

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES  
COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday  
18 January 2012 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray (Chairman)

Cllrs: G.J. Ackerman Mrs M.J. Ray  
Miss S.A. Brown Ms A-M.A. Vincent  
P.J. Colfox (until 7.55pm) K.G. Wallace  
J.T. May

Also in attendance: Cllrs: Ms L.L. Glover (until 7.25pm), Ms G.E. Massey and D.G. Rickard.

## **PUBLIC FORUM**

There were no members of the public present.

### **97. APOLOGIES**

Apologies for absence were submitted on behalf of Cllrs: D.R. Tett and also, although not members of the Committee, Ms R.C. Kayes and Ms S.J. Williams.

### **98. MINUTES**

The minutes of the meeting of the Committee held on 23 November 2011 were confirmed as a true and correct record and signed by the Chairman.

### **99. DECLARATIONS OF INTEREST**

There were no declarations of interest at the start of the meeting. Cllr P.J. Colfox left the meeting prior to consideration of the item on Park Road (minute 111) and before leaving, stated that had he remained he would have declared an interest in that item, as there was a Colfox covenant on the site.

### **100. BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE**

RESOLVED: that the minutes of the meeting of the Sub Committee held on 14 December 2011 (which was adjourned and reconvened on 4 January 2012) be received and noted.

### **101. TOWN HALL AND BUCKY DOO WORKING PARTY**

RESOLVED: that the minutes of the meetings of the Working Party held on 24 November and 22 December 2011 be received and noted.

### **102. BRIDPORT YOUTH COUNCIL**

Mr David Powell, former head teacher and Cllr Ms L.L. Glover spoke with regard to work on the rights respecting initiative and the proposals to establish a Youth Council in the area.

Members welcomed the presentation and agreed that the Town Council should consider the options to support the establishment of a Youth Council.

RECOMMEND: that a working party of councillors be established to look at the options for the establishment of a Youth Council.

**103. FINANCIAL ESTIMATES 2011/2012 – 3rd REVISION**

Consideration was given to a report of the Town Clerk, ENCL: 2483.

RECOMMEND: that the 3rd revision of the estimates for the year 2011/2012 be approved.

**104. BUDGET AND ESTIMATES 2012/2013**

Consideration was given to a report of the Town Clerk, ENCL: 2484.

In considering this item members noted:

- the position on the current year's budget
- the level of reserves
- the projects programmed for next year taken from the draft Town Plan
- the proposed amendments to the budget
- the fees and charges for next year.

This followed discussion of the estimates and projects at the Best Value, Scrutiny and Town Plan Sub Committee.

The Town Clerk drew members' attention to the options on the precept. It was open to members to consider any level of precept.

Members felt that option 2 should be put forward. This would increase the overall precept by £45,150 to £445,517 and produce a balanced budget. This was moved and seconded, put to the vote and declared to be carried.

Therefore, it was RECOMMENDED:

- (a) that the use of reserves as set out in section 4 of the report be approved for 2012/13.
- (b) that the draft estimates for 2012/13 as set out in Appendix A be approved to deliver the projects in Appendix C.
- (c) that the proposed fees and charges set out in Appendix B to the report be approved for 2012/13, and
- (d) that the precept levied by the Town Council for 2012/13 shall be increased to £445,517 (option 2 in the report). The annual Band D charge to increase from £119.47 to £132.94.

**105. TOWN HALL HERITAGE AND CONSERVATION PROJECT**

Consideration was given to a report of the Town Clerk, ENCL: 2496.

The Town Clerk provided an update on progress.

The Town Clerk explained that, as previously reported, a variation to the contract was to be agreed with Farnrise to cover unexpected and essential structural works. The cost of the capital works would still be within the agreed project budget.

RESOLVED:

- (a) that the position on the Town Hall Heritage and Conservation Project be noted, as outlined in the report,
- (b) that the Town Clerk, in consultation with the Leader of the Council, be given delegated authority to agree all authorised contract variation payments within the overall agreed project budget, including for the main contractor and members of the Design team.

**106. SOUTH STREET TOILETS**

Consideration was given to a report of the Town Clerk, ENCL: 2486.

RESOLVED: that the latest position on this project be noted and the contract be awarded in the closed session part of this agenda.

**107. STREET MARKET UPDATE**

The Town Surveyor gave a general update on the market and highlighted that the market was performing very well this year.

The revised market conditions had been discussed with the National Market Traders' Federation and the proposed amendments were supported, as agreed by this Committee.

The Town Clerk reported that a joint letter was to be sent by the Spirit of Bridport and the Town Council to Mary Portas asking that, following her High Street report for the Government, she visit Bridport to see a thriving market town. This was supported by members.

RESOLVED: that the update be noted.

**108. CEMETERY MANAGEMENT UPDATE**

The Town Clerk reported that following consultation, two comments had been received on the draft policy, which he could accommodate within the document.

RESOLVED: that following consultation on the policy, the Town Clerk be given delegated authority to finalise the Cemetery Management Policy.

**109. SERVICES ADMINISTERED BY THE SURVEYOR**

Councillors considered the report of the Town Surveyor, ENCL: 2489 and it was

RESOLVED:

(a) that a Flood Risk Assessment be undertaken for the Multi Use Games Arena, at a cost of £1,250 to be met from funding earmarked for this project.

(b) that a replacement condensing boiler be purchased for the Cemetery at a cost of £1,980, to be met from the Cemetery budget.

(c) that updates be noted on the following - Christmas Festival and Street Lighting.

**110. WEST BAY ENHANCEMENT FUND – CONVERSION AND USE OF FISHERMAN’S GREEN FORMER TOILET BLOCK**

Consideration was given to a report of the Town Surveyor, ENCL: 2488.

RESOLVED: that the latest position on the scheme and the submission made to the West Dorset District Council West Bay Enhancement Fund be noted.

**111. LAND AT PARK ROAD – OUTLINE DESIGN PROPOSALS**

Councillors considered a report of the Town Clerk, ENCL: 2490.

The draft design plan and proposals for the site were presented at the meeting.

RECOMMEND:

(a) that the proposals and outline Design Plan for the land at the north east of Park Road be approved,

(b) that following the transfer of the land from West Dorset District Council, it be managed in partnership with the Bridport Community Orchard Group and the Town Clerk be given delegated authority to conclude a management agreement, and

(c) that the Town Clerk be given delegated authority to complete the freehold transfer of the land from West Dorset District Council.

**112. WDDC – LAND DISPOSALS UPDATE**

The Town Clerk updated members on progress with the land transfers from West Dorset District Council.

RESOLVED: that the update be noted.

**113. AIR QUALITY REVIEW**

Councillors considered a report of the Town Clerk, ENCL: 2492.

Members noted that the one property affected in Bridport was outside of the Bridport parish area, but agreed that the situation in this area should continue to be monitored as appropriate, in line with the proposals in the review report.

RESOLVED: that the report be noted, with the comment as above.

**114. HEALTH AND SAFETY STATEMENT**

Councillors considered a report of the Town Clerk, ENCL: 2491.

RECOMMEND: that the revised Health and Safety Policy Statement be adopted.

**115. COMMUNITY FIRST PROGRAMME – BRIDPORT SOUTH AND BOTHENHAMPTON - GRANT**

The Town Clerk reported that the possibility of the Bridport Area Development Trust acting as the panel partner for the scheme was still being considered. Local councils were unable to take on this role.

RESOLVED: that the update be noted.

**116. DORSET COUNTY COUNCIL – PROPERTY REVIEW**

The Town Clerk reported that a meeting was to be held next week to continue the County review of property and options for potential co-location opportunities.

In response to comments made, it was agreed that if there were any possible opportunities from this process and future land disposals, then these should be reported at a future meeting.

RESOLVED: that the update be noted.

**117. SPIRIT OF BRIDPORT AND 2012 – SUPPORT FOR EVENTS**

The Town Clerk reported on the proposed event on 4 February, when the Town Council would be represented with a stall at the Arts Centre. There was also to be a meeting to discuss the opportunities to mark the route of the Olympic torch through Bridport.

RESOLVED: that the update be noted.

**118. DIAMOND JUBILEE CELEBRATIONS FUNDING**

The Town Clerk reported on some events being planned to mark the Jubilee and it was agreed that there was a need to clarify the full list of events and where support could be needed.

RESOLVED: that the update be noted.

**119. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

Councillors considered a report of the Town Clerk, ENCL: 2493.

RECOMMEND: that the existing internal audit arrangements continue for 2012/13.

**120. REVIEW OF RISK ASSESSMENT AND MANAGEMENT**

Councillors considered a report of the Town Clerk, ENCL: 2494.

RECOMMEND: that the Risk Assessment and Management Strategy policy document be approved.

**121. TOWN CRIER'S REPORT**

Councillors considered a report of the Town Crier, ENCL: 2485.

RESOLVED: that the report be noted.

**122. DAPTC**

The Town Clerk reported two items and it was proposed that Cllr G.J. Ackerman be nominated as the Town Council's representative in the selection process for the Royal Garden Party this Summer. However, subsequent to the meeting, it was reported that the nominee had to be the current Chairman of Council, whose name was duly put forward.

It was agreed to reduce the number of Local Council Review magazines received by subscription to four.

The update was noted.

**123. BLAP UPDATE**

The Town Clerk reported that West Dorset District Council had agreed in principle to continue to support local partnerships for a further 3 years from 2013, although the level of support remained to be confirmed as part of a new SLA.

The report was noted.

**124. MILLENNIUM GREEN – SUPPORT FOR FUNDING APPLICATION**

Councillors considered a report of the Town Clerk, ENCL: 2495.

RESOLVED: that the latest position on the project to provide a northern pedestrian footpath onto Coneygar Hill from Coneygar Lane be noted and support be given to any future funding applications made by the Trust for this project.

**125. CORRESPONDENCE**

The Town Clerk had no matters to raise.

**126. ANNOUNCEMENTS**

The Town Mayor would provide his list of engagements to the full council meeting on 31 January 2012.

There were no other matters raised.

**127. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 4 of the 2011/12 accounts, in the sum of £281,236.72, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**128. 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:

**129. MAGISTRATES' COURT – RIGHT OF WAY**

The Town Clerk reported that there was nothing further to update at this stage.

**130. STAFFING MATTERS**

The Town Clerk reported that a full update on staffing would be brought to the next meeting of this Committee, as part of the Annual Staff Review report.

**131. SOUTH STREET TOILETS – AWARD OF CONTRACT**

Councillors considered a report of the Town Clerk, ENCL: 2487.

RESOLVED: that the contract to construct a new toilet block in South Street Car Park be awarded to C G Fry and Son Ltd for the reasons set out in the contract assessment report and in the sum as stated in the report.

**132. PROPERTY MATTERS**

The Town Clerk had no matters to report.

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

**The next meeting of the Committee will be held on 28 March 2012**