

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 11 March 2015 at 7.00 p.m.

PRESENT Cllr: C.M. Ray (Chairman in the Chair)

Cllrs: G.J. Ackerman J.T. May
Ms G.E. Massey Mrs M.J. Ray

Also present: Cllrs D.G. Rickard and Mrs E.A. Rickard.

PUBLIC FORUM

There were no speakers in the public forum.

148. APOLOGIES

Apologies for absence were submitted on behalf of Cllrs D.R. Tett, Ms A-M.A. Vincent and Ms S.J. Williams (ex officio).

149. MINUTES

The minutes of the meeting of the Committee held on 21 January 2015 were confirmed as a true and correct record and signed by the Chairman.

150. DECLARATIONS OF INTEREST

There were no declarations of interest.

151. 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 3 March 2015 be received and the following recommendations be approved:

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| (min.29)
RECOMMEND: | Investment Review 2014/15 and Strategy 2015/16
that the Annual Investment Strategy for 2014/15, attached as an Appendix to the report, be adopted without amendment for 2015/16. |
| (min.31)
RECOMMEND: | Revision Of Standing Orders
that Standing Orders be amended, to allow for the electronic distribution of agendas as set out in the report. |
| (min.32)
RECOMMEND: | Asset Register
that the Asset Register be approved for 2015 and the Town Clerk be given delegated authority to make any final amendments. |

(min.34) Grants To Larger Organisations – Extension Of Service Level Agreements with the Arts Centre, CAB, Leisure Centre and Museum

RESOLVED: that the Service Level Agreements and funding at the current levels, for the Arts Centre, CAB, Leisure Centre and Museum be extended for a further year for 2015/16.

(min.35) Annual Town Meeting Arrangements

RESOLVED that the arrangements for the Annual Town Meeting be noted.

152. MARKET AND BUSINESS LIAISON SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 17 February 2015 be received.

153. MARKET CHARGES 2015/2016

Consideration was given to a report of the Town Clerk, ENCL: 2958.

RESOLVED: that the market and frontage fees for 2015/16 be approved as follows:

Market

Per 30 cm. run, per day		<u>2015/16</u>
Summer	Registered Trader	£1.60
	Non Registered Trader	£2.80
Winter	Registered Trader	£0.75
	Non Registered Trader	£1.60

Winter rates to apply on Wednesdays in November and December and on both days from January to March, with the exception that the fees for Wednesdays are capped at no more than £5 for registered traders during January and February.

Frontage

£130 per year. It remains the policy of the Town Council not to renew the frontages, as and when the opportunity arises.

154. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Councillors considered a report of the Town Surveyor, ENCL: 2957.

Tree Works

RESOLVED: that the costs of the following works be approved, to be funded from within existing budgets and the Town Surveyor be given delegated authority to award the contracts and to undertake the works.

Mountfield and Coneygar Hill £5,545
(50% to be met by The Millennium Green Trust, to a maximum of £3,000)
Asker Meadows £600
St Mary's £875
Cemetery £1,200

New Zealand and Allington Pond

RESOLVED: that in respect of the offers of funding from the Environment Agency of £4,000 each for New Zealand and Allington Pond, the Town Surveyor be given authority to sign the agreements to receive the funding, subject to a further report back during the next year, to approve the specific use of the funding in each case.

Outdoor Table Tennis Table

RESOLVED: that the installation of an outdoor table tennis table at Plottingham be approved at a cost of no more than £2,500 to be met from existing budgets.

Market Leaflet

RESOLVED: that the printing and distribution costs of the new market leaflet be approved at a cost of no more than £2,500 to be met from existing budgets.

Cemetery Workshop

RESOLVED: that the update be noted and the options for solar panels be considered further and reported back.

155. PROJECT SUPPORT FOR 2015 – IDENTIFICATION OF ADDITIONAL FUNDING

Consideration was given to a report of the Town Clerk, ENCL: 2955.

It was reported that this item was seeking the earmarking of funds for projects and members would receive separate reports, before the funding was committed.

RESOLVED: that the following funding be earmarked in reserves: -

- Planned maintenance – Mountfield - £15,000
- Planned maintenance – Cemetery - £5,000
- Flaxhayes Fencing - £5,000
- West Bay Play Area extension - £2,000 (this is in addition to the £3,000 allocated in the Town Plan Projects for 2015/16, making a total of £5,000)
- Cemetery wrought iron entrance gates - £3,430

156. HIGHWAY VERGE CUTTING – UPDATE

Consideration was given to a report of the Town Surveyor, ENCL: 2959.

RESOLVED: that the update on the highway verge maintenance project be noted, financial regulations waived and the Town Surveyor given delegated authority to purchase new grounds maintenance equipment, as detailed in the report, at a total cost of £28,000 to be met from existing budgets and to include having authority to dispose of old surplus grounds equipment, to offset some of the costs.

157. REVIEW OF FUTURE BUDGETS AND SERVICE DELIVERY

The Town Clerk reported on the issues that the Town Council would need to consider over the coming financial year, particularly the implications of the District Council's service reviews, which would be concluding towards the end of this calendar year. Options would be reported to members early in the new Council, following the elections, and it was hoped that the Council would agree to once again re-establish the Budget and Service Review Working Group.

RESOLVED: that the update be noted.

158. YOUTH COUNCIL UPDATE

The Town Clerk reported that a meeting had been held on 13 February 2015 and a number of issues were considered, including Plottingham and the Skate Park.

RESOLVED: that the update be noted.

159. WEST BAY WATER SPORTS CENTRE UPDATE

The Town Clerk reported that the lease for the Gig Club was in the process of being concluded. The only issue had been the break clause. To ensure security for the Club and enable grant funding to be sought, it was now intended that the break clause would only be for the Gig Club (the tenant).

The Town Clerk had delegated authority to finalise and complete the lease, the headline terms for which were:

Full repairing lease

Term: 25 years

Break: 3 year for tenant

Rent: £200 per year (non-commercial)

Insurance: paid by the Town Council and recharged to the tenant. All other utility/rates costs met by the tenant.

The lease for the Canoe Club was still being discussed, but was intended to be on similar terms.

RESOLVED: that the update be noted and the position on the break clause endorsed.

160. BLAP UPDATE

The Town Clerk reported that the Annual General Meeting will be held in The Sir John Colfox School on Thursday 19 March 2015 at 6.15pm (refreshments at 5.30pm), where the speaker will be Lord Robin Teverson, on "The Rural Challenge".

RESOLVED: that the update be noted.

161. INTRODUCING THE CARE ACT CONSULTATION

Consideration was given to a report of the Town Clerk, ENCL: 2960.

RECOMMEND: to agree any comments on the consultation.

162. ELECTIONS AND ELECTION RECHARGING

The Town Clerk reported on the timetable for the Town Council elections and proposals for new councillors' induction and training, following the elections.

In terms of election recharging, it was reported that following representations made by the Town Council, this would not now come in until 2019 and would allow time for budget provision to be made to meet the costs.

RESOLVED: that the update be noted.

163. MEMBERS' ALLOWANCES SCHEME

It was reported that if members wished, the scheme could be reviewed by the new Council, following the elections.

RESOLVED: that the existing scheme of Members' Allowances continue for 2015/16.

164. CALENDAR OF MEETINGS

Consideration was given to a report of the Town Clerk, ENCL: 2956.

RECOMMEND: that the calendar of meetings for 2015/16 be approved.

165. DIRECT DEBITS

Consideration was given to a report of the Town Clerk, ENCL: 2953.

RESOLVED: that the continued use of direct debits to discharge Town Council liabilities to the suppliers listed in the report, be approved.

166. EVENTS 2015

The Town Clerk reported that there had been an increase in the level of documentation required for the processing of road closures for events. Whilst the Town Council could arrange for the closures to be put in, the organising groups were being made aware of their commitments and liabilities for stewarding of events, in line with requirements of the statutory authorities. More information would be reported to members.

RESOLVED: that the update be noted.

167. NEIGHBOURHOOD PLAN

The Town Clerk reported that the community led Steering Group was meeting regularly and a new web site was being created. There was also due to be a

meeting of the Council Joint Committee, to consider membership of the Steering Group and additional support requirements for the project.

RESOLVED: that the update be noted.

168. REPORTS FROM OUTSIDE BODIES

Cllr Ms G.E. Massey reported that the Asker Meadows Steering Group was pleased to hear about the funding from the Environment Agency, to assist in the establishment of a wetland area at the New Zealand site. The Group had also undertaken a litter pick at Asker Meadows.

Cllr Ms G.E. Massey added that hedge laying work had been undertaken recently at the Community Orchard.

Cllr Mrs E.A. Rickard reported that the preparations for this year's Food Festival were progressing well and also that the Christmas Cheer Committee was beginning to consider this year's event and looking at how it was constituted. The recent "thank you" event for all those who supported the Christmas Cheer went very well.

169. CORRESPONDENCE

There were no items reported.

170. ANNOUNCEMENTS

The Town Mayor reported that she would be formally opening the northern access to Coneygar Hill on Monday 16 March and was pleased to see the town flag being flown to mark her birthday the previous Sunday.

The Town Clerk reported that, as reported in the Bulletin, a window was recently broken at Mountfield and that the person responsible came into the Council offices to admit what had happened, offering to meet the repair costs. Members asked that he be thanked for coming forward.

An offer had been received to borrow and tune the piano at Mountfield and members felt that this could be arranged. Also, decisions would need to be taken on the long term future of the piano, as it was felt that it was not necessary for it to be retained by the Town Council.

171. PAYMENT OF ACCOUNTS

The Town Clerk presented List 5 of the 2014/15 accounts, in the sum of £116,606.03, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

172. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: that in view of the confidential nature of the business about to be transacted, it was agreed that in the public interest the public be temporarily excluded, whilst the Committee considered the following matters:

173. EQUIPMENT PURCHASING

The Town Clerk reported that the details of the quotes received for the Grounds Maintenance equipment to be purchased (as agreed under min.156 above) were available for members at the meeting and had also been reported to the last meeting of the Open Spaces Working Group.

RESOLVED: that the position be noted.

174. PROPERTY MATTERS – UPDATES ON LEASE RENEWALS/RENT REVIEWS AT MOUNTFIELD

The Town Clerk reported on progress with the renewal of the District Council lease at Mountfield and the rent review with Magna Housing. The Town Clerk had delegated authority to conclude these matters.

RESOLVED: that the update be noted.

175. ANNUAL STAFF REVIEW

Consideration was given to a report of the Town Clerk, ENCL: 2954.

RESOLVED: that the recommendations in the report be approved.

The meeting closed at **7.56 p.m.**

The next meeting of the Committee will be held on 17 June 2015