

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 21 March 2018 at 7.00 p.m.

PRESENT Cllr: Maggie Ray (Chairman)

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| Cllrs: Geoffrey Ackerman | Martin Ray |
| Sandra Brown | Anne Rickard |
| Kelvin Clayton | Sarah Williams |
| Gill Massey | |

Also present: Cllr Dave Rickard

PUBLIC FORUM

There were no speakers in the public forum.

150. APOLOGIES

An apology for absence was submitted on behalf of Cllr Keith Day.

151. MINUTES

The minutes of the meeting of the Committee held on 17 January 2018 were confirmed as a true and correct record and signed by the Chairman.

152. DECLARATIONS OF INTEREST

There were no declarations of interest.

153. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 27 February 2018 be received and the following recommendations be approved:

(min.38) Investment Review 2017/18 and Strategy 2018/19

Members discussed the revised Investment Strategy. The Town Clerk reiterated his advice stated at the Sub Committee, that the Strategy had to be produced in accordance with statutory guidance from the Secretary of State, issued under the Local Government Act 2003. This stated that for financial investments, local authorities should continue to prioritise Security, Liquidity and Yield in that order of importance. The Internal Auditor had also advised that the Town Council should always identify financial security and recognise its need for cash flow and liquidity requirements, as a priority. The Town Council must ensure that these elements are taken into account first, before any other consideration, including the potential for the Town Council to invest in only ethical funds.

The Strategy did now include an ethical considerations paragraph and it also now allowed for investment in other institutions and for long term investments. It was proposed to bring forward proposals by June 2018 to invest in the CCLA Property Fund, bearing in mind the current rate of return, but also alongside that to

recommend opening accounts with other institutions that may be considered to be ethical, subject to the requirements of security and liquidity being met.

RESOLVED: (1) that the investments made in 2017/18 be noted as in the report.

And to RECOMMEND:

- (2) that the Town Council be asked to agree a revised Investment Strategy for 2018/19 as attached to the minutes.
- (3) that subject to the approval of the Investment Strategy, the Council be asked to consider investing up to £200,000 in the CCLA Property Fund. That decision to be taken by June 2018.

(min.39)

RECOMMEND:

Asset Register

that the Asset Register be approved for 2018 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.40)

RESOLVED

Grant Criteria for 2018/19

that the criteria and form be reviewed at the next meeting of this Sub Committee, prior to advertising the 2018/19 round of grant applications.

(min.41)

RESOLVED:

Grants to Larger Organisations

that the position on the Service Level Agreement grants to be noted.

154. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the minutes of the meeting of the Working Group held on 13 February 2018 be received and the following recommendation be approved:

(min.6)

RESOLVED

Market Issues – Fees and Charges

that the market fees for 2018/19 remain unchanged at this stage, to support the market, and be reviewed, alongside other market issues, in consultation with traders.

It was also agreed that there should be a report back on options for electronic payments of market fees, to run alongside the option to pay by cash.

155. LOCAL GOVERNMENT REORGANISATION UPDATE – SERVICES/ASSETS

Consideration was given to a report of the Town Clerk, ENCL: 3291.

The Town Clerk updated members on the current position and the preparation of a response to the District Council on service and asset transfers. There would be more information reported at the full Council. The deadline for an initial expression of interest was 5 April 2018.

RECOMMEND: that the the latest position on Local Government Reorganisation be noted and the Council agree in principle which services it would wish to see managed locally, alongside a package of asset transfers and establish a members' working group to look at the package in detail.

156. TOWN PLAN PRIORITIES

The Town Clerk updated members on the priority projects.

RESOLVED: that the latest update be noted.

157. TENNIS CLUB GRANT

Consideration was given to a report of the Town Clerk, ENCL: 3292.

RESOLVED: that £500 be earmarked from the smaller grants budget to support the Tennis Club Pavilion Improvement Project and be released should the project go ahead.

158. SERVICES ADMINISTED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3299.

Revised Funding Proposal for Parks Project

Crystal Johnson was working with the Town Surveyor to research and prepare funding bids for an HLF green space project and other funding opportunities.

RESOLVED: that the update be noted and the Committee receive a report back on funding options, prior to any funding bids being submitted.

Dorset Waste Partnership – Additional Services

RESOLVED: that additional town centre street cleansing options be discussed with Dorset Waste Partnership.

Riverside Gardens – Cycle Path

RECOMMEND: that the Council allows the works to proceed, to install the cycle path on Riverside Gardens.

159. MEMBERS' ALLOWANCES SCHEME

The Town Clerk reported that the scheme for town and parish councils would hopefully be reviewed following the establishment of the new unitary council. In accordance with the current scheme it was agreed to:

RECOMMEND: that Members' Allowances for 2018/19 shall be £772 per annum.

160. PENSIONS DISCRETIONARY POLICY

Consideration was given to a report of the Town Clerk, ENCL: 3298.

RECOMMEND: that the existing Pensions Discretions Policy be confirmed, with no changes.

161. CALENDAR OF MEETINGS

Consideration was given to a report of the Town Clerk, ENCL: 3285.

RECOMMEND: that the calendar of meetings for 2018/19 be approved, noting that an additional Planning Committee would take place on 14 May 2018 at 7pm if needed.

162. ENVIRONMENT & SOCIAL WELLBEING EXPENDITURE

Consideration was given to a report of the Town Clerk, ENCL: 3289.

The estimated costs of the orders for reusable cups and paper bags were reported.

The proposals to purchase and sells these items had been supported by the Environment and Social Wellbeing Committee and it was:

RESOLVED: that up to £1,500 be agreed for the purchase of reusable cups and paper bags, to be met from the Environment and Social Wellbeing Committee budget.

163. BUDGET 2017/18 – IDENTIFICATION OF ADDITIONAL FUNDING

Consideration was given to a report of the Town Clerk, ENCL: 3300.

RESOLVED: that funding remaining unused in the following budget headings be earmarked to support delivery of projects next year: -

Delegated Functions
Play Equipment
Park and Ride
Town Plan Projects

164. DATA PROTECTION REGULATIONS UPDATE

The Town Clerk reported on the latest position and ongoing work to prepare for the new regulations that will apply from 25 May 2018.

RESOLVED: that the update be noted.

165. FINANCIAL REGULATIONS REVISIONS

Consideration was given to a report of the Town Clerk, ENCL: 3294.

RECOMMEND: that the amendments to Financial Regulations be approved, as set out in the report.

166. COMMUNITY GOVERNANCE REVIEW

The Town Clerk reported on the draft terms of reference for the review, which was due to be submitted to the District Council's Strategy Committee on 24 April 2018. If approved, the initial engagement exercise with Bridport Town Council and

Symondsbury Parish Council would be for a period of 10 weeks from 25 April 2018. During that time, the Town Council would need to prepare its proposal for submission to the District Council. As part of this work, there would be more consultation with Symondsbury Parish Council and a working group of members would look at the detail. The Town Council would be asked to agree the submission before it is made.

RESOLVED: that the update be noted.

167. SILENT SOLDIER

The Town Clerk reported on options for the location and this will be reported back.

RESOLVED: that the update be noted.

168. FUTURE MEETINGS

The Town Clerk reported on the large number of significant projects ongoing and the need for decisions to be made between scheduled meetings. It was therefore agreed to:

RECOMMEND: that a Special Council meeting be held at 7.00pm on Tuesday 24 April 2018 in the Town Hall and a special meeting of the Finance and General Purposes Committee be held at 7.00pm on Wednesday 23 May 2018 in Mountfield.

169. COASTAL COMMUNITY TEAM

Consideration was given to a report of the Town Clerk, ENCL: 3295.

RESOLVED: that the report on the recent meeting of the Coastal Community Team be noted and the proposals for potential projects to be considered for submission under the Coastal Community Team Round 5 be agreed, as set out in the report.

170. COMMUNITY BUS

RECOMMEND: that the update be noted and the decision on the round Bridport pilot service be taken at the special Council meeting on 24 April 2018.

171. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported on the work at the Orchard on building the new shed and thanked the Town Surveyor for his support.

172. CORRESPONDENCE

There were no items of correspondence.

173. ANNOUNCEMENTS

There were no announcements.

174. PAYMENT OF ACCOUNTS

The Town Clerk presented List 6 of the 2017/18 accounts, in the sum of £157,920.18 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

175. 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.

176. PROPERTY MATTERS – MOUNTFIELD

Consideration was given to a report of the Town Clerk, ENCL: 3296.

RESOLVED: that the proposed arrangements with West Dorset District Council for use of two rooms at Mountfield be agreed, as set out in the report.

177. JOB EVALUATION & TOWN CLERK APPOINTMENT

The Town Clerk updated members on the timing of the job evaluation exercise and the recruitment process for a new Town Clerk.

RESOLVED: that the update be noted.

The meeting closed at **8.35 p.m.**

The next ordinary meeting of the Committee will be held on 13 June 2017