

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 26 July 2017 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman                    Anne Rickard  
             Sandra Brown                         Sarah Williams  
             Martin Ray

Also in attendance: Cllr Dave Rickard

## **PUBLIC FORUM**

There were no speakers in the public forum.

### **30. APOLOGIES**

Apologies were submitted on behalf of Cllrs Kelvin Clayton, Keith Day and Gill Massey.

### **31. MINUTES**

The minutes of the meeting of the Committee held on 14 June 2017 were confirmed as a true and correct record and signed by the Chairman.

### **32. DECLARATIONS OF INTEREST**

Cllr Sarah Williams declared an interest in Minute 38 Coastal Community Team – West Bay Discovery Centre Funding and Minute 44 - Literary & Scientific Institute: Additional Support For Work Hub, as the Town Council's appointed representative on the Bridport Area Development Trust. In both cases this was a non-pecuniary interest under Appendix B of the Code of Conduct.

Minute 38 – no decision was made on this item.

Minute 44 – Cllr Williams spoke before leaving the room whilst discussions took place and a decision was reached.

### **33. MARKET AND BUSINESS LIAISON WORKING GROUP**

RESOLVED: that the notes of the meeting of the working group held on 27 June 2017 be received.

### **34. TOWN PLAN REVIEW – PRIORY PROJECTS**

Consideration was given to a report of the Town Clerk, ENCL: 3219.

RECOMMEND: that the updated Town Plan be approved, including the revised Priority 1 Schemes as detailed in the report, with the addition of the Climate Change Strategy Audit review.

**35. LOCAL GOVERNMENT REORGANISATION**

The Town Clerk reported on recent meetings with the County Council and District Council to discuss the preparations for any potential reorganisation. He also reported on a forthcoming meeting with the District Council in August.

It was agreed that the potential costs of elections for town and parish councils in 2019 should be raised with the District Council. If the delay to the announcement on unitary councils meant the elections for the principal councils due in May 2019 were put back a year, then the costs to the town and parish councils of their elections could be greatly increased.

RESOLVED: that the update be noted.

**36. INTERNAL AUDIT**

The Finance and Office Manager reported on the final visit for 2016/17, which had formed part of the recent submission to the external auditors and also the dedicated Tourist Information Centre visit, which would be reported to the next meeting of the Best Value and Scrutiny Sub Committee.

RESOLVED: that the update be noted.

**37. SERVICES ADMINISTERED BY THE TOWN SURVEYOR**

Consideration was given to a report of the Town Surveyor, ENCL: 3223.

The Town Surveyor provided updates on the following:

**a. Town Centre Information Signage**

RESOLVED: that a further £2,500 be approved from existing budgets to meet the costs of the signage, making £4,500 in total.

**b. Parks for People Proposal**

It was reported that, if approved, it was proposed to appoint Crystal Johnson to co-ordinate the submission of this application, including producing the documentation.

A meeting of the Open Spaces Working Group would be convened to look at this in more detail, prior to members being asked to agree the submission of an Expression of Interest in September.

RESOLVED: that £5,775 be approved for this project from existing budgets to support the appointment of a specialist consultant, to prepare a first round application to be submitted under the Heritage Lottery Fund Programme "Parks for People" and the Town Clerk be given delegated authority to make the appointment.

**38. COASTAL COMMUNITY TEAM – WEST BAY DISCOVERY CENTRE FUNDING**

The Town Clerk reported the current position and that clarification was being sought regarding the VAT implications of the Town Council acting as the accountable body and also whether it would be possible for the grant funding body to make more

frequent payments under the grant to the Bridport Area Development Trust. There would be a further update at the next meeting of this Committee.

RESOLVED: that the update be noted.

**39. COMMUNITY BUS FEASIBILITY PROJECT**

The Town Clerk reported that the study had now been finalised and would be presented to the next meeting of the Environment and Social Wellbeing Committee. He also reported on the decision taken to release the County Council's Community Bus funding, to support the new replacement summer service on Saturday on route 40 between Beaminster and Bridport.

RESOLVED: that the update be noted.

**40. SECTION 106 FUNDING ALLOCATION PROCESS**

Consideration was given to a report of the Town Clerk, ENCL: 3220.

RESOLVED: that subject to consultation with local groups and organisations, including publicising through BLAP, the Town Council draw up a list of recommended projects to be put forward for funding from Section 106 proceeds, to be reported to the next meeting of this Committee for approval and forwarding on to West Dorset District Council.

**41. STREET SITTING OUT LICENCES AND A BOARDS – DELEGATION OF MANAGEMENT**

The Town Clerk reported that it was now proposed that further discussions would be held with the County Council to allow more time for the Town Council to prepare to take on these services from April 2018.

RESOLVED: that the update be noted.

**42. EVENTS**

The Town Surveyor reported that the Food Festival, Beer Festival and Jurassic Fields Music Festival had all been very successful and events coming up included the inaugural Folk Festival, Carnival Procession, Torchlight Procession, Hat Festival and Christmas Cheer.

RESOLVED: that the update be noted.

**43. CAR PARKING – REPORT BACK ON MEETING WITH WEST DORSET DISTRICT COUNCIL**

The Town Clerk reported on the recent meeting with the West Dorset District Council Car Parks Manager. The Town Surveyor was now to meet on site with the officers, to look at the future resurfacing of the West Bay car parks.

Members asked about overnight camper van parking in car parks and it was stated that this would be raised again with the District Council.

RESOLVED: that the update be noted.

**44. LITERARY & SCIENTIFIC INSTITUTE – ADDITIONAL SUPPORT FOR WORK HUB**

Consideration was given to a report of the Town Clerk, ENCL: 3222.

Members generally supported the request in principle, but before committing the funding asked for more information on proposed usage, details of the examples elsewhere, and the terms and availability of the space for local not for profit organisations.

Members reiterated their support of the LSI project and hoped to have the opportunity to look round the building, if further tours were arranged.

RESOLVED: that the request for funding of up to £3,200 to support the work hub space at the LSI be supported in principle, subject to a further report back to the Committee with more information as stated above, prior to a decision being taken on whether to commit the funding.

**45. REPORTS FROM OUTSIDE BODIES**

The following reports were received:

Food Festival – Councillor Anne Rickard reported back on this year's Festival.

**46. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL**

There was nothing to report on this item.

**47. ANNOUNCEMENTS**

The Leader of the Council reported that she and the Town Clerk had attended a Neighbourhood Plan drop in surgery at the Town Hall earlier that day, which had a number of visitors, as had a previous surgery in the Salt House in West Bay.

**48. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 2 of the 2017/18 accounts, in the sum of £81,879.43, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**49. 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."*

**50. STAFFING MATTERS**

Consideration was given to a report of the Town Clerk, ENCL: 3221.

RESOLVED: that the staffing changes set out in the report be approved.

**51. PROPERTY MATTERS**

There was nothing to report on this item.

**52. ASSET TRANSFER PROPOSALS**

Consideration was given to a report of the Town Surveyor, ENCL: 3226.

The Town Surveyor made a presentation on the proposals.

RESOLVED: that in principle, the proposals set out in the Appendix 1 and 2 be supported for potential asset transfers to allow for further discussion and the Committee receive a report back with full costings, before making a final proposal to the District Council.

The meeting closed at **8.48p.m.**

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