

At a MEETING of the **BRIDPORT TOWN COUNCIL** held in the Town Hall, Bridport on Tuesday 23 January 2018 at 7.00 p.m.

PRESENT Cllr Anne Rickard – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Ros Kayes
	Jeremy Brodie	Gill Massey
	Sandra Brown	Maggie Ray
	Derek Bussell	Martin Ray
	Kelvin Clayton	Dave Rickard
	Terry Harrison	Barbara Vousden
	Sarah Horniman	Sarah Williams
	Julian Jones	

OPEN PUBLIC FORUM

Community Safety

Sgt Chris Mead from Bridport Police was welcomed to the meeting and answered members' questions on current policing issues.

There were no other matters raised.

41. APOLOGIES

Apologies for absence were received on behalf of Cllrs Keith Day and Barry Irvine.

42. MINUTES

The minutes of the meeting held on 21 November 2017 were confirmed as a correct record and signed by the Town Mayor (Chairman).

43. DECLARATIONS OF INTEREST

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

44. STANDING ORDER 14(b)

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

45. MINUTES OF COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 27 November 2017 were presented by the Committee Chairman, Councillor Sarah Williams.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 27 November 2017 be received.

(b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 8 January 2018 were presented by the Committee Chairman, Councillor Sarah Williams.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 8 January 2018 be received.

(c) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 13 December 2017 were presented by the Committee Chairman, Councillor Maggie Ray.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 13 December 2017 be received.

(d) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 17 January 2018 were presented by the Committee Chairman, Councillor Maggie Ray.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 17 January 2018 be received and the recommendations therein be adopted, as set out below: -

(Minute 123) FINANCIAL ESTIMATES 2017/2018 – 3rd REVISION

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the 3rd revision of the estimates for the year 2017/2018 be approved.

(Minute 124) BUDGET AND ESTIMATES 2018/2019

Members discussed the proposed budget and recommendation from the Committee.

Members commented on the considerations set out in the report and the Committee minutes, including in particular: the loss of Council Tax Support Grant and the need to make some provision to protect discretionary services that are likely not to be delivered by the new unitary council. It was also noted that the Council's tax base had remained almost unchanged for three years.

Members commented on the need to ensure that information on the budget was widely publicised and that proposals should be brought forward to allow

for a public discussion on the future funding of local services, in the light of local government reorganisation.

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

- RESOLVED:
- (a) that the draft estimates for 2018/19 be approved as attached in Appendix A.
 - (b) that the proposed fees and charges for 2018/19 be approved as set out in Appendix B, 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 in terms of the precept, Option 2 be approved, which increases the precept by £36,683 to raise £606,381.

The annual Band 'D' charge to increase from £194.87 to £207.08 (6.27%).

(Minute 129) REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2018/19

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

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

(Minute 130) RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

- RESOLVED: that the Risk Assessment and Management Strategy policy document be approved, as attached to the Committee report.

(Minute 132) COMMUNITY GOVERNANCE REVIEW

Members agreed that it was important to progress the issue of the town boundary and Vearse Farm, and it was hoped that this could be taken forward in consultation with Symondsby Parish Council.

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the latest position be noted and the Town Clerk be given delegated authority to progress this issue, in consultation with Symondsburry Parish Council.

(Minute 134) COMMUNITY BUS UPDATE

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the current position on the project be noted and a Special meeting at the end of February 2018 be arranged, to agree the next steps.

(Minute 138) SECTION 106 ALLOCATIONS

Members asked that the Town Clerk contact the District Council regarding the S106 funding set aside for affordable housing and the position on making this available to support local land trusts.

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the initial proposals for use of Section 106 funding be endorsed, 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.

(Minute 146) APPOINTMENTS PANEL

RESOLVED: that the recommendation be considered in closed session (as in minute 49 below).

(Minute 147) JOB EVALUATION

RESOLVED: that the recommendation be considered in closed session (as in minute 49 below).

(e) ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 10 January 2018 were presented by the Committee Chairman, Councillor Kelvin Clayton.

RESOLVED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 10 January 2018 be received.

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

The Town Clerk reported that the following nominations had been received:

Town Mayor – Cllr Barry Irvine
Proposed by Cllr Anne Rickard and seconded by Cllr Sarah Williams.

Deputy Town Mayor – Cllr Martin Ray
Proposed by Cllr Gillian Massey and seconded by Cllr Anne Rickard.

Leader of the Council - Cllr Sarah Williams
Proposed by Cllr Dave Rickard and seconded by Cllr Maggie Ray.

No further nominations had been received.

RESOLVED: that the Town Council's preferred candidates for the positions of Town Mayor, Deputy Town Mayor and Leader of the Council for 2018/19 be approved as listed above, to go forward to the Annual Town Council meeting (Mayor Making), where the elections to these posts shall take place.

47. OPEN PUBLIC FORUM

Members felt that this could be an opportunity for a wider discussion on the future of local services, in the light of local government reorganisation. This could also cover future decision making under a unitary authority. The best way to take this forward and the proposed topic for the next Open Public Forum would be reported at the Special Council meeting.

RESOLVED: that the subject for the next Open Public Forum be agreed at the Special Council meeting to be held at the end of February 2018.

48. COMMUNICATIONS

The following items were reported for information:

- (1) The Town Mayor reported her list of engagements, ENCL: 3268.
- (2) The Leader of the Council reported that the Town Council would be represented at the Community Fair in the Town Hall on 3 February 2018.
- (3) The Town Clerk thanked members who had already volunteered to help out on the Town Council table at the Community Fair.

49. 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.

50. APPOINTMENTS PANEL

RESOLVED:

- a. that the revised job description for the post of the 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.
- 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.

51. JOB EVALUATION

The Leader of the Council updated members on the other matters raised at the Finance and General Purposes Committee. It was proposed that the Appointments Panel receive a report from the Town Clerk on his workload priorities, to ensure a smooth transition for the new Clerk. In view of the position on a number of projects, the revised timetable for the appointment was also reported, with the existing Clerk due to retire now by September 2018. In view of the new grade for the post, it was proposed that the Appointments Panel report to the next Finance and General Purposes Committee on whether to apply the job evaluation results from 1 April 2018.

RESOLVED: that the revised grading of the Town Clerk's post be approved, as recommended in the report, the post be advertised at that grade and the Appointments Panel receive a report from the Town Clerk on the handover process and revised timetable for the appointment. The Panel to report back to the next meeting of the Finance and General Purposes Committee, to enable the Committee to consider whether the new grading shall be applied from 1 April 2018.

The meeting closed at **8.30 pm**

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