

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 12 June 2013 at 7.00 p.m.

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

Cllrs: G.J. Ackerman  
Ms G.E. Massey

J.T. May  
Mrs M.J. Ray  
Ms A-M.A. Vincent

**1. ELECTION OF CHAIRMAN**

RESOLVED: that Cllr C.M. Ray be elected Chairman of the Committee for the ensuing municipal year 2013/2014.

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 2013/2014.

**PUBLIC FORUM**

There were no speakers in the public forum.

**3. APOLOGIES**

Apologies for absence were received from Cllrs Ms S.A. Brown, D.R. Tett, K.G. Wallace and Ms S.J. Williams.

**4. MINUTES**

The minutes of the meeting of the Committee held on 27 March 2013 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. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2013**

Consideration was given to a report of the Town Clerk, ENCL: 2688.

RECOMMEND: that the Annual Accounts for 2012/13 be approved.

**8. TOWN PLAN**

Councillors considered a report of the Town Clerk, ENCL: 2693.

RECOMMEND: that the existing priority of Town Plan projects be approved with project no.80 "Review usage of the skate park and consider further development" re-prioritised as priority 1, for 2013/14.

**9. WEST BAY EVENING MARKET OPTIONS – PILOT SCHEME**

Councillors considered a report of the Town Surveyor, ENCL: 2697.

Members expressed support for the proposal, but noted that it was necessary to receive consent from West Dorset District Council. It was also felt that it should be a short term pilot, to assess its impact.

RESOLVED:

(1) that the proposal to hold evening markets in West Bay be supported, subject to receiving the necessary consents. The events to be held on 31 July, 7 August, 14 August and 28 August, 4pm to 8.30pm with the costs as set out in the report. The Town Clerk and Town Surveyor to be given delegated authority to confirm the arrangements.

(2) that an evaluation report be submitted to the next meeting of this Committee.

**10. TOWN HALL HERITAGE AND CONSERVATION PROJECT – END OF PROJECT EVALUATION**

The Town Clerk reported that the evaluation was now complete, subject to completing the financial section, which was dependent on the timing of the final claim to the Heritage Lottery Fund. This could not be finalised until the retention works were complete.

RESOLVED: that the update be noted.

**11. SERVICES ADMINISTERED BY THE SURVEYOR**

The Town Surveyor gave an update on the following matters: -

(a) Multi Use Games Arena – the outcome was awaited of the funding application to Inspired Facilities.

(b) St Mary's Play Area – thanks to the funding obtained by the Community First Panel, two new pieces of equipment had recently been installed.

(c) Borough Gardens - a funding request to the AONB was under consideration, in respect of the planting in the gardens.

(d) Water Sports Centre, West Bay - planning permission (with 13 conditions) and flood defence consent had been obtained and a revised project plan with costs was being prepared and would be brought to a future meeting of this Committee.

(e) Mountfield – the repairs to the windows were in progress. Some further essential maintenance work had been identified, the costs of which could be met from existing budgets.

- (f) Christmas Festival - the event will remain on a Wednesday and was scheduled for 4 December 2013, but with an earlier start time of 3.30pm. The Chamber of Trade and Commerce will be endeavouring to encourage more shops to have a tree on their premises.
- (g) Summer Bedding - the planters and hanging baskets were now in place, for the Summer.

**12. REPLACEMENT STREET LIGHTING TOWN CENTRE – EXPENDITURE APPROVAL**

Councillors considered a report of the Town Surveyor, ENCL: 2695.

Members noted that the “heritage style” lighting options were options 4, 5 and 6 in the report and the additional costs included in options 5 and 6 were for electrical sockets, to support the provision of Christmas lights, which had been discussed previously.

It was also noted that the Council did not have any discretion regarding tendering or seeking alternative quotes. The contractor was delivering the street lighting contract for Dorset in accordance with the street lighting policy, which stated that where a local council wished heritage units to be used, then that local council must meet the additional cost.

RECOMMEND:

(1) that, in line with the Town Council’s wish to have “heritage style” lighting in the town centre with no additional columns, and after considering the options in the report, Option 5 be approved, which is to replace 16 lighting columns with scroll bracket arm and Albany lantern and 8 lighting heavy duty columns, with scroll bracket arm and Albany lantern with 16amp Commando socket for Christmas lights.

(2) that the costs of this option, £38,287.28, be met as follows:

- £17,000.00 from Town Council reserves, previously earmarked for this purpose.
- £15,000.00 contribution from West Dorset District Council.
- £ 6,287.28 from general Town Council reserves.

**13. ASKER MEADOWS AND NEW ZEALAND – UPDATE**

The Town Surveyor reported that the third meeting of the Steering Group would take place at the Town Hall on Thursday 13 June at 5.30pm.

RESOLVED: that the update be noted and the Committee receive a report back to its next meeting, on the composition and management arrangements for the Steering Group.

**14. YOUTH COUNCIL WORKING GROUP AND ADVISERS**

Councillors considered a report of the Town Clerk, ENCL: 2694.

RESOLVED:

(1) that the proposal to establish student advisers be progressed and reported back for approval.

(2) that, following the recent exchange visit of local young people, the Town Council hosts an information event on Srebrenica later this year and support the work to build stronger links between Srebrenica and Bridport.

#### **15. SKATE PARK UPDATE**

The Town Surveyor reported on recent meetings of the Steering Group and showed the outline redesign plans, produced by young people from the Group. The first stage of the project was to remove the existing equipment and resurface. The existing equipment would then be put back in place, whilst the Steering Group finalised its longer term proposals for the refurbishment of the area. The objective was to completely redesign and extend the facility, making it more inclusive for everyone to enjoy. Whilst the resurfacing could go ahead from previously approved funding, it would be necessary to identify the costs and funding for the redesign. The final proposals and the costs would come back to this Committee to consider, later in the year.

Members welcomed the update and the involvement of the large number of skate park users and young people in bringing forward proposals.

RESOLVED: that the update be noted.

#### **16. WDDC – LAND DISPOSAL UPDATE**

The Town Clerk updated members on the transfers of land at New Zealand, Asker Meadows, Bridport Football Club and the Salt House and former toilets at West Bay.

The update was noted.

#### **17. DAPTC**

RESOLVED: that the annual subscription to the Dorset Association of Parish and Town Councils for 2013/14 of £960.25 plus £50.00 for the Local Council Review magazine, be approved, to be met from within existing budgets.

#### **18. REPORTS FROM OUTSIDE BODIES**

Cllr Ms A-M.A. Vincent reported that the AGM of the Citizens' Advice Bureau had taken place on 10 June in the Town Hall and had been very well attended. The new CAB Chairman was Roy Tarsnane.

Cllr Ms G.E. Massey reported that the Bridport Community Orchard Group held its Blossom Day on 12 May, which went well. The trees at Jubilee Green were also progressing well.

Cllr Mrs M.J. Ray reported that a formal constitution had been approved for the Borough Gardens community group, who had also now opened a bank account.

Cllr C.M. Ray reported on the last meeting of the Bridport and District Tourism Association. One issue discussed was the continued adverse impact of the closure of Beaminster Tunnel on trade in the area.

**19. SPIRIT OF BRIDPORT**

The Town Clerk reported on the current position on the Chalk and Cheese funding of this project, for which the Town Council was the accountable body. He also reported on a meeting, to be held in early July, which was bringing local agencies together, to look at the promotion of town.

RESOLVED: that the update be noted.

**20. HERITAGE FORUM – SUPPORT FOR EXHIBITION AUGUST 2014 TO MARK THE 100<sup>TH</sup> ANNIVERSARY OF WORLD WAR 1, CIVIC SERVICE AND PARADE**

Councillors considered a report of the Town Clerk, ENCL: 2690.

RESOLVED:

(1) that funding of £500 be provided for the Bridport Heritage Forum to support the preparations and planning this year for the World War 1 Exhibition in 2014. The Town Clerk, in consultation with the Committee Chairman, to be given delegated authority to release the funding, subject to confirmation of match funding. The cost to be met from the 2013/14 events budget.

(2) that approval be given for a Civic Service and Parade on Sunday 3 August 2014 to mark the occasion, to be funded from the 2014/15 budget.

**21. PARK AND RIDE ARRANGEMENTS FOR 2013**

This Committee had agreed, at its last meeting, that the Town Surveyor be given delegated authority to award the contract and agree the dates for the service.

The Town Surveyor reported that the 2013 Park and Ride service from West Bay to Bridport would run from 13 July to 7 September and the contract had been awarded to Sovereign Coaches.

RESOLVED: that the update be noted.

**22. TRANSITION TOWN PROJECT EXPLORING THE HISTORY OF GARDEN SUBURB SKILLING, SUPPORT FOR HERITAGE LOTTERY FUND APPLICATION**

The Town Clerk reported that he had received a request for a supporting letter, as part of an application to the Heritage Lottery Fund. The application, being made by Transition Town Bridport, was for a project to “green” skilling and engage young people in the area to discover and appreciate their heritage, through a range of activities.

RESOLVED: that the application be supported and the Town Clerk be authorised to provide a supporting letter.

## 23. COMMITTEE MEMBERSHIPS

It was reported that there were vacancies on the Environment and Social Wellbeing Committee, Best Value, Scrutiny and Town Plan Sub Committee, Open Spaces Working Group, Youth Council Working Group and Town Hall & Bucky Doo Working Party.

It was proposed that Cllr G.J. Ackerman be added to the membership of the Town Hall & Bucky Doo Working Party.

RECOMMEND: that any further nominations be received for vacancies on committees and other bodies as above.

## 24. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 2689.

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

Age Concern	Cllr K.G. Wallace and one vacancy
A35/Miles Cross Advisory Group	Cllr Ms S.J. Williams
Axe Valley and West Dorset Ring and Ride Service	Vacancy
Bridport & District Tourism Association	Cllr C.M. Ray
Bridport & West Dorset Sports Trust Management Committee	Cllr E.T. Colfox
Bridport and District Community Football Partnership	Cllr G.J. Ackerman
Bridport Area Development Trust	Cllr Ms S.J. Williams
Bridport Arts Centre Management Committee	Cllr E.T. Colfox
Bridport Chamber of Trade and Commerce	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	Cllr Ms A-M.A. Vincent
Bridport Community Justice Panel Steering Group	Cllr D.G. Rickard and Cllr Ms R.C. Kayes
Bridport Community Orchard Group	Cllr Mrs M.J. Ray
Bridport Heritage Forum	Vacancy
Bridport Local Area Partnership (BLAP)	Cllr C.M. Ray, Cllr Mrs M.J. Ray and Cllr Ms S.J. Williams
Bridport Food Festival Committee	Cllr C.M. Ray
Bridport Millennium Green Trust	Cllr D.R. Tett
Bridport Museum Trust	Cllr G.J. Ackerman and Cllr Ms S.J. Williams
Bridport Young Persons Action Trust	vacancy
Bridport Youth and Community Centre	Cllr Ms R.C. Kayes
Bridport/St Vaast La Hougue Twinning Association	Cllr D.G. Rickard and Cllr G.J. Ackerman
Christmas Festival Committee	vacancy
Crime Prevention Panel	Cllr C.M. Ray
DORBAG (Dorset Broadcasting Action Group)	vacancy
Dorset Age Partnership	Cllr K.G. Wallace
Dorset Association of Parish & Town Councils	Cllr Miss S.A. Brown and Cllr J.T. May
Dorset Coast Forum	Cllr D.G. Rickard
Exeter Drug Project	Cllr Ms R.C. Kayes

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 Dorset Western Area Transport Action Group

Cllr Miss S.A. Brown  
Cllr C.M. Ray  
Cllr Ms R.C. Kayes  
Cllr Ms R.C. Kayes  
vacancy  
Cllr C.M. Ray  
Vacancy

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

**25. EMPLOYMENT AND HEALTH AND SAFETY SUPPORT**

Councillors considered a report of the Town Clerk, ENCL: 2692.

The Town Clerk confirmed that the proposed contract was at an annual cost of £2,500 plus £136.50 insurance.

RESOLVED: that Ellis Whittam be appointed to provide Employment and Health and Safety support to the Council, at an annual cost of £2,636.50 for a three year period, to be met from within existing budgets.

**26. WEST BAY SEA SCOUTS LEASE RENEWAL**

Councillors considered a report of the Town Clerk, ENCL: 2691.

RECOMMEND: that the lease of land at St Swithins Road to West Bay Sea Scout Group be renewed on the same terms as the existing lease, that is a peppercorn rent (currently £5) for a further period of up to 28 years and the Town Clerk be given delegated authority to complete the lease.

**27. ANNOUNCEMENTS**

The Town Mayor reminded councillors that the Town Council would be represented at the Food Festival on Saturday 15 June, at Asker Meadows.

**28. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 1 of the 2013/14 accounts, in the sum of £130,350.95, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**29. 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:

**30. PROPERTY MATTERS**

The Town Clerk reported for information on the following:

- a request had been received from the 1<sup>st</sup> Bridport Scout Group, to install solar panels on its building at Plottingham. As landlord, the Committee had no objections, subject to receipt of any other permissions required.
- the latest position on the housing scheme for West Allington, which would be discussed further with members.
- a request had been received from the Burr Projects team, seeking support to identify high street accommodation for a community arts space for young people. The Committee welcomed the project, but felt that accommodation could be difficult. However, officers would be happy to support with advice, where they could.

### **31. STAFFING MATTERS**

Councillors considered a report of the Town Clerk, ENCL: 2696.

RESOLVED: that the change in the terms and conditions for the Cleaner and Caretaker post be agreed as in the report and the latest position in respect of the Apprenticeship scheme be noted.

The meeting closed at **8.45 p.m.**

**The next meeting of the Committee will be held on 11 September 2013**