

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 11 June 2014 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray (Chairman from item 2)

Cllrs: G.J. Ackerman	Mrs M.J. Ray
Miss S.A. Brown	D.R. Tett
Ms G.E. Massey	Ms A-M.A. Vincent

Also in attendance: Cllrs Mrs E.A. Rickard and Ms S.J. Williams.

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr C.M. Ray be elected Chairman of the Committee for the ensuing municipal year 2014/2015.

Cllr C.M. Ray in the Chair

2. ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr Ms A-M.A. Vincent be elected Vice Chairman of the Committee for the ensuing municipal year 2014/2015.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

An apology for absence was received from Cllr J.T. May.

4. MINUTES

The minutes of the meeting of the Committee held on 26 March 2014 were confirmed as a true and correct record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. CODE OF CONDUCT DISPENSATION REQUESTS

There was nothing to report.

7. 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 June 2014 be received and the following recommendations be approved.

(Min 6) Electronic Banking and Revised Financial Regulations

RESOLVED: that the Town Council's current banking arrangements continue unchanged and there be no changes at the current time to Financial Regulations. A further report to be submitted on this issue later in the year.

(Min 7) Internal Audit and Annual Accounts 2013/14

RESOLVED: that the outcome of the final Internal Audit visit be noted and a letter be sent to Mr Lovegrove, thanking him for all his work as the Town Council's Internal Auditor.

(Min 10) Annual Town Meeting

RESOLVED: that a motion be put forward to the Town Council, to go forward to the Dorset Association of Parish and Town Councils' Annual General Meeting, asking that representations be made to the Government to repeal the requirement under the Local Government Act 1972 Schedule 12 para 14, that requires a parish meeting to be held annually between March and June.

8. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2014

Consideration was given to a report of the Town Clerk, ENCL: 2829.

RECOMMEND: that the Annual Accounts for 2013/14 be approved.

9. TOWN PLAN PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2830.

RESOLVED: that the Town Plan projects update be noted.

10. WEST BAY PLAY AREA – NEXT STEPS

Councillors considered a report of the Town Surveyor, ENCL: 2831.

RESOLVED: that

(1) working with Bridport Young Persons' Action Trust, the feasibility work be progressed to look at the possible extension of the West Bay Play Area, to provide additional facilities for people with disabilities,

(2) Cllr Mrs M.J. Ray be the Town Council's representative on the Steering Group.

11. SERVICES ADMINISTERED BY THE SURVEYOR

Councillors considered a report of the Town Surveyor, ENCL: 2838.

Updates were provided on the following: -

(a) Salt House – the kitchen refurbishment had been completed.

(b) West Bay – Evening Markets

RESOLVED: that the Town Surveyor be given delegated authority to decide whether the markets can go ahead this Summer, bearing in mind the potential

restrictions on the Green from the work at the Water Sports Centre. If they did go ahead, then this would be on the same basis as agreed for 2013.

- (c) Skatepark – it was hoped that the next stage of the project would be delivered in July and August.

- (d) Events Shelter

RESOLVED: that the purchase of a new instant shelter, for use at events, be agreed at a cost of £756, to be met from the 2014/15 events budget.

- (e) Borough Gardens

Additional planting was to start in the following week.

- (f) Road Works

Wessex Water had completed the town centre road works 10 days early, which was welcomed by the Committee.

12. WATER SPORTS CENTRE – PROJECT COMMENCEMENT

Councillors considered a report of the Town Surveyor, ENCL: 2841.

RESOLVED: that the latest funding position be noted as detailed in the report and it be agreed that the works proceed on that basis.

13. NEIGHBOURHOOD PLAN – COMMITMENT OF FUNDING

Councillors considered a report of the Town Clerk, ENCL: 2834.

RECOMMEND:

- (1) that £10,000 is committed from earmarked funding, to go towards the costs of appointing a Project Manager.
- (2) that the Town Clerk be given authority to progress and make the appointment of a Project Manager on the basis outlined in the report, in consultation with the District Council and participating councils.
- (3) that the delegations and appointments (one member and one reserve member) to the proposed joint Committee, that will oversee the delivery of the Plan, be approved as set out in the outline Decision Making Structure.

14. ASKER MEADOWS AND NEW ZEALAND – NATURE RESERVE PROJECT

Councillors considered a report of the Town Surveyor, ENCL: 2839.

RESOLVED: that

- (1) the establishment of the Asker Nature Reserve Project be noted.
- (2) the Town Surveyor be given delegated authority to draft a Partnership Agreement with the Group.

(3) Councillor Ms G.E. Massey represent the Town Council on the Group.

15. BUDGET AND SERVICE REVIEW WORKING GROUP

Councillors considered a report of the Town Clerk, ENCL: 2832.

The Working Group had also met on 9 June and made further comments on the reviews and considered additional sections of the Town Council's budget.

RECOMMEND: that the meetings of the Working Group be noted and initial comments be approved on the following District Council reviews:

Support for Voluntary and Community Organisations –to be considered further by the Working Group, as more information becomes available.

Local Area Partnership Funding, including BLAP – whilst the deadline for consultation had been extended, the Town Council confirms its support for continued District Council funding for BLAP and endorses the initial BLAP response. This response emphasised the importance of maintaining the funding for the Community Planning post. The Town Council will make a fuller response as part of the extended consultation process.

District & Parish Elections Recharges – the Town Council has serious concerns at any proposal to charge for conducting Town and Parish Council elections. There should be full consultation before any such decision was considered.

Tourist Information Centre Review – to be considered at the next meeting of the Market and Business Liaison Sub Committee.

16. YOUTH COUNCIL WORKING GROUP UPDATE

The Town Clerk reported on the recent meeting with local schools, led by Symondsburry School, to discuss an anti-litter campaign.

RESOLVED: that the update be noted.

17. FOOTBALL CAR PARK AND MUGA UPDATE

The Town Surveyor reported on the latest position:

- new signage was to be installed, both for the car park and the MUGA.
- new ticket machines were to be installed in the car park.
- the official opening of the MUGA was due to take place on 3 September 2014.

RESOLVED: that the update be noted.

18. PENSIONS DISCRETIONS POLICY

Councillors considered a report of the Town Clerk, ENCL: 2837.

RECOMMEND: that the pensions discretions policy be approved as circulated with the report.

19. ADMINISTRATION OF TOWN HALL CRAFT FAIRS

The Town Clerk reported that, following recent discussion at the Best Value and Scrutiny Sub Committee and on a trial basis, the Tourist Information Centre was undertaking the administration of the craft fairs for the Council – collecting money, managing the event on the day etc.

It was proposed that an assessment be made of the work and the income for the Town Council and a proposal would be brought back to this Committee, at its next meeting, to regularise the arrangements.

RESOLVED: that the update be noted and a further report be received at the next meeting.

20. DAPTC

Councillors considered a report of the Town Clerk, ENCL: 2840.

RESOLVED: that

(1) the annual subscription to the Dorset Association of Parish and Town Councils for 2014/15 of £986.21 plus £68 for the Local Council Review magazine, be approved, to be met from within existing budgets.

(2) the timetable for the DAPTC AGM be noted.

21. FREEDOM PARADE MARCH AND EVENTS UPDATE

The Town Clerk reported, for information, on the latest position on the arrangements for the event on Sunday 22 June 2014.

22. REPORTS FROM OUTSIDE BODIES

Bridport Citizens' Advice Bureau - Cllr Ms A-M.A. Vincent reported on the establishment of a Social Policy Group.

Bridport Area Development Trust – Cllr Ms S.J. Williams reported that the second stage HLF application for the Literary & Scientific Institute had been submitted and the planning application was out for consultation. It would be reported to the next meeting of the Town Council's Plans Committee.

Bridport Millennium Green Trust - Cllr D.R. Tett reminded members that the AGM would be held in Mountfield at 7.00pm on Wednesday 18 June 2014.

23. SKILLS TRAINING BRIDPORT FUNDING

The Town Clerk advised that the funding of £1,000 previously agreed for the Skills Training Bridport project, to fund a co-ordinator's post, was not now needed for that purpose.

The update was noted.

**24. SUSTAINABLE COMMUNITIES ACT –
SUPPORT FOR BUSINESS RATES PROPOSAL**

Councillors considered a report of the Town Clerk, ENCL: 2836.

RECOMMEND: that the following proposal submitted to the Government by Sevenoaks Town Council, under the Sustainable Communities Act, be supported:

“That the Government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth.”

25. PARK AND RIDE ARRANGEMENTS FOR 2014

Councillors considered a report of the Town Clerk, ENCL: 2835.

RESOLVED: that the 2014 Park and Ride service from West Bay to Bridport be provided as outlined in the report and that the Town Surveyor be given delegated authority to award the contract and confirm the duration of the service.

26. MAGNA CARTA PROJECTS 2015

The Town Clerk reported that the Council would receive further reports on the planning to mark the 80th anniversary of Magna Carta.

The update was noted.

27. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 2833.

RECOMMEND: that the appointments and representatives of the Council and cheque signatories be approved as set out below:

Age Concern

A35/Miles Cross Advisory Group
Axe Valley and West Dorset Ring and Ride Service
Bridport & District Tourism Association
Bridport & West Dorset Sports Trust Management Committee
Bridport and District Community Football Partnership
Bridport Area Development Trust
Bridport Arts Centre Management Committee
Bridport Chamber of Trade and Commerce

Cllr K.G. Wallace
and one vacancy
Cllr Ms S.J. Williams
Vacancy
Cllr C.M. Ray
Cllr E.T. Colfox

Cllr G.J. Ackerman
Cllr Ms S.J. Williams
Cllr E.T. Colfox
Cllr Ms S.J. Williams

Bridport Charities Trustees

Cllr Ms R.C. Kayes,
Cllr Ms G.E. Massey
Cllr C.M. Ray

vacancy and

Town Mayor – ex officio

Bridport Citizen's Advice Bureau Management Committee
Bridport Community Justice Panel Steering Group

Cllr Ms A-M.A. Vincent

Cllr D.G. Rickard and

Cllr Ms R.C. Kayes

Cllr Mrs M.J. Ray

Cllr Ms S.J. Williams

Vacancy

Bridport Community Orchard Group

Bridport Hat Festival

Bridport Heritage Forum

Bridport Local Area Partnership (BLAP)

Cllr C.M. Ray

Cllr Mrs M.J. Ray and

Cllr Ms S.J. Williams

Bridport Food Festival Committee

Bridport Millennium Green Trust

Bridport Museum Trust

Cllr C.M. Ray

Cllr D.R. Tett

Cllr G.J. Ackerman and

Cllr Ms S.J. Williams

Bridport Young Persons Action Trust

Bridport Youth and Community Centre

Bridport/St Vaast La Hougue Twinning Association

vacancy

Cllr Ms R.C. Kayes

Cllr D.G. Rickard and

Cllr G.J. Ackerman

Christmas Festival Committee

Crime Prevention Panel

DORBAG (Dorset Broadcasting Action Group)

Dorset Age Partnership

Dorset Association of Parish & Town Councils

vacancy

Cllr C.M. Ray

vacancy

Cllr K.G. Wallace

Cllr Miss S.A. Brown and

Cllr J.T. May

Dorset Coast Forum

Exeter Drug Project

Jurassic Coast Communities Forum

Partners and Communities Together (PACT)

Skills for Self-Reliance

Skills Training Bridport

Spirit of Bridport

The Stephen Rook Memorial Fund

West Bay Forum

West Dorset Western Area Transport Action Group

Cllr D.G. Rickard

Cllr Ms R.C. Kayes

Cllr Miss S.A. Brown

Cllr C.M. Ray

Cllr Ms R.C. Kayes

Cllr Ms R.C. Kayes

vacancy

Cllr C.M. Ray

Cllr Ms R.C. Kayes

Cllr Ms R C Kayes

The cheque signatories to remain as Councillors G.J. Ackerman, Miss S.A. Brown, C.M. Ray, D.G. Rickard and D.R. Tett.

28. ADDITIONAL MEETING OF COMMITTEE

The Town Clerk asked if an additional Committee could be arranged in July in view of the ongoing projects and potential additional issues that would need to be considered before the Committee was due to meet again in September.

RESOLVED: that an extra meeting of this committee takes place in Mountfield at 7.00pm on Wednesday 23 July 2014.

29. ANNOUNCEMENTS

The Town Mayor reminded councillors that the Freedom March would take place in the town on Sunday 22 June 2014.

The Town Clerk reminded councillors that the Town Council would be represented at the Food Festival on Saturday 14 June at Asker Meadows.

30. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2014/15 accounts, in the sum of £133,775.75, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

31. 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:

32. MAGISTRATES' COURT ACCESS

Councillors considered a report of the Town Clerk, ENCL: 2842.

RESOLVED: that the latest position on the proposed grant of a deed of easement of access rights at Mountfield to the Courts Service be noted and, as agreed in January, the Town Clerk be given delegated authority to finalise the agreement as reported, including the additional costs.

33. OTHER PROPERTY MATTERS

There were no issues to report. It was expected that there would be more updates at the special meeting proposed for July.

34. STAFFING MATTERS

There were no issues to report. It was expected that there would be more updates at the special meeting proposed for July.

The meeting closed at **8.20 p.m.**

The next meeting of the Committee will now be held on 23 July 2014