

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 21 November 2012 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray
Cllrs: G.J. Ackerman Mrs M.J. Ray
Ms G.E. Massey D.R. Tett
J.T. May

Also in attendance: Cllr: D.G. Rickard (until 7.40).

PUBLIC FORUM

There were no speakers in the Public Forum.

58. APOLOGIES

Apologies for absence were submitted on behalf of Councillor K.G. Wallace.

59. MINUTES

The minutes of the meeting of the Committee held on 12 September 2012 were confirmed as a true and correct record and signed by the Chairman.

60. DECLARATIONS OF INTEREST

There were no declarations of interest.

61. CODE OF CONDUCT DISPENSATION REQUESTS

The Town Clerk reported that DAPTC had issued advice to say that councillors, living in the Bridport parish area, need to apply for a dispensation if they (and/or their spouse/partner) have listed, as a disclosable pecuniary Interest, any beneficial interest in land or property within the local council area. The Town Clerk would contact the members concerned, to sign an application form for the dispensation.

RESOLVED: that the update be noted.

62. MARKET AND BUSINESS LIAISON SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 23 October 2012 be received and noted and the recommendations therein be approved as follows: -

(Min 5 (d) (ii)) Market Operation – Christmas Market Times

RESOLVED: that subject to the agreement of West Dorset District Council and the support of traders, the midweek market over Christmas takes place on Christmas Eve, not Boxing Day,

(Min 7) Market Charges

RESOLVED: that the Town Clerk discuss the fees for 2013/14 with the National Market Traders' Federation, to be reported back to the next meeting of this Sub Committee, prior to approval.

63. TOWN HALL HERITAGE AND CONSERVATION PROJECT

The Town Clerk updated members and stated that Crystal Johnson, the Activities Co-Coordinator for the project, will undertake the Evaluation of the project. It was therefore proposed that, rather than prepare a separate report on the budget at this stage, the Evaluation report, which would include the budgetary information, be presented to the Committee.

This was supported by members and it was:

RESOLVED that the update be noted.

64. SERVICES ADMINISTERED BY THE SURVEYOR

The report of the Town Surveyor, ENCL: 2616 was considered.

The Town Surveyor provided updates on the following projects:

- (a) Asker Meadows Circus Visit – the use of the site for a circus in April 2013 was supported by members.
- (b) Park and Ride 2012 – as reported previously, the passenger numbers, like much else this year, had been affected by the weather and the usage figures were down. However, members would receive further reports on the operation for future years.
- (c) Plottingham Drainage Works Proposed contribution to St John Ambulance – the Town Surveyor proposed to make a small contribution, up to an estimated £250, to support drainage works. Members supported the proposed assistance, if needed.
- (d) Market of the Year Possible Nomination – Members welcomed the proposal to nominate the market for the National Association of British Market Authorities Market of the Year Award 2013.

RESOLVED: that the market be nominated for Market of the Year.

- (e) Skate Park – following meetings of users of the skate park, a scheme was being drawn up to provide new equipment and funding options were being looked at. It was suggested that this project might also be something that young people from the Youth Council could be involved with.
- (f) Christmas Festival – the Festival Committee was working hard on this year's event, to be held on 5 December.
- (g) Street Lighting – this was still ongoing.

- (h) Salt House – funding would be sought for the necessary works to the kitchen, prior to the freehold transfer of the building from West Dorset District Council.
- (i) Water Sports Centre, West Bay – the preparation of the revised planning application was ongoing.
- (j) MUGA – the outcome of an application to Inspired Facilities was expected soon and other funding sources were also being investigated.
- (k) Christmas Lighting – the cross street lighting was due to be erected on Friday 23 November, the Christmas Tree (donated by the Round Table) to be put up on Sunday 25 November and the Christmas Trees, to go above shop premises, would be collected on Monday 26 November and erected during that coming week by Forest and Tree Care Ltd.
- (l) CCTV – the mobile CCTV camera was now in place in Alexandra Road.

The updates were noted.

Proposed new facilities at St Mary's Play Areas

RESOLVED: that the Town Surveyor be authorised to commit £2,500 towards new play facilities at St Mary's, as part of a scheme which would include the same amount of funding from the Community First project budget, being held by the Bridport Area Development Trust.

65. FINANCIAL ESTIMATES 2012/2013 – 2nd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 2606.

RECOMMEND: that the 2nd revision of the estimates for the year 2012/2013 be approved.

66. PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2609.

RESOLVED: that the project update be noted.

67. BUDGET STRATEGY 2013/2014

The Town Clerk reported on the preparations for next year's budget, including initial discussion at the Best Value Sub Committee meeting on Tuesday 11 December 2012.

RESOLVED: that the update be noted.

68. ASKER MEADOWS – PROJECT UPDATE

Councillors considered a report of the Town Surveyor, ENCL: 2613.

Members thanked Dorset County Council for all their support and work on the project.

RESOLVED:

- a. that the latest position on this scheme be noted, as set out in the report.
- b. that support be given to the proposed fish pass at Gundry's Weir.
- c. that a Steering Group be established and the Town Surveyor report back to the next meeting of this Committee, for agreement on the composition, terms of reference and working arrangements for the group.
- d. that the Town Surveyor be authorised to incur required expenditure, within the budgets set out in the report.

69. IT STRATEGY

Councillors considered a report of the Town Clerk, ENCL: 2612.

RESOLVED: that the proposals and expenditure for upgrading the IT systems at the Town Council, at a cost of £2,500 in 2012/13, be supported and the costs for 2013/14 be considered, as part of the budget setting process.

70. LOCAL AREA PARTNERSHIP FUNDING 2013/2016

Councillors considered a report of the Town Clerk, ENCL: 2608.

RECOMMEND: that it be agreed that the Town Council continue to host the Bridport Local Area Partnership and the Town Clerk be given delegated authority to conclude negotiations on the new service level agreement, after consultation with the Leader of the Council and the Chairman of BLAP.

**71. LOCAL AREA PARTNERSHIP –
COMMUNITY SPACE NEEDS SURVEY UPDATE**

Councillors considered a report of the Town Clerk, ENCL: 2611.

RESOLVED: that the update be noted and the proposals for the possible use of the £1,000 earmarked for the review be supported.

72. JURASSIC COAST COMMUNITIES FORUM

Councillors considered a report of the Town Clerk, ENCL: 2607.

RECOMMEND: that the arrangements for the meeting of the Jurassic Coast Communities Forum to be held on Friday 14 December 2012 at the Town Hall be noted and that a Councillor be appointed as a member representative to the Forum.

73. LYRIC THEATRE – REQUEST FOR FUNDING

The Town Clerk reported that he was to seek further information regarding a funding request from the Lyric Theatre and would report back to the next meeting of the Committee. It was understood that a sum of £400 was needed towards the

cost of heating and this sum could be available in the grants budget under spend, but not committed until that further report back.

The report was noted.

74. YOUTH COUNCIL WORKING GROUP UPDATE

Councillors considered a report of the Town Clerk, ENCL: 2610.

RECOMMEND: that the progress in establishing a Youth Council be noted and it be agreed to establish a budget of £500 to support the project.

75. WDDC – LAND DISPOSAL UPDATE

The Town Clerk reported that the legal transfers of land at Asker Meadows, New Zealand, the Salt House and former Toilet Block West Bay, Bridport FC and St Cecilia's were ongoing.

RESOLVED: that the update be noted.

76. DAPTC UPDATE

The Town Clerk reported that he had attended the area and larger councils' meetings and had received the Dorset Association of Parish and Town Council's Annual Report, which included an article on the Town Hall refurbishment.

RESOLVED: that the update be noted.

77. SECTION 106 FUNDING

Councillors considered a report of the Town Clerk, ENCL: 2614.

RESOLVED: that the proposed uses of the Section 106 funding be endorsed for discussion with West Dorset District Council, as set out in the report.

78. REPORTS FROM OUTSIDE BODIES

The following updates were received from members of outside bodies:

Cllr Ms G.E. Massey reported that the Bridport Community Orchard Group had had a very successful Apple Day, had planted wild flowers in the recently acquired Park Road site, were to have a stall at the Christmas Festival and would be holding a wassailing event in January 2013.

Cllr C.M. Ray attended the Annual General Meeting of the Local Food Group and he had also attended a Bridport and District Tourism Association meeting, which, amongst other issues, discussed the possibility of holding a busking festival in the town next year.

Cllr Mrs M.J. Ray updated members on the Borough Gardens project.

The updates were noted.

79. SPIRIT OF BRIDPORT

The Town Clerk reported on payments made recently, as part of the approved expenditure qualifying for a grant under the Chalk and Cheese funding, for which the Town Council is acting as the accountable body.

He also reported on the planning for next year, including the community event and Business Forum.

RESOLVED: that the update be noted.

80. MEETING DATES

RECOMMEND: that, subject to consultation with the Chairmen of both bodies

(a) the next meeting of the Market and Business Liaison Sub Committee be brought forward to 19 February 2013, and

(b) an additional meeting of the Environment and Social Wellbeing Committee be held on 23 January 2013.

81. COMPLETION OF THE 2011/12 EXTERNAL AUDIT AND THE FIRST VISIT OF THE INTERNAL AUDITOR FOR 2012/13

The Town Clerk reported on the issues raised in the first visit of the Internal Auditor and two advisory matters raised by the External Auditor.

RECOMMEND: that the completion of the External Audit for 2011/12 be noted.

82. ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE DEFIBRILLATOR AND ENVIRONMENTAL AUDIT

Councillors considered a report of the Town Clerk, ENCL: 2615.

RESOLVED: that the report be noted and the options for the provision of a defibrillator in the Town Hall, at an estimated cost of £1,200, be investigated further, with possible funding avenues to be reported to the next meeting of this Committee.

83. CLOSED CHURCHYARDS – AUTHORISE PAYMENTS

The Town Clerk reported funding requests received and confirmed that St Mary's would receive £1,287 and St Swithins £993, as contributions towards the upkeep of the closed churchyards.

RESOLVED: that the funding be approved as set out above.

84. IMPROVING LOCAL GOVERNMENT TRANSPARENCY - CONSULTATION

Councillors considered a report of the Town Clerk, ENCL: 2617.

RECOMMEND: that the response to the consultation on Improving Local Government Transparency, be delegated to the Town Clerk.

85. FEES AND CHARGES

Councillors considered a report of the Town Clerk, ENCL: 2618.

RECOMMEND: that the Town Hall fees be approved, as set out in the report.

86. CORRESPONDENCE

The Town Clerk reported that: -

(1) £500 had been released to the Arts Centre as part of its Capital Development Project. This funding had been approved previously by this Committee.

(2) Bridport Local Food Group wished to use Asker Meadows for the Food Festival on 15 and 16 June 2013. This was supported by members.

(3) A letter had been received, asking if the anniversary of the building of Mountfield in 1812 would be marked in any way. The Town Clerk reported that, bearing in mind other commitments and activities this year, it was not planned to hold any events. This was noted.

(4) Many thank you letters had been received from local organisations grant aided by the Town Council this year.

(5) A letter of thanks to the Town Surveyor and the Lengthsman had been received from the committee of the Bridport Disabled Carers and Friends Club.

87. ANNOUNCEMENTS

The Deputy Town Mayor announced that the Twinning Association was holding a fundraising cabaret event on Friday 23 November in the W.I. Hall in North Street and that the Choral Society will be performing a concert in the United Church on Saturday 8 December.

The Town Clerk announced that Town Council staff would be on hand to respond, should the bad weather forecast for the next day or so, cause any problems locally.

88. PAYMENT OF ACCOUNTS

The Town Clerk presented List 3 of the 2012/13 accounts, in the sum of £116,039.10 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

89. 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:

90. MAGISTRATES' COURT – RIGHT OF WAY

The Town Clerk reported the current position.

RESOLVED: that the update be noted.

91. PROPERTY MATTERS

Councillors considered a report of the Town Clerk, ENCL: 2619.

RECOMMEND:

- (1) that the proposed terms of the lease of the second floor at Mountfield be approved as in the report and the Town Clerk be authorised to agree improvement works, to be undertaken by the new tenant, prior to occupancy.
- (2) that the Town Clerk be given delegated authority to conclude the rent review for the Dorset County Council rooms on the ground floor, in line with the advice of Humberts, the Town Council's valuation agents.

92. STAFFING MATTERS

Councillors considered a report of the Town Clerk, ENCL: 2620.

RESOLVED: that the Town Clerk be given delegated authority to progress the matters set out in the report.

The meeting closed at **8.30 p.m.**

The next meeting of the Committee will be held on 16 January 2013