

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 5 March 2013 at 11.00 a.m.

PRESENT Cllr Miss S.A. Brown (Chairman)

 Cllrs: G.J. Ackerman D.G. Rickard
 C.M. Ray Ms S.J. Williams
 Mrs M.J. Ray

PUBLIC FORUM

There were no members of the public present.

27. APOLOGIES

There were no apologies for absence.

28. MINUTES

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 11 December 2012 were confirmed as a correct record and signed by the Chairman.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. INTERNAL AUDIT 2012/13

It was reported that the Internal Auditor had made his second visit of 2012/13 and the only comment was that a VAT receipt for one payment was not filed with the payment summary. This was rectified before the visit was completed.

The update was noted.

31. EXTERNAL AUDIT – ACTION PLAN 2011/12

The Town Clerk reported on the issues raised by the External Auditor and referred members to the item later in the agenda regarding the updating of Financial Regulations.

The other matter regarding the revaluation of the Town Hall had been addressed.

RESOLVED: that the action taken on the External Audit Action Plan 2011/12 be noted and endorsed.

32. INVESTMENT REVIEW 2012/13 AND STRATEGY 2013/14

Consideration was given to a report of the Town Clerk, ENCL: 2652.

RESOLVED:

(a) that the investments made in 2012/13 be noted as in the report, and

(b) that investments of 6 or 9 months be investigated following receipt of the precept in April 2013.

RECOMMEND:

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

33. REVIEW OF FINANCIAL REGULATIONS AND STANDING ORDERS

Consideration was given to a report of the Town Clerk, ENCL: 2659.

The Town Clerk reported that the External Auditor stated that the Council's Financial Regulations and Standing Orders required updating, as they did not refer to the 2011 Accounts and Audit Regulations.

He would ensure that the Financial Regulations were updated to refer to the 2011 Regulations, although it was not considered that any further substantial amendment was required at this stage, bearing in mind that NALC would be issuing a new model set of Regulations later this year.

The Council's Standing Orders were last reviewed in September 2010, with further amendment in September 2012. They were based on the latest model issued by NALC and it was not considered that they needed further revision at this stage. Once again, a new copy of model standing orders was due to be issued by NALC within the next year.

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

34. ASSET REGISTER

Councillors considered the asset register, ENCL: 2658.

The Town Clerk confirmed that the Register had been prepared on the same basis as in previous years.

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

35. COMMUNITY RIGHT TO BID

The Town Clerk reported on the procedure to be followed in making an application to include a community building in the District Council's Register of assets of a community value.

Members felt that this issue should be looked at by the Town Council and that it should consider which buildings were important community assets and then consider putting forward a list of such buildings to the District Council. This should be in the context of a wider audit of all community buildings in the town and take into account the results of the BLAP survey of community space needs. It was also felt that the District Council should be asked to include the Town Council as a formal consultee, if a separate application was received for a listing of a building in the Bridport parish area.

RECOMMEND:

- (a) that 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) that 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.

36. GRANT CRITERIA FOR 2013/14

RESOLVED: that the existing criteria be used unchanged for the 2013/14 grant applications.

37. TOWN PLAN

The Town Clerk reported on the recent meetings with students at Colfox School to discuss the Town Plan. They had identified ten projects that they may like to be involved with and these had also been discussed at the meeting last week of the Bridport Area Youth Council. It was now proposed to update the Town Plan with the latest position on the projects.

RESOLVED: that the updated Town Plan be reported for approval, prior to the new municipal year.

The Town Clerk also updated members on an ongoing insurance claim.

The meeting closed at **11:58 p.m.**

The next meeting of this Sub Committee will be on a date to be agreed at the next meeting of the Finance and General Purposes Committee