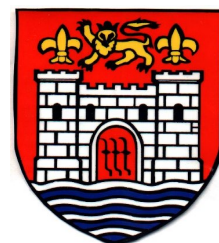


# BRIDPORT TOWN COUNCIL

## ANNUAL REPORT 2016-2017



This is the Town Council's annual report for 2016/17. As Town Mayor for that year, I am pleased to present the report, which provides a summary of the projects delivered by the Town Council over the past year, followed by more detailed information on its operational services, organisation and accounts.

Councillor Ros Kayes, Town Mayor and Chairman 2016/17



### Civic Day October 2016

As part of the day, mayors from across the county visited the newly opened and fully accessible West Bay Play Area extension, managed by the Town Council, which was opened earlier in the year.

## Town Council Projects 2016-17

During the year, the Town Council:

Took over the management of the Bridport Tourist Information Centre, from West Dorset District Council.

Took part in discussions with the District and County Councils on the potential implications of local government reorganisation, seeking to safeguard and locally manage services that could be affected by reorganisation.

Undertook a consultation exercise on play areas throughout the town with a view to approving a long term maintenance and improvement plan.

Supported town events, including the administration of Road Closures.

Continued to work with surrounding parishes on the Bridport Area Neighbourhood Plan, known as "Vision 2030".

Continued to support the new independent Charitable Trust set up to manage the Bridport Youth and Community Centre.

Supported successful bids submitted under the Coastal Community Fund, for projects to be delivered in West Bay. This included funding for the Bridport Area Development Trust's project to create the West Bay Discovery Centre at the Methodist Chapel.

Received details of Section 106 funding (contributions for development in the town) held by the District Council that can be used as one off capital funding to help delivery of local projects.

Opened new allotments at St Cecilia's.

Agreed to undertake a consultation exercise into town centre traffic and a possible trial closure of the top of South Street.

Supported the feasibility study into options for community bus services in the Bridport area.

Continued to support the Bridport Local Area Partnership.

*More information on the next two pages.*

## Town Council Services 2016-17

**Allotments:** The Town Council manages a number of allotment sites. At the current time, there are 40 people in the parish on the waiting list and the Town Council has introduced new allotments on land at St Cecilia's.

**Asker Meadows:** The open space and adjoining New Zealand site are overseen by a well supported community group. The showground was used during the year by the Circus, the Jurassic Music Festival and the Food Festival.

**Bridport Local Area Partnership:** The Town Council, with funding support from the District Council, continues to support BLAP, which successfully represents a membership of 10 local councils and more than 100 local community groups, organisations and individuals.

**Car Parking:** The Town Council continues to work with West Dorset District Council, to seek to identify additional car parking capacity in Bridport and West Bay. It received planning permission to establish up to 26 new parking places on its land at Plottingham and it is hoped that these spaces will be available this summer.

**Cemetery:** The Town Council manages the Bridport Cemetery. The solar panels on the workshop came online during the year and other work at the Cemetery this year has included new entrance gates.

**Coastal Community Team:** The Town Council supports the Bridport and West Bay Coastal Community Team (CCT), which is a local partnership formed to produce an Economic Plan for the area. This year the CCT supported a successful application for Coastal Community funding of over £240,000, to restore the former West Bay Methodist Chapel and adapt it as an innovative and welcoming Discovery Centre. The project is being led by the Bridport Area Development Trust, with the support of the CCT. The local CCT also supported other projects for West Bay (improved cycle access, visitor signage/information hub, improved access to East Beach etc.), included within a separate Dorset wide application submitted by the Dorset Coast Forum CCT, which has also been successful. There will be consultation on all the West Bay projects this Summer.

**Community Transport:** The Town Council provided funding and support for a community bus feasibility study, which is looking at the options for community bus services in the Bridport area. This will report in the summer.

**Events:** The Town Council was represented at the Food Festival, Melpash Show and Community Fair, as well as providing support for the Christmas Cheer and Hat Festivals and processing road closure applications for all community events in the year. It also organises the Remembrance Parade in November, which is such an important event for the town. The Town Council provided flags and bunting for the town centre last summer, put up Christmas lights and enabled event organisers to have advertisement banners on town centre lamp posts.

**Environment and Social Wellbeing Committee:** The Committee reviewed actions taken by the Town Council in response to the adoption of its Climate Change Strategy in 2012. It agreed to reconfirm the Town Council's commitment to the Strategy and will bring forward an updated action plan. Actions that have been carried out already include the installation of solar panels on Town Council buildings at Plottingham, the Cemetery and Mountfield and a solar thermal hot water system in Mountfield. The Committee also progressed a number of projects, including Rights Respecting, Youth Centre support etc.

**Finances:** The Town Council agreed its budget for 2017/18, taking account of the need to make provision for additional service delivery pressures and the need to protect local services in the light of the potential moves to a unitary authority. Funding was included within the budget to support the Youth Service, as part of a new Service Level Agreement. The Town Council also considered its estimated budgets for a further three years, as part of its medium term financial plan.

**Grants:** The Town Council agreed to continue funding the Leisure Centre, Citizens' Advice Bureau, Museum and Arts Centre at existing levels under service level agreements which run until 2019. It also provides one off funding for community groups to support the delivery of projects. In total, the Town Council awarded £28,200 in addition to the £15,000 to support the Youth Centre and Youth Club.

**Highways and Transportation:** This was established as a working group of members, reporting to the Planning Committee and it considered a large number of issues over the year, including developing options for town centre traffic and South Street, which will go out for consultation in Summer 2017.

**Highway Verge Maintenance:** The Town Council continued to maintain the highway verges, as part of a Service Level Agreement with Dorset County Council.

**Land Transfers:** The Town Council completed the transfer of land at St Cecilia's for new allotments. The management of the land will be supported with Section 106 funding of £14,687.

**Lengthsman:** The post of Lengthsman is funded by the Town Council and the local councils participating in the scheme - Bothenhampton & Walditch, Symondsbury and Bradpole Parish Councils. The work includes gully clearing, repairing notice boards, removing fly posting, grass cutting, removal of weeds and repairing benches throughout the town and similar tasks.

**Local Government Restructuring:** The Town Council made a detailed response on the restructuring consultation. It has been meeting with West Dorset District Council to discuss the process of moving to unitary authorities (should this be supported by the Government), seeking to ensure that local services are protected and that where there is an opportunity to delegate services, then funding would come with it.

## Town Council Services 2016-17

**Market:** The Town Council manages the popular street market and in 2016/17 there were an average of 33 stalls on Wednesdays and 71 on Saturdays, which was slightly up on the previous year. The Town Council will be producing a new Markets Policy, looking at how it can build on its support for the market. During the year, the District Council agreed to waive the licence fee for the Town Council to manage the market and the Town Council is in discussions for the Market Charter to be transferred to the Town Council.

**Market & Business Liaison Working Group:** The Working Group includes representatives from the Bridport & District Tourism Association, Chamber of Trade and Commerce, Market Traders' Forum and the Bridport Local Area Partnership. The Working Group considered reports on the Tourist Information Centre, the market, town events and co-ordinates town publicity and promotion. It also oversaw the work to commission a re-design of the Bridport and West Bay web site and the production of a new Town Guide.

**Millennium Green:** The Town Council is working with the Millennium Green Trust to deliver its new management plan for the area. The grounds are being used more for events, including the Hat Festival and this coming year, a Folk Festival.

**Neighbourhood Justice Panels:** The Town Council continued to work with Bridport Police, Dorchester and Sherborne Town Councils, Housing Associations and West Dorset District Council, on the roll out of Neighbourhood Justice Panels. The project has now been rolled out Dorset wide, with support from the Dorset Police and Crime Commissioner.

**Neighbourhood Plan:** The Town Council is working with Allington, Bothenhampston & Walditch, Bradpole and Symondsbury Parish Councils on the Bridport Area Neighbourhood Plan. The delivery of the Plan is being co-ordinated by a community led Steering Group, overseen by a Joint Committee of all the participating councils, supported by the Project Manager and Community Initiatives Officer post.

**Community Orchard:** The Bridport Community Orchard Group manages the Priory Lane Orchard site and hosts a number of popular events during the year, including the Apple Day and Wassailing events. The Orchard Group also manages the land at the top of Park Road. The sites are managed in partnership with the Town Council.

**Planning:** The Town Council is a consultee for planning applications. Over the past year, 182 applications were reported to its Planning Committee and comments passed to West Dorset District Council.

**Play Areas:** The Town Council maintains a number of play areas. Working with the Bridport Young Persons' Action Trust and other partners, it opened the new fully accessible extension to the West Bay Play Area. It participates in a Steering Group, which is looking at the options for the Skate Park and the Town Council is undertaking a consultation exercise on all its play areas.

**Riverside Gardens:** The Town Council continues to maintain this popular open space.

**Salt House:** The Town Council now has the freehold ownership of the building and the adjoining Green, following its transfer from the District Council. During the summer, the popular West Bay Wednesday evening markets were held once again on the Green and in the Salt House.

**Tourist Information Centre:** As from January 2017, the Town Council took over the management of the TIC, from the District Council. The District Council provided transitional one off funding of £150,000 and also agreed to waive the annual market licence fee to help support the service. As well as its existing services, the TIC also now manages the Town Hall, Bucky Doo Square, the Bridport and West Bay web site and the production of the Town Guide. Opportunities to provide more services from the TIC will be looked at over the coming year. The local management of this service offers a great opportunity for the Town Council and the Bridport area.

**Town Plan:** The Town Plan provides a framework for the development of the Town Council's future policies, schemes and the formulation of budgets. A large number of the current priority projects in the Plan have been delivered.

**Youth Centre:** The Town Council has been helping to establish the new Trust, formed in September 2016 to take over the management of the Bridport Youth and Community Centre. It has provided funding for the running costs of the Centre and also to support the twice weekly provision of a Youth Club. This follows the decision by Dorset County Council to stop funding youth centres.

**West Bay:** The Water Sports Centre is used by the Canoe Club and Gig Club. The Town Council continued to support the West Bay Forum and West Bay Days. The Town Council supports the Coastal Community Team (CCT), which as stated earlier is helping to bring funding into West Bay. The Town Council improved the path alongside the Bridport Arms Car Park, to improve access and will be working with the District Council to look at improvements to the car parks in West Bay. The Town Council works closely with the Harbour Master on events in West Bay.

### The Civic Year

It has been an absolute honour and a joy to represent our wonderful town in my mayoral year. From the Vintage Rally to the Queen's 90th birthday, to being soaked with water in the hilarious Raft Race, the Melplash Show and West Bay Wallow, it makes you realise what an action packed civic year this town has. I greatly enjoyed all the events and services that I was privileged to attend. Thank you to everyone who helped to raise money for the Mayor's Charities, which included attending the quiz night, which raised £280. Finally, I would like to thank all the staff for their support over the year.

Councillor Ros Kayes  
Town Mayor 2016-17



## The Leader of the Council

It is pleasing to be able to report that a number of the Town Plan's priority projects have been delivered in the past year. The Town Plan was produced at a time of great change in local government funding and service delivery, with District Council service reviews underway and both the County and District Councils reviewing their services and assets. This has been followed by a proposed local government reorganisation. The Town Plan states that the Town Council will seek to safeguard services, currently provided by other councils, that may be at risk and that are important to the town. This report shows how we have delivered on that objective, as well as on the delivery of all our projects and services.

I said last year that these are challenging times for local government and the services we all value. This remains the case, but I hope that this report shows how we are responding to the challenges. This is in addition to the continued delivery of our core services.

I am grateful for the support of the Council, the hard work of all of our staff and the very many community volunteers, who do so much for the town.

Councillor Sarah Williams, Leader of the Town Council 2016/17



## The New Council Year 2017/18

Pictured at the Annual Council meeting and appointed for the new municipal year 2017/18:

Town Mayor Councillor Anne Rickard with Deputy Town Mayor, Councillor Barry Irving and the Leader of the Council, Councillor Sarah Williams, flanked by the Mace Bearers Cyril Whitlock and Ed Wootton.

(Annual Council Meeting May 2017)

## Bridport Town Council

The Town Council, as a democratically elected body, works in partnership with other agencies and community bodies to represent and promote the town, ensure the delivery of high quality services in response to local needs and improve the economic, social, and environmental well-being of its area.

**The Town Council offices** are at  
Mountfield, Rax Lane, Bridport, Dorset DT6 3JP.  
Tel. no. 01308 456722  
Email address: [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk)  
Website: [www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)

The Mountfield offices are open Monday to Friday,  
8.30 am–5.00 pm (Friday 4.30 pm).

The Tourist Information Centre is open  
Monday to Saturday,  
April to Oct 9am - 5pm  
Nov to Mar 10am - 3pm

## Staff

**Town Clerk:** Bob Gillis  
**Town Surveyor:** Daryl Chambers  
**Finance & Office Manager:** Paul Fuszard  
**Project Manager & Community Initiatives Officer :** Katy Graham  
**Administrative Officer:** Linda Bullock  
**Clerical Officers:** Claire Peters-Way and Steven Yarde.  
**TIC Manager:** Terri Foxwell  
**TIC Assistant Manager:** Rebecca Jones  
**TIC Assistants:** Millie Webber Cox, Jill Beed, Elle Poole  
**Caretaker/Cleaner:** Clare Violet  
**Senior Groundsman:** Robert Goodland  
**Groundsman:** Sean Coombs  
**Groundsman:** Richard Pollard  
**Groundsman:** Bobby Harris  
**Market Superintendent:** Ken Hussey  
**Cemetery Superintendent:** Paul Violet  
**Lengthsman:** Ed Wootton

## Bridport Town Councillors 2015-2019



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vousden.barbara@googlemail.com  
Bridport South  
Elected 4 May 2017



Sarah Williams  
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Bridport South

### How the Council Works

The Council comprises 18 councillors - 9 to represent the South ward and 9 to represent the North ward.

All Councillors meet as the full Council to take the major decisions and oversee all activities of the Town Council. The Council appoints three main committees - Planning, Finance & General Purposes and Environment & Social Wellbeing. These are supported by a number of sub committees and working groups. Councillors are also appointed to serve on local outside organisations.

The Town Council meets six times a year at 7.00 pm on a Tuesday. The Planning Committee meets monthly on Mondays. The Finance and General Purposes and Environment and Social Wellbeing committees meet on Wednesdays, four or five times a year. The Council's Best Value and Scrutiny Sub Committee meets quarterly. Agendas are normally issued seven clear days before the meetings and are posted on public notice boards throughout the town and on the Council's website.

The press and public are welcome to attend all committee, sub committee and full Council meetings and the public may put questions or make statements on any matter on the agenda, in public forums at the beginning of all of these meetings. The minutes should be available within three working days of the meeting. They are available at the library, Mountfield and on the Town Council website.

The Calendar of Meetings for the Year is on the Town Council's web site ([www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)) and on notice boards. Please contact Bob Gillis, Town Clerk ([r.gillis@bridport-tc.gov.uk](mailto:r.gillis@bridport-tc.gov.uk)) for any information regarding Council meetings.

**BALANCE SHEET AS AT 31 MARCH 2017****INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	£		£
<b>CURRENT ASSETS</b>		<b>INCOME</b>	
Payments in advance	8,309	Precept	535,789
Debtors	26,600	Council Tax Support Grant	26,004
Stock	7,371	Interest	4,341
Money Market Deposits	204,584	Allotments	13,390
Cash at Bank	839,426	Cemetery	26,228
Cash in Hand	<u>13</u>	Frontages	390
<b>TOTAL ASSETS</b>	1,086,303	Market	89,353
<b>CURRENT LIABILITIES</b>		Amenity Areas and Playing Fields	31,091
Creditors	<u>96,397</u>	Mountfield	46,144
<b>NET ASSETS</b>	<u>989,906</u>	Salt House	7,338
<b>REPRESENTED BY:</b>		Town Hall	29,184
General reserve 1 April 2016	363,567	Tourist Information Centre	39,845
Net surplus for the year	<u>38,651</u>	Parish Clustering	7,200
General reserve 31 March 2017	402,218	Events	330
		Community Initiatives	864
Earmarked reserve 1 April 2016	91,810	Park and Ride	3,800
Contribution to reserves	18,000	CCTV	16,837
Earmarked funds expended	<u>(39,012)</u>	Town Plan Projects	96,008
Earmarked reserve 31 March 2017	70,798	Salary Contributions	<u>6,000</u>
Larger project reserve 1 April 2016	186,005		<u>980,136</u>
Payments during the year	<u>(38,436)</u>	<b>EXPENDITURE</b>	
Larger project reserve 31 March 2017	147,569	Administration	241,798
TIC Reserve as at 1 April 2016	0	Office Expenses	9,996
Commuted Sum	<u>150,000</u>	Mountfield	48,003
TIC Reserve as at 31 March 2017	150,000	Salt House	5,258
Capital Reserve 1 April 2016	219,321	Town Hall	35,916
Capital Receipt	<u>0</u>	Tourist Information Centre	60,479
Capital Reserve 31 March 2017	<u>219,321</u>	Cemetery	47,857
<b>TOTAL RESERVES</b>	<u>989,906</u>	Civic	4,496
		Members' Allowances	13,576
		Market	26,492
		Amenity Areas and Playing Fields	184,317
		Parish Clustering	25,200
		Grants and Donations	28,200
		Community Planning	30,193
		Park and Ride	5,082
		CCTV	21,794
		Town Plan Projects	108,105
		Other Services	<u>44,723</u>
			<u>941,485</u>
		<b>NET SURPLUS FOR THE YEAR</b>	<u>38,651</u>

The above statement represents fairly the financial position of Bridport Town Council as at 31 March 2017 and reflects its income and expenditure during the year.