

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 11 December 2012 at 11.00 a.m.

PRESENT Cllr C.M. Ray

Cllrs: G.J. Ackerman Mrs M.J. Ray
 E.T. Colfox (from 12.20) D.G. Rickard
 Ms S.J. Williams

PUBLIC FORUM

There were no members of the public present.

17. APOLOGIES

There were no apologies for absence.

18. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 4 September 2012 were confirmed as a correct record and signed by the Chairman.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PROGRESS REPORT ON THE TOWN PLAN

The Town Clerk updated on the Town Plan. A large number of comments had been received over the summer, particularly from young people, which had been incorporated in the draft plan. A working group of students at Colfox School were also looking at the Plan, to see if there were any projects they would like to be involved with and to assist with the development of their own plan.

RESOLVED: that the update be noted.

21. AUDIT REPORTS AND ACTION PLAN

The Town Clerk reported on the issues raised by the External Auditor and Internal Auditor.

External Auditor Issues:

Review of Standing Orders and Financial Regulations – these would both be reviewed, prior to the end of the current municipal year.

Revaluation of the Town Hall and inclusion of new value in asset register – this would be done, now that the Town Hall project was concluding.

Internal Auditor Issues:

Grave Digging Charges – the recommendation on double fees to apply was to be implemented.

Town Hall and other hire charges – recommendations on clarification of charges was to be implemented.

Recording of Town Surveyor's salary contribution for new town centre toilets to be under salaries and not the capital project – this amendment had been made.

RESOLVED: that the action arising from External and Internal Auditor reports be endorsed, as set out above.

22. KEY DOCUMENTS REVIEW

The Town Clerk reported that it would be necessary to review the Council's risk assessment and other key documents, prior to the end of this financial year. He would be bringing a report to the next Finance and General Purposes Committee on these matters.

The update was noted.

23. COMMUNICATIONS – NEWSLETTERS ETC

The Town Clerk reported that a Town Council newsletter would be issued soon. In terms of the wider issue of how best to promote the town in terms of publicity, it was hoped that this matter could be discussed at the meeting of the key town players, on the afternoon of the Spirit of Bridport community event in February.

The update was noted.

24. MOUNTFIELD

The Town Clerk reported that work was continuing on the second floor of Mountfield, to allow the lease to be agreed by the end of the year. At the Finance and General Purposes Committee he was authorised to agree improvement works, to be undertaken by the new tenant, prior to occupancy. As reported at that Committee, the Town Council would also need to do some necessary improvements, prior to letting, including replacing the carpets. The costs for the Town Council would be no more than £5,000 which was considered to be good value, bearing in mind the overall improvements being paid for by the new tenant.

RESOLVED: that the update be noted and the Town Council be authorised to incur necessary improvement costs, as detailed above, at a cost of no more than £5,000.

25. 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.

26. FUTURE PROJECTS / DRAFT ESTIMATES 2013/2014

Consideration was given to a report of the Town Clerk, ENCL: 2626.

Members discussed:

- the current position on priority projects in the Town Plan.
- the draft estimates for 2013/2014.
- issues likely to affect the budget this year, including the proposals for localisation of council tax.

Members were reminded that no decisions were being taken at this time and the budget and the level of precept for next year would be considered at the Finance and General Purposes Committee on 16 January 2013 (with a possible reserve date of 22 January 2013) and approved at the full Town Council on 29 January 2013.

The meeting closed at **12:35 p.m.**

The next meeting of this Sub Committee will be on 5 March 2013