

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 15 November 2017 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Gillian Massey
Sandra Brown	Martin Ray
Kelvin Clayton	Anne Rickard
Keith Day	Sarah Williams

Also in attendance: Cllr Derek Bussell

PUBLIC FORUM

There were no speakers in the public forum.

78. APOLOGIES

There were no apologies.

79. MINUTES

The minutes of the meeting of the Committee held on 13 September 2017 were confirmed as a true and correct record and signed by the Chairman.

80. DECLARATIONS OF INTEREST

Cllr Geoffrey Ackerman declared an interest in Minute 93 Devon and Dorset Army Memorial as a member of the association. When the item was taken, he outlined the purpose of the request and left the room while discussions took place and a decision was taken.

Cllr Sarah Williams declared an interest in Minute 90 Coastal Community Team, as the Town Council's appointed representative on the Bridport Area Development Trust, which was managing the West Bay Discovery Centre project. There were, however, no decisions to be taken on this item and Cllr Williams was able to participate in the consideration of the report.

81. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the notes of the meeting of the Working Group held on 17 October 2017 be approved.

82. FINANCIAL ESTIMATES 2017/2018 – 2nd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3250.

RECOMMEND: that the 2nd revision of the estimates for the year 2017/2018 be approved.

83. TOWN PLAN PRIORITY PROJECTS – UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3254.

RESOLVED: that the update be noted.

84. BUDGET PROCESS 2018/19

The Town Clerk reported on the meetings of the Budget Working Group and outlined the timetable for formal consideration and approval of the budget by the Council in January 2018.

RESOLVED: that the update be noted.

85. LOCAL GOVERNMENT REORGANISATION AND THE ESTABLISHMENT OF A PROGRAMME BOARD FOR POTENTIAL DEVOLUTION OF SERVICES (WDDC)

Consideration was given to a report of the Town Clerk, ENCL: 3255.

RECOMMEND:

- (1) that the Town Council continues to participate in discussions with the District Council on the devolution of services, as part of the proposed programme board and in respect of any potential asset transfers.
- (2) that the draft terms of reference for the Programme Board and devolution principles be approved as attached to the report.
- (3) that a Deputy be appointed for the Leader of the Council to attend the Board meetings.

86. INTERNAL AUDIT

The Town Clerk stated that he was pleased to report that there were no issues raised by the Auditor regarding the transactional elements for the first visit of 2017/18, covering April to August 2017. The Auditor had referred to issues that the Council was to consider, including the Data Protection Regulations (reported on this agenda), Investment Strategy and the need to consider the use of reserves, which was being looked at as part of the budget setting for 2018/19. The full report would be presented to the next Best Value and Scrutiny Sub Committee.

RESOLVED: that the update be noted and the full report be presented to the Best Value and Scrutiny Sub Committee meeting on 5 December 2017.

87. GRANTS

The Town Clerk reported that when members considered this year's small grants, it was agreed that the application from the Axe Valley and West Dorset Ring and Ride Service be considered further, as part of the ongoing community bus project. As the Community Bus scheme would not be operational during this financial year, it was felt that the grant could now be made and the Town Clerk would bring forward a recommendation to the next meeting of the Best Value and Scrutiny Sub Committee.

RESOLVED: that the update be noted.

88. DIRECT DEBITS

Consideration was given to a report of the Town Clerk, ENCL: 3252.

RESOLVED: that the continued use of direct debits as listed be approved.

89. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3253.

(a) Lengthsman agreements with parishes

RESOLVED: that the existing agreements with parish councils be extended for a further 3 years and the hourly rate be increased to £20 plus VAT. The Town Clerk be given delegated authority to complete the agreements.

(b) Millennium Workshops

RESOLVED: that £2,778 be approved for new roofs, to be met from existing budgets.

(c) Gundry's Weir and New Zealand

RESOLVED: to open discussions with the Environment Agency about the possible transfer of land at Gundry's Weir to the Town Council, with the details to be reported to a future meeting.

(d) New Trailer

RESOLVED: that a low loading machinery trailer be purchased at a cost of £3,875 to be met from existing budgets.

90. COASTAL COMMUNITY TEAM

Consideration was given to a report of the Town Clerk, ENCL: 3251.

The Town Clerk reported on the public wifi for West Bay project and the costings received, following the submission of bids.

It was proposed to apply for a £15,000 capital grant from the Dorset Coast Forum for the installation. This application would now be made and if approved then there would be a report back to this Committee to confirm commencement of the scheme and award of the contract, to enable installation by next summer. It was likely that the capital costs to the Town Council would be just over £5,000 plus annual running costs. These costs would though be confirmed before approval. Costings had also been received for a scheme for Bridport town centre, but it was proposed to look at that after the scheme for West Bay had been introduced. The grant funding was only available for West Bay.

It was also reported that the Coastal Community Team had recommended that a priority project for the next coastal community fund round, due to open in the new year, should be a new park and ride scheme.

RESOLVED:

- (1) that the report be noted and the Town Clerk be authorised to apply for grant funding for the West Bay Wi-Fi scheme as above, with a report back to the next meeting to seek approval for the scheme delivery, funding and contract award.
- (2) that the priority project to be prepared for Coastal Community Fund Round 5 should be a new Park and Ride Service for West Bay.

91. COMMUNITY BUS – NEXT STEPS

The Town Clerk updated members on the current position and that the costings and a Business Plan were to be finalised by December 2017, with a report back to this Council to enable a decision to be made on support for the new services.

RESOLVED: that the update be noted.

92. ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

The Town Clerk reported the costings for reusable branded water bottles, which could be sold by the TIC. It was also suggested that the TIC could retain a list of businesses participating in the Dorset Refill scheme and, if feasible, offer to refill bottles in the TIC.

RECOMMEND: that reusable branded water bottles be purchased, for sale by the TIC, at a cost of no more than £500.

93. DEVON AND DORSET ARMY MEMORIAL

The Town Clerk reported that a national memorial had been created at the National Arboretum in Staffordshire and that councils had been asked for donations towards the cost. As Bridport was one of the Regiment's Freedom towns and bearing in mind the close associations with the town, it was felt that the Town Council should consider a donation.

Members were very pleased to agree a donation, bearing in mind the Regiment's importance and close affinity to the town.

RECOMMEND: that a donation of £500 be approved.

94. SUPPORT FOR 2018 END OF WORLD WAR 1 EVENTS

The Town Clerk reported that Bridport Heritage Forum were to stage an exhibition in the Town Hall, marking the 100th anniversary of the end of World War 1. The Forum would be applying for Heritage Lottery Funding and, as with the previous events, the Town Council was being asked if it would support the event. The Committee was very happy to support, including use of the Town Hall.

He also reported on the Silent Solider initiative, which was a national campaign supported by the Royal British Legion in Dorset, to honour the troops who fought and died in the First World War. Near life-size silhouettes of a soldier will be fixed on buildings, gardens, fields and roundabouts across the county, in remembrance of those in the armed forces who came home 'silently' from the war, as well as those

who never made it home. Businesses and local authorities were being invited to support the campaign, by sponsoring and displaying the silhouettes to commemorate the armistice and the end of the war. The soldier silhouettes were cut from black cut dibond and were tough and weatherproof. They would also be supplied with bolts and angle iron posts for free-standing display.

RESOLVED:

(1) that the Heritage Forum's End of World War 1 Exhibition be supported and the Town Hall be made available.

(2) that the Town Council purchase and display a Silent Soldier at a cost of £250.

95. DATA PROTECTION REGULATIONS

Consideration was given to a report of the Town Clerk, ENCL: 3257.

RECOMMEND: that the report be noted and to receive a report at the next meeting on actions being taken, to meet the requirements of the new Data Protection Regulations.

96. SECTION 106 PROCESS

The Town Clerk reported that the proposals for the allocation of these funds would be reported back to this Committee.

RESOLVED: that the update be noted.

97. TOWN CRIER ENGAGEMENTS

Consideration was given to a report of the Town Crier, ENCL: 3258.

The Town Crier, John Collingwood, announced that the Dorset Town Crier's competition, which he would be hosting as last year's winner and therefore not participating in, would take place in the Borough Gardens and Bucky Doo Square on Wednesday 22 November 2017.

John wore his recently made livery and it was agreed that a replacement hat could also be provided. Members thanked John for all his work over the past year and also asked that a letter of thanks be sent to Brenda Swaffield, who designed the new uniform.

RESOLVED: that the update be noted.

98. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Food Festival: Cllr Anne Rickard updated on the AGM of the Local Food Group.

Community Orchard: Cllr Gill Massey reported on the successful Apple Day and that the Wassailing day would take place on 21 January 2018.

Heritage Forum: Cllr Gill Massey reported that a book was to be issued in 2018, marking the 100th anniversary of World War 1.

99. COMMITTEE MEMBERSHIPS

The Town Clerk reported that newly elected Cllr Derek Bussell had indicated that he was willing to fill the vacancy on the Environment and Social Wellbeing Committee.

RECOMMEND: that Cllr Derek Bussell be added to the membership of the Environment and Social Wellbeing Committee.

100. ANNOUNCEMENTS

The Town Clerk reported on the recent Onion Jacks events and that the Mayor's expenses and other costs would be met from within the civic budget.

The Town Mayor reported that she was hosting a fundraising quiz in the Town Hall on Wednesday 22 November 2017.

101. PAYMENT OF ACCOUNTS

The Town Clerk presented List 4 of the 2017/18 accounts, in the sum of £244,793.97, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

102. 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."

103. APPOINTMENTS PANEL

Consideration was given to a report of the Town Clerk, ENCL: 3256.

The Town Clerk updated members on the process.

RESOLVED: that the Town Clerk be given delegated authority to finalise the revised Town Clerk job description and person specification in consultation with the Appointments Panel, and the other reported arrangements for the appointment be approved.

104. STAFFING MATTERS INCLUDING JOB EVALUATION

Consideration was given to a report of the Town Clerk, ENCL: 3260.

RESOLVED:

(1) that funding as set out be agreed for the job evaluation of all posts and the Town Clerk be given delegated authority to appoint a consultant to undertake this work. The costs to be met from underspends in the staffing budget.

(2) that the Town Clerk be given delegated authority to make any amendments to the job description/job title and then to fill the post of Project Manager and Community Initiatives Officer on the salary as set out in the report.

105. POTENTIAL ASSET TRANSFERS – UPDATE

The Town Surveyor reported on recent meetings with West Dorset District Council.

RESOLVED: that the update be noted and this matter be considered further at a special meeting of this Committee to be held in December 2017.

The meeting closed at **8.50p.m.**

The next meeting of the Committee will be held on 17 January 2018