Cecilia's – allotment fencing to cost £2,800 from the commuted sum received from West Dorset District Council.

RESOLVED: that the increased costs be approved.

- (ii) Car Park – Plottingham – discussions are continuing with the Interim Parking Services Manager of West Dorset District Council regarding parking orders.

RESOLVED: that the update be noted.

- (iii) Asker Meadows – a new Constitution and Management Agreement were being produced and would also be reported to the Environment and Social Wellbeing Committee.

RESOLVED: that the update be noted.

The Town Surveyor also provided updates on:

- 'A' boards,
- A new grass cutting agreement under the Lengthsman scheme, with Chideock Parish Council.
- Magna Housing's wish to place a container in an inaccessible area of the Plottingham car park. The request from Magna was supported by members.

#### **127. MEMBERS' ALLOWANCES SCHEME**

RESOLVED: that the rate of Members' Allowances for 2017/18 remain at £757.

#### **128. CALENDAR OF MEETINGS**

Consideration was given to a report of the Town Clerk, ENCL: 3182.

RECOMMEND: that the calendar of meetings for 2017/19 be approved.

#### **129. LOCAL GOVERNMENT REORGANISATION UPDATE**

Consideration was given to a report of the Town Clerk, ENCL: 3187.

RESOLVED: that the update be noted and the work so far undertaken on assets and services and the principles being discussed with West Dorset District Council, in respect of the potential devolution of services and assets, be endorsed.

#### **130. BUDGET 2016/17**

The Town Clerk reported that work to prepare the annual accounts was underway.

RESOLVED: that the update be noted.

#### **131. PENSIONS DISCRETIONARY POLICY**

The Town Clerk reported on the current policy and it was noted that the Town Clerk would review the policy and report back on any proposed changes.

RESOLVED: that the update be noted.

**132. BUCKY DOO CONDITIONS OF USE**

The Town Clerk reported on the current conditions and the intention to ensure that the Square was not used by any group that may cause offence. If complaints were received then these would be investigated and the Town Council reserved the right to refuse any application.

RESOLVED: that the update be noted.

**133. WEBSITE AND TOWN GUIDE**

The Town Clerk reported on the proposed charges for joint web site/Town Guide advertising which were supported.

RESOLVED: that the update be noted.

**134. EVENTS 2017**

The Town Surveyor reported on the list of events for 2017 including the Season of Heritage, Love Your Local Market, a Folk Festival and the proposals for this year's Charter Fair.

RESOLVED: that the update be noted.

**135. COUNCIL MEETING OPEN FORUM**

The Town Clerk reported that the topic for the next Council meeting was Town Centre Traffic, including options for South Street.

RESOLVED: that the update be noted.

**136. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS – UPDATE ON RECENT MEETINGS**

The Town Clerk reported on the Annual Assembly to be held on 23 March.

RESOLVED: that the update be noted

**137. TOWN COUNCIL BUILDINGS RATEABLE VALUE AMENDMENTS**

The Town Clerk reported that information on the new rateable values was awaited.

RESOLVED: that the update be noted.

**138. BRIDPORT LOCAL AREA PARTNERSHIP – UPDATE**

The Town Clerk reported that the annual assembly would take place at the Town Hall on Thursday 30 March 2017 at 6.30pm. and that a meeting with BLAP local councils on arrangements for possible unitary authorities would take place at the same venue on Thursday 6 April 2017.

RESOLVED: that the update be noted.

**139. BRIDPORT COMMUNITY YOUTH PROJECT**

The Town Clerk reported on proposals to support the Project and he would report back after further discussion with Joe Hewetson.

Members thanked Joe for all his work on the project.

RESOLVED: that the update be noted.

**140. REPORTS FROM OUTSIDE BODIES**

There were no reports.

**141. CORRESPONDENCE**

The Town Clerk had no correspondence to report.

**142. ANNOUNCEMENTS**

There were no announcements.

**143. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 5 of the 2016/17 accounts, in the sum of £155,288.50 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**144. 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 that in the public interest the public be temporarily excluded and they are instructed to withdraw.

**145. PROPERTY MATTERS – MOUNTFIELD**

Consideration was given to a report of the Town Clerk, ENCL: 3188

RECOMMEND: that the proposed Heads of Terms for occupancy of rooms F1, F2 and F3. in Mountfield be approved as set out in the report and the Town Clerk be given authority to complete the lease on those terms.

**146. ANNUAL STAFF REVIEW**

Consideration was given to a report of the Town Clerk, ENCL: 3189.

RESOLVED: that the recommendations in the report be approved.

The meeting closed at **8.08p.m.**

**The next meeting of the Committee will be held on 14 June 2017**