

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 23 March 2016 at 7.00 p.m.

PRESENT Cllr: Mrs M.J. Ray (Chairman)

Cllrs: G.J. Ackerman	Ms G.E. Massey
Miss S.A. Brown	C.M. Ray
K.A. Day	Mrs E.A. Rickard
Ms F.K. McKenzie	Ms S.J. Williams

Also present: Cllrs D.G. Rickard.

PUBLIC FORUM

There were no speakers in the public forum.

120. APOLOGIES

There were no apologies.

121. MINUTES

The minutes of the meeting of the Committee held on 20 January 2016 were confirmed as a true and correct record and signed by the Chairman.

122. DECLARATIONS OF INTEREST

There were no declarations of interest.

123. BEST VALUE AND SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 1 March 2016 be received and the following recommendations be approved:

(min.42) RECOMMEND:	Investment Review 2015/16 and Strategy 2016/17 that the Annual Investment Strategy for 2015/16, attached as an Appendix to the report, be adopted without amendment for 2016/17.
-------------------------------	--

(min.44) RESOLVED:	Asset Register that the Asset Register be approved for 2016 and the Town Clerk be given delegated authority to make any final amendments, before it is signed by the Chairman of the Finance and General Purposes Committee and the Town Clerk.
------------------------------	---

(min.45) RESOLVED	Grant Criteria for 2016/17 that the existing 2015/16 criteria and application form be used unchanged for 2016/17 and that a second round of grants be used (should there be an insufficient allocation during the first round) and that the grants scheme is also
-----------------------------	---

advertised in the View from Bridport.

(min.48)

RESOLVED:

Annual Town Meeting Arrangements

that the arrangements for the Annual Town Meeting be noted.

124. MARKET AND BUSINESS LIAISON SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 16 February 2016 be received.

(min.37)

RESOLVED:

Market charges 2016/17

that subject to consultation with traders, the market and frontage fees remain unchanged for 2016/17.

125. TOWN PLAN

Councillors considered a report of the Town Clerk, ENCL: 3069.

RECOMMEND: that the draft Town Plan be approved for publication.

126. PROJECT SUPPORT FOR 2016 – IDENTIFICATION OF ADDITIONAL FUNDING AND EARMARKED RESERVES

Consideration was given to a report of the Town Clerk, ENCL: 3070.

The Town Clerk reported on the current position on reserves, including the recently received capital receipt for the access rights at Mountfield.

The Council had already agreed, as part of the January budget consideration, to earmark reserves for items such as building improvement and vehicle replacement. There was no need at this time to earmark any further items.

RESOLVED: that the latest position on the Town Council's reserves be noted.

127. TOURIST INFORMATION CENTRE FUTURE MANAGEMENT ARRANGEMENTS

Consideration was given to a report of the Town Clerk, ENCL: 3071.

The Town Clerk reported that he had met with officers from the District Council earlier that day to discuss the issue of transitional funding, which included the future payment of the market licence fee. It was hoped that final decisions on the transfer could be taken by both councils in June/July, to allow the service to transfer to the Town Council by September.

RESOLVED: that the Budget and Service Review Working Group meet to discuss the details of the transitional funding and a further report be received at the next meeting of this Committee, to agree the transfer arrangements.

128. WEST BAY PLAY AREA – PROJECT COMMENCEMENT

Consideration was given to a report of the Town Surveyor, ENCL: 3082.

It was reported that the work was due to start on site on 29 March.

RESOLVED: that the current position on the project be noted, the work on site commence and the release of the additional earmarked Town Council funding of £15,000 be approved.

129. COASTAL COMMUNITIES TEAM PROJECT UPDATE

The Town Clerk reported on the final budget for the project and that options were being looked at for funding to support implementation of the projects identified within the Economic Plan.

RESOLVED: that the update be noted.

130. COMMUNITY BUS SERVICES FEASIBILITY

Consideration was given to a report of the Town Clerk, ENCL: 3073.

The Town Clerk updated on proposals to establish a working group to look at the options for community bus provision and the two recent meetings held with the County Council and local stakeholders.

At the last Highways and Transportation Sub Committee, WATAG had raised the new timetables to come in for First Bus services in May and members felt that, if WATAG were willing and able to produce new timetables, then the Town Council could provide some funding for the production costs.

RESOLVED:

(1) that the Town Council support the establishment of a working group to look at the options for community bus provision and earmark and hold £1,000 of the County Councillor's divisional budget to support the feasibility work.

(2) that up to £50 be available to help meet the production costs of WATAG timetables, if produced.

131. YOUTH CENTRE UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3074.

RESOLVED: that the update on the project to establish a Trust to manage the Youth Centre be noted and an additional £5,000 funding to support the provision of the Youth Club service be approved, to be met from the delegated services budget.

132. MILLENNIUM GREEN TRUST

Consideration was given to a report of the Town Clerk, ENCL: 3075.

It was reported that the meeting of the Trust on 21 March 2016 was generally supportive of the proposals, subject to clarification of outstanding legal issues.

RESOLVED: that the proposals for amending the agreement with the Millennium Green Trust be noted and progressed, to be reported for approval to both the Town Council and the Trust in June 2016.

133. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Councillors considered a report of the Town Surveyor, ENCL: 3065.

Updates were provided on the following: -

(i) Parking – Plottingham and Asker Meadows

It was proposed that the car park at Plottingham be managed, like the Football Club Car Park, by West Dorset District Council and that the fees be the same.

RESOLVED: that the Town Surveyor be given delegated authority to implement the scheme for public car parking at Plottingham, with costs to be met from existing budgets.

(ii) Allotments and fencing – St Cecilia's

RESOLVED: that £2,000 be approved for work on the proposed allotments, subject to transfer approval and confirmation of S106 funding.

(iii) Solar Thermal Hot Water System – Mountfield

It was noted that the solar thermal hot water system was now operational at Mountfield.

(iv) PA System – Events

RESOLVED: that a new PA System be purchased for use at events at a cost of £250, to be met from existing budgets.

(v) Salt House Works

RESOLVED: that £4,000 be agreed for necessary improvement works at the Salt House, including works on the rear door, window and electrical works and to enable the installation of Wifi.

(vi) Mountfield

The Town Surveyor provided updates on future projects for Mountfield.

The Town Clerk added that, following the proposed move of the Town Council's accommodation to the second floor, it was proposed to redecorate the rooms on the first floor and they would then look to seek tenants, including continuing discussions with West Dorset District Council.

RESOLVED: that funding of up to £5,000 be approved for improvements to Mountfield as detailed in the report, to be met from existing budgets.

(vii) Volleyball Court

RESOLVED: that £500 be approved for work on marking out a volleyball court at St Mary's, which would not impact on any existing facilities.

(viii) Park and Ride

RESOLVED: that the proposals for this year's scheme be noted.

(ix) Football pitch alterations

RESOLVED: to agree that alterations be made to the size of the smaller pitch at St Mary's at a cost of £2,500, to enable it to be used by senior teams, to be met from existing budgets.

(x) Vehicle Update

It was reported that, to meet the increased responsibilities of the outside team, it was necessary to improve the vehicles. It was proposed to purchase a 4 wheel drive pick up, which would also help with the Council's winter maintenance work.

RESOLVED: that a L200 Club Cab 4 wheel drive pick-up be purchased at a cost of £9,495 to replace the Proton Jumbuck, which will be traded in for £500. The costs to be met from earmarked reserves.

(xi) Goal ends – Flaxhayes

RESOLVED: that the new Goal ends be provided at Flaxhayes at a cost of £4,000 which can be met from existing budgets.

134. MEMBERS' ALLOWANCES SCHEME

It was reported that, in line with the current scheme, being 15% of the District Council allowances, the rate for 2016/17 would be £757.

RESOLVED: that the rate of Members' Allowances for 2016/17 shall be £757.

135. CALENDAR OF MEETINGS

Consideration was given to a report of the Town Clerk, ENCL: 3067.

RECOMMEND: that the calendar of meetings for 2016/17 be approved, subject to amendments to be made, should the Council agree proposals to change the committee structure.

136. DIRECT DEBITS

Consideration was given to a report of the Town Clerk, ENCL: 3066.

RESOLVED: that the continued use of direct debits to discharge Town Council liabilities to the suppliers listed in the report, be approved.

137. EVENTS 2016 INCLUDING ARRANGMENTS FOR BRIDPORT MARQUEE AT MELPLASH

The Town Clerk reported on events for 2016, to be supported by the Town Council.

In respect of the Melplash show this year, it was proposed that rather than provide a large marquee, the Council and local groups would instead be together in smaller

marquees provided by the Council. As the Town Council's costs would be reduced, it was proposed to charge local groups £50, which included 2 passes and a car pass.

RESOLVED: that the proposals for the Melplash Show 2016 be approved, as stated above.

138. NEIGHBOURHOOD PLAN

The Town Clerk reported on the latest position and it was reported that the Town Council's previously agreed funding would be earmarked to support the project.

Members looked forward to seeing and having an opportunity to comment on the work of the Working Groups

RESOLVED: that the update be noted.

139. COMMUNITY WEB SITE UPGRADE PROPOSAL

Consideration was given to a report of the Town Clerk, ENCL: 3077.

The Town Clerk reported on the expressions of interest received and proposed a budget of £2,500 to support the redesign of the site, to be met from the Town Plan projects budget heading.

RESOLVED: that the update on the expressions of interest for the redesign of the Bridportandwestbay.co.uk web site be noted, a budget of £2,500 be agreed for the work and the Town Clerk, in consultation with the Market and Business Liaison Working Group, be given delegated authority to make the appointment of a designer.

140. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS – UPDATE ON RECENT MEETINGS

The Town Clerk reported on the DAPTC Annual Conference on 3 March that he, the Leader, Councillor Sarah Williams and Councillor Sarah Horniman had attended. The theme of the Conference was the "Impact of Local Government Reorganisation on Parish and Town Councils". There were speakers from Cornwall and Wiltshire, talking about their experience of devolution to parish and town councils after unitary status. There was a recognition from the local councils in those areas, that the unitary councils would concentrate on the statutory services and the other locally important services would have to be delivered by the town and parish councils. Any transitional funding for service transfers was also greatly reduced after unitary status.

Members discussed the current proposals being looked at by the County and District Councils for possible unitary councils and emphasised the importance of identifying assets and services that were important locally, to enable early discussion with the principal councils on any possible service devolutions. Early consultation with town and parish councils was crucial.

RECOMMEND: that the update be noted and the Town Clerk raise with the District and County Councils the importance of early consultation with town and parish councils on the unitary proposals.

141. LOCAL ADVICE NETWORK PUBLICITY SUPPORT

The Town Clerk reported that the Network, convened by the Citizens Advice Bureau, was producing a leaflet with information on local advice agencies.

RESOLVED: that the costs of the production of the leaflet be met from the Environment and Social Wellbeing Committee budget and the Town Clerk be given delegated authority to approve the level of funding.

142. STANDING ORDERS AND FINANCIAL REGULATIONS

Consideration was given to a report of the Town Clerk, ENCL: 3079. The Town Clerk also circulated the recommendations from the Working Group, as follows:

Registration of Interest Form Appendix B Non-pecuniary interests

The current form includes the following wording:

Membership of Organisations

I am a member of, or I am in a position of general control or management in

- (a) any body to which I have been appointed or nominated by the Council:
- (b) any body exercising functions of a public nature (e.g. school governing body or another council):
- (c) any body directed to charitable purposes:
- (d) any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

Proposal: that registration under (a), (b) and (c) should apply only where the councillor is in a position of general control or management of a body. It would only be necessary to register “ordinary” memberships under (d).

Standing Orders

The following amendments were **proposed**:

Para 5 - Public Forum wording to be amended to reflect changes, if agreed, to introduce a wider Open Forum for full Council. Public Forum arrangements for committees and sub committees to remain unchanged.

Para 14 Questions – make clear that this standing order referred to items not already on the agenda.

Para 26 Additional Members - additional members (co-optees) may be added to committee/sub committees but not Finance and General Purposes Committee or Plans. Working Groups able to co-opt relevant stakeholders for particular issues.

Para 43 Power of Well-being to be replaced with details of Power of Competence as below:

- Before exercising the power of competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- The Council's period of eligibility begins on the date that the resolution under standing order 43 (a) above was made. The Council must confirm it continues to be an eligible council for these purposes at each subsequent annual meeting of the Council that takes place in a year of ordinary elections.

Para 4(xiv) must also be amended to refer to the Power of Competence rather than the Power of Wellbeing.

Agendas and Minutes

Proposal:

That the wording on agendas be changed from "you are hereby summoned" to say "A meeting of the *Named* Committee is to be held on....."

Councillors listed in agendas and minutes, to be referred to by first name and surname not initials.

Outside Bodies

Proposal: Members of outside bodies also be able to report to the full Council. An application form to be introduced for members to apply to serve on outside bodies.

Committee Structures

This issue was addressed through a members' workshop and was reported separately to this Committee (min 143). It was **proposed** that relevant amendments be made to Standing Orders to reflect changes to committee structures, as agreed.

Financial Regulations

It was **proposed** to adopt the National Association of Local Councils' template for Financial Regulations. The main changes to those currently adopted by the Town Council were:

Provision for internet payment –a list of payments shall be prepared for payment by the Finance and Office Manager and then two councillors, as authorised bank signatories, shall sign and date the transaction print out, prior to the payment being authorised online by the Finance and Office Manager. All payments made will be reported to the Finance and General Purposes Committee.

A debit card may be used by the Town Clerk with a single transaction value of £1,000 unless otherwise approved by the Finance and General Purposes Committee. All expenditure to be reported to the Committee.

Petty cash float increased to £500 from £150.

Values for contracts to be changed as follows:

Contract exceeding £60,000 – full tenders (currently £10,000)
Contract less than £60,000 – 3 quotations
Contract below £10,000 and above £3,000 strive to obtain 3 estimates (currently below £2,500 and above £500).

Refer to Living Wage Foundation Living Wage as one of the criteria of any quality assessment for tenders.

RECOMMEND: that the Town Clerk amend Standing Orders, Financial Regulations and the Registration of Interests form as above and the full versions of Standing Orders and Financial Regulations be reported to the Council for approval, with the amendments highlighted. The changes to take effect as from the Annual Council on 19 May 2016.

143. COMMITTEE STRUCTURES

Consideration was given to a report of the Town Clerk, ENCL: 3080.

RECOMMEND: that the Council agree the proposals for Committee Structures and the Council Public Forum as set out in the notes of the Workshop held on 26 February and summarised as Appendix A to these minutes.

144. RENEWAL OF ELLIS WHITTAM HEALTH AND SAFETY AND HUMAN RESOURCES ADVICE

RESOLVED: that the Town Clerk be given delegated authority to renew the contract with Ellis Whittam for health and safety and human resources advice.

145. REPORTS FROM OUTSIDE BODIES

The Chairman reported back on the Borough Gardens Working Group.

Cllr C.M. Ray reported on the recent meeting of the Bridport & District Tourism Association.

146. CORRESPONDENCE

There were no items reported.

147. ANNOUNCEMENTS

The Town Mayor reported that arrangements were being made for the “Beating of Bounds” civic event on Saturday 16 April 2016 and the bonfire to mark the Queen’s birthday on Thursday 21 April 2016.

The Leader of the Council was joined by all members in congratulating the Town Mayor on the award and recent presentation to her of the M.B.E.

148. PAYMENT OF ACCOUNTS

The Town Clerk presented List 5 of the 2015/16 accounts, in the sum of £121,173.98, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

149. 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 that in the public interest the public be temporarily excluded and they are instructed to withdraw.

150. PROPERTY MATTERS – MOUNTFIELD

The Town Clerk reported on the proposals for Mountfield.

RESOLVED: that the update be noted.

151. ANNUAL STAFF REVIEW

Consideration was given to a report of the Town Clerk, ENCL: 3068.

RESOLVED: that the recommendations in the report be approved.

The meeting closed at **8.37p.m.**

The next meeting of the Committee will be held on 15 June 2016

(Min 143) Committee Structures Recommendations:

Full Council – Open Forum:

Prior to the start of each Council meeting, there will be an Open Forum for a public discussion on a particular issue of current interest. Items for discussion could be suggested by Working Groups and agreed by the previous Council meeting. These would be an opportunity to get views on a particular issue that the Council might be looking at, prior to recommendations coming forward e.g. options for traffic management in South Street, future of the Youth Centre etc. A Councillor to make short introduction and then opportunity for public discussions. No time restrictions on public contributions.

Also opportunity for public to raise other issues as in current Public Forum.

Time allowed: 45 minutes.

Ordinary Council meetings

Mayor/Deputy Mayor/Town Clerk/Town Surveyor to sit round the table, not on the podium.

Committees:

3 committees to remain:

Plans – to be renamed Planning Committee and include Highways items
Environment & Social Wellbeing Committee
Finance and General Purposes Committee

Public Forum remain unchanged for all committees and sub committees.
Chairman discretion to exceed 3 minutes.

Revised terms of reference to be looked at by each committee, prior to consideration by the Council in April.

Sub Committees:

Market & Business Liaison Sub Committee - delete
Highways & Transportation Sub Committee – delete
Best Value & Scrutiny Sub Committee – delete Town Plan from title, 7 members and
Chaired by minority party member. Report to F&GP
Staffing Appeals – 3 members – report to F&GP

Public Forum remain unchanged for all sub committees.
Chairman discretion to exceed 3 minutes.

Standing Working Groups

Market & Business Liaison Working Group including stakeholders - Chamber of Trade, Tourism Association, BLAP, Market Traders. Report to F&GP.

Highways and Transportation Working Group including stakeholders WATAG, DCC as appropriate. Report to Planning Committee.

Other Working Groups can also be appointed for time limited work, by all committees, including:

F&GP: Budget Working Group, Standing Orders, Town Plan.
Environment: Open Spaces, Social Wellbeing, Rights Respecting.
Also other working groups as required.

Town Hall & Bucky Doo Working Group deleted.

All Working Groups – not open meetings, but public stakeholders invited.
All members to be notified of dates and able to attend meetings.