

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 27 March 2013 at 7.00 p.m.

PRESENT: Cllr: C.M. Ray

Cllrs: G.J. Ackerman	Mrs M.J. Ray
Miss S.A. Brown (from 8.20pm)	D.R. Tett
Ms G.E. Massey	Ms A-M.A. Vincent
J.T. May	K.G. Wallace

Also in attendance: Cllrs: E.T. Colfox and D.G. Rickard.

## **PUBLIC FORUM**

There were no speakers in the Public Forum.

### **122. APOLOGIES**

There were no apologies for absence, although Cllr Miss S.A. Brown gave an apology for lateness.

### **123. MINUTES**

The minutes of the meeting of the Committee held on 16 January 2013 were confirmed as a true and correct record and signed by the Chairman.

### **124. DECLARATIONS OF INTEREST**

Cllr D.R. Tett declared an indirect, non pecuniary interest in minute 133, as a District Council ward member, who could be consulted on the grant application from the Electric Palace.

### **125. CODE OF CONDUCT DISPENSATION REQUESTS**

There was nothing to report.

### **126. MARKET AND BUSINESS LIAISON SUB COMMITTEE**

RESOLVED: that the minutes of the meeting of the Sub Committee held on 19 February 2013 be received and noted.

### **127. 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 5 March 2013 be received and the following recommendations be approved: -

(Min 32) Investment Review 2012/13 and Strategy 2013/14

RECOMMEND: that the Annual Investment Strategy for 2012/13, attached as an Appendix to the report, be adopted without amendment for 2013/14.

(Min 33) Review of Financial Regulations and Standing Orders

RESOLVED: that Financial Regulations be amended to refer to the 2011 Accounts and Audit Regulations. Further amendments to that document and Standing Orders be considered, following the issue of the new model documents by NALC.

(Min 34) Asset Register

RESOLVED: that the asset register be approved for 2013 and the Town Clerk be given delegated authority to make any final amendments.

(Min 35) Community Right to Bid

RECOMMEND: that

- (a) the Town Clerk report back with proposals for an audit of community buildings in the parish, to take account of the findings of the BLAP Space Needs Survey and enable the Council to consider whether it wishes to prepare a list of buildings that it considers should be recommended for registration by the District Council, as assets of community value.
- (b) West Dorset District Council be asked to include the Town Council as a formal consultee on all applications received for listings of assets of community value, under the Community Right to Bid.

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

RESOLVED: that the minutes of the meeting of the Working Party held on 7 March 2013 be received and the following recommendation be approved: -

(Min 5) Building Issues

RESOLVED: that the Town Surveyor be given delegated authority to implement additional minor improvements as detailed, subject to being within agreed budgets.

#### **129. TOWN HALL HERITAGE AND CONSERVATION PROJECT**

The Town Clerk tabled the draft evaluation report and invited members to read the report and any comments would be welcome. It was hoped to finalise the report by the end of April and this would include finalising the accounts, following the settlement of the final payments, such as the payment of the retention being held for the building contract. The finalisation of the accounts would also enable the outstanding income to be claimed.

The Town Clerk was joined by members in thanking Crystal Johnson for all her work in producing the document.

RESOLVED: that the production of the draft Evaluation report, including the updated project accounts be noted and, subject to any comments from members and final drafting, the document be submitted to the Heritage Lottery Fund.

### **130. PROJECT SUPPORT FOR 2013 – IDENTIFICATION OF ADDITIONAL FUNDING**

Councillors considered a report of the Town Clerk, ENCL: 2670.

RESOLVED: that the following funding be earmarked in reserves: -

- |  |         |
|--|---------|
| - Additional Land Transfer costs                       | £ 5,000 |
| - West Bay Water Sports Centre                         | £ 5,000 |
| - Skate Park (see minute 132)                          | £10,000 |
| - Additional Street Lighting Contributions Town Centre | £ 5,000 |

### **131. MOUNTFIELD RECEPTION ARRANGEMENTS**

Councillors considered a report of the Town Clerk, ENCL: 2667.

RESOLVED: that the new reception arrangements for Mountfield be approved and £1,000 be provided in 2013/14 to cover the costs of West Dorset District Council providing some services for the Town Council as detailed in the report.

### **132. SERVICES ADMINISTERED BY THE TOWN SURVEYOR**

The Town Surveyor provided updates, ENCL: 2673, on the following projects:

#### (a) Street Lighting

The Town Surveyor reported on the latest position on the discussions with SEC regarding the heritage lights for the town centre. There was still a need to confirm the costings before this could be reported to members, but it was likely that the number of columns that would be included in the town centre was 24, with the rest of the lights being placed on buildings. The proposal was for a black column with a heritage top. The Town Council had agreed that it wanted to look at a scheme for the town centre area.

RESOLVED: that final decisions on the street lighting scheme for the town centre, including a commitment to the expenditure, be considered at the full Council on 16 April.

#### (b) Skate Park

RESOLVED: that funding of up to £10,000 be approved for resurfacing work. The funding to be taken from earmarked funding as in minute 130.

The Town Surveyor also provided updates on the following:

(c) MUGA – a further application for funding from the Inspired Places scheme was due to be submitted in April.

(d) West Bay Water Sports Centre – planning permission had been granted with a list of ten conditions. The costings for the scheme were being reassessed in the light of this permission and would be submitted for approval to the next meeting of this Committee.

- (e) Christmas Festival 2013 – an early suggestion had been made to move this event to a Sunday, from Midday to early evening. This was being discussed by the Festival Committee.
- (f) Cycle Racks – as reported previously, a large number of new cycle racks were to be installed in the town by the County Council, by the end of May.
- (g) Environmental Audit – the Town Surveyor was working with Brian Atkinson on potential initiatives and actions, in response to the audit.

The updates were noted.

**133. ELECTRIC PALACE – SUPPORT FOR GRANT REQUEST TO WEST DORSET DISTRICT COUNCIL**

Councillors considered a report of the Town Clerk, ENCL: 2665.

RESOLVED: that the Town Clerk be given delegated authority to provide a letter in support of the application to West Dorset District Council from the Electric Palace, for funding from the Leisure Development Fund.

**134. THE FUTURE OF THE LENGTHSMAN SCHEME**

Councillors considered a report of the Town Clerk, ENCL: 2669.

Members felt that it was important for the scheme to continue and asked also that Dorset County Council be approached again regarding the possibility of further support for the scheme beyond 2013/14.

RESOLVED:

- (1) that the Town Council continue to employ and provide the Lengthsman service to participating councils for the financial year 2013/14 on the same basis as under the previous agreement, subject to the new charges agreed by the Council and noting the decreased contribution from Dorset County Council.
- (2) that the Town Clerk be given authority to enter into renewed agreements with each of the participating parish councils and during the year to bring forward options and proposals for the continued delivery of the service.

**135. APPRENTICESHIPS**

Councillors considered a report of the Town Clerk, ENCL: 2671.

RESOLVED: that the progress being made in this scheme be noted.

**136. ASKER MEADOWS AND NEW ZEALAND – UPDATE**

The Town Surveyor provided an update on the works at Asker Meadows and New Zealand.

RESOLVED: that the update be noted.

**137. YOUTH COUNCIL WORKING GROUP UPDATE**

Councillors considered a report of the Town Clerk, ENCL: 2666.

RESOLVED: that the actions in the report be noted and endorsed.

**138. WDDC – LAND DISPOSAL UPDATE**

During the meeting, under other items, members had received updated information on the position regarding the various land transfers from West Dorset District Council, including in particular the following:

1. New Zealand/Asker Meadows – ready to complete, but just waiting for confirmation on some outstanding ownership issues.
2. Salt House/Former Toilets – there was a need to confirm the costings of work required on both buildings, before the transfers were completed.
3. Football Club land – the transfer to be progressed later this year.

RESOLVED: that the update be noted.

**139. CALENDAR OF MEETINGS**

Councillors considered ENCL: 2664.

RECOMMEND: that the calendar of meetings for 2013/14 be approved.

**140. CCTV 2013/14**

The Town Clerk reported that, as part of its budget for 2013/14, Weymouth and Portland Borough Council had agreed a reduction in its budget for CCTV. The Borough Council provided the monitoring service for CCTV, including for Bridport. It was likely that proposals were to be put forward for changes to the level of monitoring. The existing level of funding for the scheme from West Dorset District Council was in place for the coming year, but it may be that the service would be restricted. More information would be reported to members, when the proposals had been received.

Members stated that the Town Council needed to be involved in discussions on any changes to the scheme, to ensure that it could continue to operate effectively in the town.

RESOLVED: that the update be noted.

**141. DAPTC UPDATE**

The Town Clerk provided an update on a recent DAPTC legislation seminar that he had attended.

The update was noted.

**142. REPORTS FROM OUTSIDE BODIES**

The following updates were received from members of outside bodies:

Cllr Ms G.E. Massey provided feedback on the wassailing day in January of the Bridport Community Orchard Group and the planting of wild flower seeds.

Cllr C.M. Ray provided feedback from a recent meeting of the Bridport and District Tourism Association.

Cllr K.G. Wallace provided feedback on a B3157 meeting at the Bull Inn, Swyre at which calls had been made for the reintroduction of white lines and cats eyes on the coast road and for tourism signage between Bridport and Weymouth.

The updates were noted.

**143. SPIRIT OF BRIDPORT**

The Town Clerk reported that £6,720.08 had been reimbursed to the Town Council under the Chalk and Cheese scheme, via the County Council. The Town Council was acting as the accountable body for this funding.

RESOLVED: that the update be noted.

**144. MEMBERS' ALLOWANCES SCHEME**

RESOLVED: that the existing scheme of Members' Allowances continue for 2013/14.

**145. BRIDPORT HERITAGE FORUM – EXHIBITION UPDATE FOR AUGUST 2014 TO MARK ANNIVERSARY OF WORLD WAR 1**

The Town Clerk reported on the preparations for a major event next year to mark the anniversary of World War 1. It was agreed that the Town Mayor and Town Clerk should meet with the Forum to discuss the proposals and potential civic support for the event.

RESOLVED: that the Town Clerk report back on arrangements for the Exhibition and potential Council support.

**146. PARK AND RIDE ARRANGEMENTS FOR 2013**

Councillors considered a report of the Town Clerk, ENCL: 2668.

RESOLVED: that the 2013 Park and Ride service from West Bay to Bridport be provided as outlined in the report and the Town Surveyor be given delegated authority to award the contract and agree the dates for the service.

**147. CORRESPONDENCE**

The Town Clerk reported a thank you letter from St Mary's Primary School, following receipt of a grant for materials for the after school club.

**148. ANNOUNCEMENTS**

The Town Mayor reported that he and the Mayoress had attended the Easter Bonnet competition at Bridport Primary School.

The Town Clerk reported that the Annual Town Meeting would be held in the Town Hall at 7.00pm on Tuesday 9 April and would include a presentation from Peter Hellawell, an Olympic torch bearer for Bridport.

**149. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 5 of the 2012/13 accounts, in the sum of £196,652.30 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

**150. 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:

**151. PROPERTY MATTERS**

The Town Clerk updated members on the current position with the Town Council's lease renewals with the Sea Cadets and the 1<sup>st</sup> Bridport Scout Group, which were nearing completion. They would be on the same basis as the current leases and it was reported that this would be for a further 28 years.

RECOMMEND: that the renewal of the Plottingham leases for the Sea Cadets and the 1<sup>st</sup> Bridport Scout Group be approved for a further 28 years on the existing terms, at the same nominal rent of £5 per annum.

**152. ANNUAL STAFF REVIEW**

Councillors considered a report of the Town Clerk, ENCL: 2672.

RESOLVED: that the recommendations in the report be approved.

The meeting closed at **8.32 p.m.**

**The next meeting of the Committee will be held on 12 June 2013**