

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 14 June 2017 at 7.00 p.m.

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

Cllrs: Geoffrey Ackerman	Martin Ray
Sandra Brown	Anne Rickard
Kelvin Clayton	Sarah Williams
Gillian Massey	

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr Maggie Ray be elected Chairman of the Committee for the ensuing municipal year 2017/18.

Cllr Maggie Ray in the chair

2. ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr Gill Massey be elected Vice Chairman of the Committee for the ensuing municipal year 2017/18.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

Apologies for absence were received on behalf of Cllr Keith Day.

4. MINUTES

The minutes of the meeting of the Committee held on 22 March 2017 were confirmed as a true and correct record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Cllr Sarah Williams declared a non-pecuniary interest in minute 16, as a member of the Bridport Area Development Trust and left the room while the Committee considered and made a decision on this item.

6. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 6 June 2017 be received and the following recommendations be approved: -

(Min 10) INVESTMENTS UPDATE

RESOLVED: that there be a report back to the next meeting of the Sub Committee on options for long term, including ethical, investments and to finalise the additional wording for the strategy.

(Min 11) TOWN PLAN UPDATE

RESOLVED: that a working group of all members be convened, to review the Town Plan.

7. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the notes of the meeting of the Working Group held on 28 March 2017 be received.

8. REPORT OF THE INTERNAL AUDITOR

Consideration was given to a report from the Internal Auditor, ENCL: 3207.

The Town Clerk reported that confirmation had been received that there were no issues raised in the conclusion of the audit.

RECOMMEND: that the update be noted.

9. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2017

Consideration was given to a report of the Town Clerk, ENCL: 3205.

The Finance and Office Manager was thanked for all his work on the accounts and with reference to the previous agenda item on the Internal Auditor's report.

RECOMMEND: that the Annual Accounts for 2016/17 be approved.

10. TOWN PLAN PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 3206.

RESOLVED: that the Town Plan projects update be noted.

11. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

The Town Clerk reported that a new mower would be required at a cost of approximately £3,500 which could be met under delegated authority. Members supported this expenditure.

The Town Clerk also gave a brief update on other matters, some of which are listed elsewhere in these minutes.

RESOLVED: that the updates be noted.

12. LOCAL GOVERNMENT REORGANISATION UPDATE

Councillors considered a report of the Town Clerk, ENCL: 3212.

It was agreed, in view of the ongoing work on potential service delegations, that a special meeting of this Committee be held to discuss this matter, as agreed under minute 23.

RECOMMEND: that the update be noted, endorse the work so far undertaken on potential asset and service delegations as set out in the report and approve the delegation of the management of A Boards and sitting out licences, subject to agreement of the policies and fees (for sitting out licences).

13. SECTION 106 FUNDING

The Town Clerk reported that the Town Council had the list of S106 funding earmarked for projects in the Bridport area. It was proposed to agree a process to allocate the funding locally, following consultation with relevant groups. The proposed process would be discussed with the District Council and reported to the special meeting of this Committee.

RESOLVED: that a further report on the process for allocating S106 funding be received at the next meeting of this Committee.

14. PLOTTINGHAM CAR PARK – FORMAL DESIGNATION

The Town Clerk reported on the ongoing process to formally designate this area as a car park.

RECOMMEND: that the Town Clerk be given delegated authority to process the formal designation for the car park.

15. COASTAL COMMUNITY TEAM UPDATES AND FUTURE PROJECTS INCLUDING PUBLIC WIFI

Councillors considered a report of the Town Clerk, ENCL: 3210.

RESOLVED: that the update be noted and further work on developing a project for public wifi in West Bay be supported, with a report back with detailed costings and identified funding, before approval to go ahead.

16. COASTAL COMMUNITY TEAM WEST BAY DISCOVERY CENTRE – ACCOUNTABLE BODY

Councillors considered a report of the Town Clerk, ENCL: 3213.

The Town Clerk reported on the discussions that he had had with the DCLG. The Town Council could act as the accountable body and pay authorised invoices on behalf of the Bridport Area Development Trust (who were delivering this project), and then be reimbursed on a quarterly basis by DCLG. There would be a separate agreement with the Trust on responsibilities.

RECOMMEND: that the Town Council act as the accountable body for the West Bay Discovery Centre project, the Town Clerk be given delegated authority to make payments in accordance with the grant awarded to this project under the Coastal Community Fund Awards Round 4 and re-claim the payments from the DCLG.

17. MELPLASH SHOW ARRANGEMENTS

The Town Clerk reported on the organisations due to be using the Town Council marquee this year on Thursday 24 August 2017.

RESOLVED: that the update be noted.

18. TOWN GUIDE

The Town Clerk updated members.

RESOLVED: that the update be noted.

19. TOURIST INFORMATION CENTRE

Councillors considered a report of the Town Clerk, ENCL: 3211.

The Tourist Information Centre Manager presented the latest performance figures for visitors and income and reported on other ongoing initiatives.

Members welcomed the report.

RESOLVED:

- (a) that the latest update on the initial performance of the TIC, since its transfer to the Town Council, be noted.
- (b) that the proposed policies on sales/stock, refunds and web bookings be agreed as in the appendix and the commission for ticket sales be confirmed, as set out in the report.
- (c) that future budget monitoring reports be received, alongside the estimate reports presented to this Committee.

20. DAPTC

The Town Clerk reported that the deadline for submission of motions to the DAPTC AGM was 28 July 2017.

RESOLVED: that the update be noted.

21. REPORTS FROM OUTSIDE BODIES

Food Festival - Cllr Anne Rickard reported that everything was being finalised for the Food Festival this coming weekend.

Museum - Cllr Sarah Williams advised that the newly refurbished Museum had reopened on 27 May 2017.

22. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 3209.

Councillor Sarah Williams said that she would be happy to be a deputy on DAPTC, if there were no other nominations.

RECOMMEND:

- (1) that the list of representatives on outside bodies be approved as in the Appendix attached, subject to any additional amendments at Council.
- (2) that the authorised signatories for cheques / electronic banking payments shall be Councillors Geoffrey Ackerman, Sandra Brown, Gill Massey, Martin Ray, Dave Rickard and Sarah Williams.

23. FUTURE MEETINGS

The Town Clerk referred to a number of matters that required attention ahead of the next scheduled meeting of this Committee.

RESOLVED: that a special meeting of this Committee takes place at Mountfield on Wednesday 26 July 2017 at 7pm.

24. ANNOUNCEMENTS

There were no announcements.

25. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2017/18 accounts, in the sum of £187,346.85 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

26. 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:

27. STAFFING MATTERS

Councillors considered a report of the Town Clerk, ENCL: 3214.

RESOLVED:

- (1) that the proposed change to make a post permanent as in paragraph 2 of the report be approved.
- (2) that the Town Clerk be given delegated authority to recruit to a new post of Town Hall Caretaker/Cleaner, at the same grade as the Council's current cleaning post, subject to the costs being met from within existing budgets. The Town Clerk to be given delegated authority to agree the hours, person specification and job description.
- (3) that the other proposals in paragraph 3 of the report be progressed by the Town Clerk and reported back to the next meeting of this Committee.

28. PROPERTY MATTERS

Councillors considered a report of the Town Clerk, ENCL: 3208.

RECOMMEND: to delegate to the Town Clerk, as advised by Chesters Commercial, authority to negotiate leases at Mountfield, to seek to ensure that vacant rooms are occupied in line with the proposals in the report.

29. HONORARY TOWNSPERSON PROCESS

Councillors considered a report of the Town Clerk, ENCL: 3215.

A further nomination was reported and it was agreed that a decision would be taken at the Council meeting.

RECOMMEND: that the Council consider and decide on nominations received.

The meeting closed at **8.18pm**.

The next meeting of the Committee will be held on 13 September 2017

Minute 22 – Appointments and Representatives of the Council

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 Terry Harrison
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 Geoffrey Ackerman & Cllr Sarah Williams
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 Sarah Horniman
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