

At a MEETING of the **BRIDPORT TOWN COUNCIL** held in the Town Hall, Bridport on Tuesday 21 June 2016 at 7.00 p.m.

PRESENT Cllr Ros Kayes – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Gill Massey
	Sandra Brown	Maggie Ray
	Kelvin Clayton	Martin Ray
	Keith Day	Anne Rickard
	Barry Irvine	Dave Rickard
	Julian Jones	Sarah Williams

## **OPEN PUBLIC FORUM**

There was a discussion in the Open Public Forum on the question “How Do You Increase Public Participation in Local Government.”

There were no comments from the public, but comments made by members included:

- Need to look at ways to encourage public involvement, which was more than just attendance at Council meetings.
- Need to get people’s views at an early stage in the process and look at opportunities for public involvement in projects.
- Could seek views on specific issues of interest, such as the future traffic management of South Street.
- Need to look at how the Town Council publicised issues and its work.

## **14. APOLOGIES**

An apology for absence was received on behalf of Cllr Teresa Harrison.

## **15. MINUTES**

The minutes of the meeting held on 19 May 2016 were confirmed as a correct record and signed by the Town Mayor (Chairman).

## **16. DECLARATIONS OF INTEREST**

All the previously recorded interests declared under this item in the Committee minutes were noted.

## **17. STANDING ORDER 14 (b)**

There were no questions pursuant to standing order 14(b).

## 18. MINUTES OF COMMITTEES

### (a) PLANS COMMITTEE

The minutes of the meeting of the Plans Committee held on 25 April 2016 were presented by the Committee Chairman, Councillor Sarah Williams.

RESOLVED: that the minutes of the meeting of the Plans Committee held on 25 April 2016 be received.

### (b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 6 June 2016 were presented by the Committee Chairman, Councillor Sarah Williams.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 6 June 2016 be received.

### (c) ENVIRONMENT AND SOCIAL WELLBEING

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 8 June 2016 were presented by the Committee Chairman, Councillor Dave Rickard.

The Chairman took members through the minutes and each recommendation was moved, seconded and declared to be carried.

RESOLVED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 8 June 2016 be received and the recommendations therein be adopted, as set out below: -

#### (Minute 7) DCC PUBLIC TRANSPORT SUBSIDY CONSULTATION

RESOLVED: that the Town Clerk be given delegated authority to respond to the consultation, to include the comments set out in the minutes and following discussion with WATAG.

#### (Minute 11) CLINICAL SERVICES REVIEW

It was reported that there was likely to be further consultation in September and it was felt that this could be a subject for the September Open Public Forum.

RESOLVED: that the current position on the review be noted.

#### (Minute 12) DRAFT MINERALS SITES PLAN & WASTE PLAN UPDATE

RESOLVED: that the Town Clerk, in consultation with the Chairman, be given delegated authority to respond to the consultation on the waste plan update

(d) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2016 were presented by the Committee Chairman, Councillor Maggie Ray.

The Chairman took members through the minutes and each recommendation was moved, seconded and declared to be carried.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2016 be received and the recommendations therein be adopted, as set out below: -

(Minute 6) BEST VALUE AND SCRUTINY SUB COMMITTEE

(Sub min 5) ROLE OF SUB COMMITTEE AND ITS TERMS OF REFERENCE

RESOLVED: that the revised terms of reference be approved, as set out in the minutes.

(Sub min 6) ELECTRONIC BANKING & REVISED FINANCIAL REGULATIONS

RESOLVED: that the Town Clerk be given delegated authority to introduce electronic banking, in accordance with Financial Regulations.

(Minute 7) ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2016

RESOLVED: that the Annual Accounts for 2015/16 be approved.

(Minute 11) COMBINED AUTHORITY DORSET CONSULTATION

RESOLVED: that the response sent by the Town Clerk, in consultation with the Leader of the Council, including the comments set out in the minutes, be endorsed.

(Minute 12) TOURIST INFORMATION CENTRE – FUTURE MANAGEMENT ARRANGEMENTS

RESOLVED: (a) that the Town Council take over the management of the Tourist Information Centre from West Dorset District Council.

(b) that the one off transitional funding of £150,000 from the District Council be accepted.

(c) that, as part of the agreement, the authority to run the market be transferred to the Town Council and the current licence arrangement with the District Council, including payment of an annual fee, ends.

(d) that the Town Clerk be given delegated authority to agree the details of the transfer, to include meeting any costs of additional TIC staff time that may be required in assisting with the transitional arrangements, up to a maximum of £5,000, to be met from within the delegated services budget.

(e) to note that the transfer and transitional agreement is subject to the approval of the District Council.

(Minute 24) HONORARY TOWNSPERSON PROCESS

RESOLVED: that the Town Council make a decision on a nomination in September 2016.

(Minute 27) APPOINTMENTS & REPRESENTATIVES OF THE COUNCIL

RESOLVED: (a) that the list of representatives on outside bodies be approved as in the minutes, subject to Cllr Sarah Williams replacing Cllr Sarah Horniman on the Bridport/St Vaast La Hougue Twinning Association.

(b) that the authorised signatories for cheques/electronic banking payments shall be Councillors Geoffrey Ackerman, Sandra Brown, Martin Ray and Dave Rickard.

**19. INTERNAL AUDIT REPORT 2015/16**

Consideration was given to a report of the Town Clerk, ENCL: 3108.

Members welcomed the report and thanked the Finance and Office Manager for all his work.

RESOLVED: that the Internal Audit Report for the period January to March 2016 be noted.

**20. ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS 2015/2016**

Consideration was given to a report of the Town Clerk, ENCL: 3107.

The Town Clerk highlighted Section 1 Annual Governance Statement 2015/16, Section 2 Accounting Statements 2015/16 and the Annual Internal Audit Report 2015/16.

In discussion of the Accounting Statements, it was confirmed that future budgets and expenditure would be looked at in detail by the Budget Working Group from September.

The recommendation was moved and seconded, put to the vote and declared to be carried. It was therefore:

RESOLVED: that the Annual Governance Statement and the Statement of Accounts for 2015/16 (Section 1 and Section 2 of the Annual Return attached to the report) be approved for submission to the External Auditor.

**21. OPEN PUBLIC FORUM**

RESOLVED: that the topic for discussion at the next full council meeting would be the Clinical Services Review and that BLAP and representative groups be invited to the meeting.

**22. COMMUNICATIONS**

- (1) At the start of the meeting, the Council observed a minute's silence, following the murder of Member of Parliament Jo Cox. The Council agreed to fly the town flag at half mast on Wednesday of that week, to mark what would have been the MP's birthday.
- (2) The Town Mayor reported her list of engagements, ENCL: 3094 and reminded everyone of the Charter Fair on Saturday 2 July.
- (3) The Leader of the Council hoped members would be able to help out on the Town Council stall at the Charter Fair on Saturday 2 July and at the Melplash Show on Thursday 25 August.

The meeting closed at **8.13 p.m.**

**The next meeting of Bridport Town Council will be held on 20 September 2015**