

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 15 June 2011 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
P.J. Colfox Ms A-M.A. Vincent
J.T. May

Also in attendance: Cllr: D.G. Rickard.

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr C.M. Ray be elected Chairman of the Committee for the ensuing municipal year 2011/2012.

Cllr C.M. Ray in the Chair

2. ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr K.G. Wallace be elected Vice Chairman of the Committee for the ensuing municipal year 2011/2012.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

An apology for absence was received from Cllr: K.G. Wallace.

4. MINUTES

The minutes of the meeting of the Committee held on 30 March 2011 were confirmed as a true and correct record and signed by the Chairman.

5. DECLARATIONS OF INTEREST

Councillor G.J. Ackerman declared a personal interest in minute no.8, as a Trustee of the Museum.

Councillor Miss S.A. Brown declared a personal interest in minute no.8, as a Trustee of the Museum.

Councillor P.J. Colfox declared a personal interest in minute 17, as a landowner.

6. BEST VALUE, SCRUTINY AND TOWN PLAN SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 7 June 2011 be received and the recommendations therein adopted, namely:

Role of Sub Committee (min 5)

RESOLVED: that the Sub Committee' terms of reference be noted.

Review of the Town Plan arrangements (min 7)

RECOMMEND: that a dedicated short life working party of up to 7 members be established to lead on the review of the Town Plan (with all members having the opportunity to contribute to the review) and be given authority to:

- draft a new plan, including objectives and list of projects
- oversee public consultation on a new plan
- report back to the Town Council with a draft Plan in September 2011

Grants (min 11)

RESOLVED: that the current grants criteria be approved, subject to the amendments set out.

7. TOWN HALL HERITAGE AND CONSERVATION PROJECT

Consideration was given to a report of the Town Clerk, ENCL: 2404.

RESOLVED: that

- a. the position on the Project, as outlined in the report, be noted,
- b. the Town Clerk be given delegated authority to approve the service level agreement with the Tourist Information Centre.
- c. a meeting of the Town Hall and Bucky Doo Square Working Party be convened for 10.00am on Tuesday 28 June at Mountfield.

8. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 2401.

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

Representative Positions

Access for All Officer	Mr D Rockett
Rights of Way Liaison Officer	Cllr G.J. Ackerman
Tree Warden	Mr Harry Britton
Dorset Greenwood Tree Project	Mr Harry Britton
Flood Wardens	Cllr G.J. Ackerman
	Mr Daryl Chambers
	Mr Nigel Case
	Mr David Dawson
	Vacancy
	Mr Gerald Paget
	Mr Harry Britton
	Mr Paul Stevens

Appointments to Outside Bodies

Dorset Association of Parish and Town Councils AGM, Area Committee Larger Council's Committee	Cllr Miss S.A. Brown Cllr Ms S.J. Williams
Museum Trust	Cllr G.J. Ackerman Cllr Ms S.J. Williams
Age Concern, Bridport	Cllr G.J. Ackerman Cllr K.G. Wallace
Bridport Arts Centre Management Committee	Cllr E.T. Colfox
Bridport Citizens' Advice Bureau Management Committee	Cllr A-M. A. Vincent
Bridport Charities Trustees	Cllr Ms R.C. Kayes Cllr Ms G.E. Massey Cllr C.M. Ray Cllr Mrs M.J. Ray Town Mayor – ex officio
Bridport/St Vaast La Hougue Twinning Association	Cllr G.J. Ackerman Cllr D.G. Rickard
Bridport Chamber of Trade and Commerce	Cllr K.G. Wallace
Bridport & West Dorset Sports Trust Management Committee	Cllr E.T. Colfox
Bridport Young Persons Action Trust	Cllr Ms L.L. Glover
Bridport Youth Centre Management Committee	Cllr Ms R.C. Kayes
Crime Prevention Panel	Cllr C.M. Ray
Bridport Local Area Partnership	Cllr C.M. Ray Cllr Mrs M.J. Ray Cllr Ms S.J. Williams
Axe Valley and West Dorset Ring and Ride Service	Vacancy
Bridport Millennium Green Trust	Cllr D.R. Tett
West Dorset Western Area Transport Action Group (WATAG)	Cllr Ms S.J. Williams
Bridport and District Community Football Partnership	Cllr G.J. Ackerman

Bridport Local Food Group	Cllr D.G. Rickard
Bridport Heritage Forum	Cllr Ms S.J. Williams
Bridport and District Tourism Association	Cllr Ms R.C. Kayes Cllr K.G. Wallace
Spirit of Bridport	Cllr Ms L.L. Glover Cllr D.G. Rickard
DORBAG (formerly SWEDBAG)	Vacancy
Bridport Inter-Agency Panel	Cllr Ms R.C. Kayes
Bridport Learning and Skills Training	Cllr Ms L.L. Glover Cllr Ms R.C. Kayes Cllr J.T. May
Flaxhayes Project Panel	Cllr Ms R.C. Kayes
Steve Rook Memorial Fund (Part of the Colfox Trust)	Cllr C.M. Ray
Exeter Drug Project	Cllr Ms R.C. Kayes
Dorset Age Partnership	Cllr K.G. Wallace
Dorset Coast Forum	Cllr D.G. Rickard
West Bay Methodist Church Advisory Group	Cllr P.J. Colfox
Bridport Community Orchard Group	Cllr Mrs M.J. Ray
Partners and Communities Together (PACT)	Cllr Ms R.C. Kayes
B3157 Project Board	Cllr K.G. Wallace
Late Night Shopping Committee	Cllr K.G. Wallace

Cheque Signatories

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

9. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2011

Consideration was given to a report of the Town Clerk, ENCL: 2400.

RECOMMEND: that the Annual Accounts for 2010/11 be approved.

10. PARK AND RIDE ARRANGEMENTS FOR 2011

Councillors considered a report of the Town Surveyor, ENCL: 2393.

RESOLVED: that

(1) the 2011 Park and Ride service from West Bay to Bridport be provided during the Summer Holidays from 16 July to 17 September and the fares to be £2.00 for a return fare with four hours parking, a £1.00 walk on return fare and bus passes to be accepted, and the Town Surveyor be given delegated authority to agree a variation to the finishing time on the final day of the service, if appropriate.

(2) the bids to run the service be received in closed session (min. 30)

11. SERVICES ADMINISTERED BY THE SURVEYOR

The report of the Town Surveyor, ENCL: 2403 was considered.

(a) Multi Use Games Arena

Work on the project was progressing and other funding sources were being looked at. Members would receive further updates before the funding was committed.

(b) Equipment

RESOLVED: that the following items be purchased from within existing budgets:

- Mig Welder £100
- Petrol disc cutter £499
- Hand Mower £1,460

(c) Street Lighting

There was still a lot of work required to obtain the necessary approvals to put lights on buildings, as part of the heritage lighting scheme in the town centre as agreed. Members would receive a report and be asked to commit the funding at their next meeting.

The update was noted.

(d) Christmas Lighting

The provision of further lighting across East, West and South Streets was discussed and it was:

RESOLVED: that the Town Surveyor be given delegated authority to purchase four further items of Christmas lighting at a cost of £1,870 to be met from the budget for Christmas lighting.

(e) Allotments

The Town Surveyor reported on a proposal to provide water tanks and a pump to use water from the river, with approval of the Environment Agency, on the allotments.

RESOLVED: that the purchase of six water tanks and a pump be approved at a cost of £1,500 to be met from the Special Projects budget.

(f) Plottingham – Photovoltaic Cells

RESOLVED: that the Town Surveyor be given delegated authority to go out to tender for a scheme on Plottingham depot and report back on the outcome and for approval to commit the budget.

(g) Late Night Markets

A proposal had been received from the National Federation of Market Traders to have a late night market on the day of the Hat Festival. This was supported by members and it was noted that the traders would be working up the details for the evening.

12. FOOD FESTIVAL

The Town Clerk reported that the Town Council would again have a stall at the event on Asker Meadows on Saturday 18 June.

13. PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2398.

The update on the Projects was noted.

14. POWER OF WELLBEING

Councillors considered a report of the Town Clerk, ENCL: 2396.

RECOMMEND: that the full council agree that, subject to the training requirement being met, the Town Council will meet the eligibility criteria to enable it to once again adopt the power of wellbeing, as set out in the Local Government Act 2000 and extended to eligible local councils under the Parish Councils (Power to Promote Wellbeing) (Prescribed Conditions) Order 2008.

15. FLAXHAYES AFFORDABLE HOUSING SCHEME UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2399.

It was noted that St Cecilia's Bridge would be officially opened at 1.30pm on Thursday 23 June.

RESOLVED: that the update on the Flaxhayes scheme be noted and that the Town Clerk be given authority to commence the process to regularise the parish boundaries at this location, following discussion with Allington Parish Council.

16. MELPLASH ARRANGEMENTS AND USE OF TOWN FLAG

The Town Clerk reminded councillors that any help on Melplash Show day in the Bridport Marquee would be appreciated and to let Linda know if they could help out. Members also supported the use of the Town Flag in the main ring.

17. WDDC ASSET TRANSFERS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2398.

Although members agreed that the land at Victoria Grove would present maintenance difficulties and that the Town Council was not in a position to take it on, it was asked that assurances be sought that this piece of land would remain as green space.

RECOMMEND: that:

- (a) in response to the invitation received from West Dorset District Council in respect of asset transfers, the Town Council confirms its wish to progress the transfer of land and properties as previously indicated and set out in the report, with the exception that the transfer of land at Victoria Grove, Bridport not be progressed.
- (b) the proposal from the Bridport Community Orchard Group to manage the Park Road site be supported and developed further and a management plan and agreement be developed for this site.
- (c) the management and maintenance plans for all priority sites (as indicated in paragraph 3.3) be discussed further at the Open Spaces Working Group and reported back to this Committee, prior to finalising the transfers.
- (d) the possible lease of additional land next to the West Bay Play Area for a play area extension, be progressed.
- (e) the possible transfer of land between St Cecilia's Bridge at Flaxhayes and Pymore Road, that was just outside the parish, be discussed with West Dorset District Council, subject to Bradpole Parish Council confirming that they did not wish to take the land on.

18. RIFLES REGIMENT STANDARD – AGREE PURCHASE

The Town Clerk reported that the cost of a regimental standard, to be used on Remembrance Sunday, would cost £460.

RESOLVED: that this item be purchased from existing civic budgets.

19. BT ADOPT A KIOSK SCHEME

Councillors considered a report of the Town Clerk, ENCL: 2394.

RESOLVED: that the request to adopt a disused kiosk be not approved.

20. DAPTC

Councillors considered a report of the Town Clerk, ENCL: 2395.

RESOLVED: that

- a. the arrangements for the DAPTC AGM and motions to be submitted be noted,
- b. the subscription for 2011/12 of £919 plus £72 for six copies of the Local Council Review magazine, to be met from within existing budgets, be agreed, and
- c. the update on recent DAPTC meetings be noted.

21. SALE OF LAND AT REAR OF 8, PROVIDENT PLACE

Councillors considered a report of the Town Clerk, ENCL: 2402.

RECOMMEND: that the surplus land at the rear of 8, Provident Place be sold and the Town Clerk be given delegated authority to complete, subject to a valuation of the land.

22. OFFICE UTILITY SUPPLIES AND TELEPHONE PROVISION

The Town Clerk reported that reduced costs had been provided by a local company for the provision of telephone calls at the Town Council offices and it was:

RESOLVED: that the Town Clerk be given authority to pursue this offer, subject to confirmation on the savings to be received and company references.

23. CORRESPONDENCE

The Town Clerk reported that: -

- (a) The Carnival Committee had requested the use of Asker Meadows for the week beginning Monday 15 August. This was approved.
- (b) BYPAT had requested permission to use Riverside Gardens as part of the Hiroshima event on Saturday 6 August. This was approved.
- (c) Bridport FC was inviting businesses to take part in the annual sponsors draw for the season 2011/2012. The Town Clerk advised that, whilst this was not something that the Town Council was able to support in view of expenditure restrictions, the Town Council would be able to look at other ways to support the club as part of the transfer of the football club land, which was to be discussed with the club.

24. ANNOUNCEMENTS

The Town Clerk reported that the Charter Fair will take place on Saturday 2 July and the Town Council will have a stall on South Street. Members were welcome to help on the day.

25. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2011/12 accounts, in the sum of £274,600.66, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

26. 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:

27. MAGISTRATES' COURT – RIGHT OF WAY

The Town Clerk updated members on the latest position and it was asked that he write again to the Courts Service, to ask what their plans were for the building.

28. PROPERTY MATTERS

The Town Clerk updated members with progress on completion of the leases at Mountfield.

29. STAFFING MATTERS

The Town Clerk updated on ongoing staffing matters.

30. PARK AND RIDE - CONFIDENTIAL

The Committee considered the tenders received to run the service, which were reported at the meeting.

RESOLVED: that the quote from South West Coaches be accepted to run the service as set out in the report.

The meeting closed at **8.40 p.m.**

The next meeting of the Committee will be held on 14 September 2011