

**Bob Gillis
Town Clerk**

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

To all Town Councillors

e.mail: r.gillis@bridport-tc.gov.uk

16 January 2018

Dear Councillor,

A meeting of the Town Council is to be held in the **TOWN HALL**, Bridport on **Tuesday 23 January 2018 at 7:00 pm**, when it is proposed to transact the following agenda.

Yours sincerely

Town Clerk

The meeting is open to the public

AGENDA

OPEN PUBLIC FORUM

Prior to the start of each ordinary Council meeting, there will be an Open Public Forum of up to 45 minutes for electors or residents in the parish of Bridport or adjoining parishes. This will be in two parts:

- a public discussion on a particular issue of current interest. There will be no time limits on public contributions in this section of the Open Forum. The subject for discussion at this meeting is Community Safety.
- public questions or statements, primarily in respect of items on the agenda of the Town Council meeting, but also in the interests of wider public discussion. Each question/contribution under this section will not exceed three minutes in duration.

1. **APOLOGIES**

To receive apologies for absence submitted by Members.

2. **MINUTES**

To confirm the minutes of the meeting of the Town Council held on 21 November 2017 (copy herewith).

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from members.

4. STANDING ORDER 14(b)

Questions, if any, pursuant to Standing Order 14(b).

5. COMMITTEES

To receive and consider the minutes of the following meetings:-

- | | | | |
|----|-------------------------------------|-------------------------|--------------------------------|
| a. | Planning | 27 November 2017 | (previously circulated) |
| b. | Planning | 8 January 2018 | (copy herewith) |
| c. | Finance and General Purposes | 13 December 2017 | (Previously circulated) |
| d. | Finance and General Purposes | 17 January 2018 | (copy to follow) |

Including the following recommendations:

(The recommendations below are based on those in the reports to the Committee and will be updated/amended in the minutes, to be circulated following the Committee Meeting):

(Min No. 123)
RECOMMEND:

Financial Estimates 2017/18 – 3rd Revision
that the 3rd revision of the estimates for the year 2017/18 be approved.

(Min No.124)
RECOMMEND:

- Budget and Estimates 2018/19**
- a) that the draft estimates for 2018/189 be approved as in Appendix A.
 - b) that the proposed fees and charges be approved as set out in Appendix B for 2018/19, with a fundamental review of all charges during the year.
 - c) that the draft capital budget and proposed use of reserves for 2018/19 and future years be approved, as set out in section 4 of the report, with a further report back with more detail to the next meeting of this Committee.
 - d) that the Medium Term Financial Plan be approved as a guide for future years, as in Appendix C, noting that each year's budget will be subject to separate approval.
 - e) That a precept for 2018/19 is set, taking into account the options set out in section 10 of the report (options reproduced below)

Option 1: increase the precept by £26,683. In total, this would raise £596,381 and provide a deficit budget of £10,000.

Option 2: increase the precept by £36,683. In total, this would raise £606,381 and provide a balanced budget.

Option 3: increase the precept by £46,683. In total, this would raise £616,381 and provide a cushion of an additional £10,000 towards future delegated services.

The current Band 'D' Town Council Charge is £194.87. The three options listed result in the following increases in Council Tax for a Band 'D' Council Tax Payer:-

	Annual	Weekly	Band 'D'	
Option 1	£ 8.80	£0.17		4.51%
Option 2	£12.21	£0.23		6.27%
Option 3	£15.63	£0.30		8.02%

(The recommendation from the Finance and General Purposes Committee - which could include other options - will be set out in the minutes from the meeting).

(Min No. 129)

RECOMMEND:

Review of the Effectiveness of Internal Audit and Appointment of an Internal Auditor for 2017/18

that the existing internal audit arrangements continue for 2018/19.

(Min No. 130)

RECOMMEND:

Risk Assessment and Management: Annual review

that the Risk Assessment and Management Strategy Policy Document be approved.

(Min No. 132)

RECOMMEND:

Community Governance Review

to receive an update on the latest position and agree that the Town Clerk be given delegated authority to progress this issue, in consultation with Symondsburry Parish Council.

(Min No. 134)

RECOMMEND:

Community Bus Update

that the current position on the project be noted and a Special meeting be arranged to agree the next steps.

(Min No. 138)

RECOMMEND:

Section 106 Allocations

that the initial proposals for use of Section 106 funding be endorsed, agree that further expressions of interest be sought for use of the funding and the Town Clerk be given delegated authority, in consultation with the Open Spaces Working Group, to submit the funding requests to the District Council.

(Min No. 146)

RECOMMEND:

Appointments Panel

that this item be considered in closed session.

(Min No. 147) **Job Evaluation**
RECOMMEND: that this item be considered in closed session.

d. **Environment and Social Wellbeing** **10 January 2018** **(copy herewith)**

6. **ELECTION OF TOWN MAYOR, DEPUTY TOWN MAYOR AND LEADER OF THE COUNCIL 2018/2019**

In accordance with Standing Order 4(d) (1) all members have been invited to submit nominations for the posts of Town Mayor, Deputy Town Mayor and Leader of the Council. The nominations received will be reported and the Council will be invited to approve its preferred candidates to go forward for election to the Annual Town Council meeting (Mayor Making).

7. **OPEN PUBLIC FORUM**

To agree the issue for discussion at the next Open Public Forum at the Council meeting to be held on 27 March 2018.

8. **COMMUNICATIONS**

To receive such communications as the Town Mayor, [ENCL: 3268](#), Leader of the Council or the Town Clerk may wish to report.

9. **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 in the public interest that the public be temporarily excluded and they are instructed to withdraw for the following Finance and General Purposes referrals:

Finance and General Purposes

17 January 2018

(Min No. 146)
RECOMMEND:

Appointments Panel

- a. that the revised job description for the post of Town Clerk be approved and the post be advertised.
- b. that the grading and salary for the post be as recommended in the Job Evaluation report (Min 147)
- c. that with immediate effect, the Town Council's Responsible Financial Officer under Section 151 of the Local Government Act 1972 shall be the Finance and Office Manager and Financial Regulations be amended as required.

(Min No. 147)
RECOMMEND:

Job Evaluation

that the grading for the Town Clerk's post be approved as in report, to apply on the commencement of the new Town Clerk.

The next meeting of Bridport Town Council will be on 27 March 2018