

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 13 June 2018 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Gill Massey
Sandra Brown	Martin Ray
Derek Bussell	Anne Rickard
Kelvin Clayton	

Also in attendance: Cllrs Dave Rickard and Sarah Williams

PUBLIC FORUM

There were no speakers in the public forum.

21. APOLOGIES

Apologies for absence were received on behalf of Cllr Keith Day.

22. MINUTES

The minutes of the meeting of the Committee held on 23 May 2018 were confirmed as a true and correct record and signed by the Chairman.

23. DECLARATIONS OF INTEREST

There were no declarations of interest.

24. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 5 June 2018 be received and the following recommendations be approved: -

(Min 11) STANDING ORDERS

RESOLVED: that the Town Clerk report back with updates to Standing Orders as stated in the minutes.

25. MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that the notes of the meeting of the Working Group held on 15 May 2018 be received and the following recommendations be approved: -

(Min 9) BRIDPORT & DISTRICT TOURISM ASSOCIATION ISSUES

RESOLVED: that the Town Council ask Dorset Waste Partnership if bins for recyclable materials could be provided in West Bay and West Dorset District Council be approached regarding funding for the bins.

26. LOCAL GOVERNMENT REORGANISATION ASSET TRANSFERS

Consideration was given to a report of the Town Clerk, ENCL: 3325.

The Town Clerk reported the detailed written response from West Dorset District Council was due to be received by the end of the week. It would be reported to the Council but members may also wish to meet again to consider it in detail before the Council. This was agreed and the Committee would adjourn and reconvene to consider the detail in closed session as under minute 46.

RECOMMEND: that the Council consider a package of asset transfers and cash contributions, to support the maintenance of the public toilets in Bridport and West Bay, subject to an update on the latest response from West Dorset District Council.

27. REPORT OF THE INTERNAL AUDITOR

Consideration was given to a report from the Internal Auditor, ENCL: 3322.

The Town Clerk reported that confirmation had been received that there were no issues raised in the conclusion of the audit.

RECOMMEND: that the update be noted.

28. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2018

Consideration was given to a report of the Town Clerk, ENCL: 3320.

The Finance and Office Manager was thanked for all his work on the accounts and with reference to the previous agenda item on the Internal Auditor's report.

RECOMMEND: that the Annual Accounts for 2017/18 be approved.

29. TOURIST INFORMATION CENTRE ANNUAL REPORT

Consideration was given to a report of the Town Clerk, ENCL: 3321.

The Tourist Information Centre (TIC) Manager summarized the activities of the first full year of its operation.

RESOLVED: that the first full year of activities be noted and that all the TIC staff be thanked for their efforts.

30. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3323.

A new vehicle was required at a cost of approximately £5,695 plus VAT, which could be met under the Capital Programme for replacement vehicles. Members generally supported this expenditure as it was needed but it was asked if options could be looked at in future for more environmentally friendly vehicles. It was also suggested that magnetic signage be used on the vehicle.

RESOLVED: that a Peugeot Partner be purchased, as detailed above.

31. INVESTMENTS

Consideration was given to a report of the Town Clerk, ENCL: 3327.

RECOMMEND: that £200,000 be invested in the CCLA Property Fund.

32. COMMUNITY GOVERNANCE

Consideration was given to a report of the Town Clerk, ENCL: 3319.

The Town Clerk reported that the review was underway and that he had attended a meeting of Symondsburry Parish Council to explain the reasons for the Town Council's request.

RECOMMEND: that the Town Council's preferred option for the community governance review is option 1.

(Cllr Kelvin Clayton asked that his abstention from voting on this item be recorded).

33. TOWN PLAN PRIORITY PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 3328.

RESOLVED: that the Town Plan projects update be noted.

34. MELPLASH SHOW ARRANGEMENTS

The Town Clerk reported on the good response from organisations due to be using the Town Council marquee this year on Thursday 23 August 2018.

RESOLVED: that the update be noted.

35. COMMUNITY BUS NEXT STEPS

Consideration was given to a report of the Town Clerk, ENCL: 3329.

The Town Clerk reported that in terms of the costings of the Round Town Bridport Bus Pilot for 6 months, market days, commissioned service, the following estimate is:

Operator costs £185

Service run 50 days

Fare £3 tbc

Operator retaining the concessionary fares (estimated 90% of passengers).

Town Council taking the remaining 10% of fares. Usage 120 passengers a day = £36 fares a day.

Total cost = £185x50 = £9,250 - £1,800 fares income = £7,450

Bradpole agreed a contribution of £1,100. Therefore cost to Town Council £6,350

The route was in the process of being confirmed and there was to be a trial run of the bus on 15 June. The aim was for the bus to be operational in July 2018.

RECOMMEND: to agree the final details of the operation of the Round Bridport service including route and costings.

36. WEST BAY CAR BOOT SURVEY AND FUTURE

RESOLVED: that the Town Council receive the results of the survey to enable the Council to consider future options for the Car Boot Sale.

37. CEMETERY POLICIES

RESOLVED: that the existing policies be confirmed.

38. MARKET POLICY AND MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that it be noted that a Markets policy was to be produced and the arrangements for the existing Working Group be confirmed.

39. DAPTC

The Town Clerk reported that the deadline for submission of motions to the DAPTC AGM was 6 August 2018 and that the annual subscription showed a 2% increase on the previous year.

RESOLVED: that the update be noted and the subscription be authorised for payment.

40. RENEWAL OF LEASES

The Town Clerk reported that the Town Council had previously agreed to renew the leases at Plottigham for the Scouts and at Flaxhayes for the West Bay Sea Scouts on same terms as existing leases. The Council had also agreed to take the freehold of land at Flaxhayes, previously leased from West Dorset District Council.

RECOMMEND: that the Town Clerk be given delegated authority to finalise the two leases and the land transfer at Flaxhayes.

41. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported that the Community Orchard had seen issues recently with anti-social behaviour in the Orchard, which were being followed up with the police.

Cllr Maggie Ray reported that the Borough Gardens Community Group had recently received a donation of £100 from The Lions Club of Bridport.

Cllr Anne Rickard reported that the Food Festival arrangements were being finalised for this coming weekend and also that Christmas Cheer arrangements were now underway.

Cllr Sarah Williams updated on the Literary & Scientific Institute and that the building works at the West Bay Discovery Centre were now almost complete.

42. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 3326.

RECOMMEND:

- (1) that the list of representatives on outside bodies be approved as in the Appendix attached, subject to any additional amendments at Council.
- (2) that the authorised signatories for cheques / electronic banking payments shall be Councillors Geoffrey Ackerman, Sandra Brown, Gill Massey, Martin Ray, Dave Rickard and Sarah Williams.

43. ANNOUNCEMENTS

The Deputy Mayor had attended the Food Festival in Wimborne Minster the previous weekend.

44. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2018/19 accounts, in the sum of £240,127.29 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

45. 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:

46. LOCAL GOVERNMENT REORGANISATION UPDATE

It was agreed that this would be considered further and a recommendation agreed when the Committee reconvened.

47. JOB EVALUATION

It was agreed that this would be considered and a decision made when the Committee reconvened.

48. PROPERTY MATTERS

There was nothing to report.

49. INSURANCE MATTERS

Councillors considered a report of the Town Clerk, ENCL: 3330.

RESOLVED: that the recommendation set out in the report be approved.

The meeting was adjourned at 8.38pm and was to reconvene at 2.00pm on Monday 18 June 2018 at Mountfield to consider minute items 46 and 47.

The next meeting of the Committee will be held on 12 September 2018

Minute 42 – Appointments and Representatives of the Council

Changes in bold

A35/Miles Cross Advisory Group	Cllr Sarah Williams
Asker Meadows Steering Group	Cllr Gill Massey
Axe Valley and West Dorset Ring and Ride Service	Cllr Sarah Horniman
Bridport & District Tourism Association	Cllr Martin Ray
Bridport & West Dorset Sports Trust Management Committee	Vacant – appointment not required
Bridport & District Community Football Partnership	Cllr Geoffrey Ackerman
Bridport Area Development Trust	Cllr Sarah Williams
Bridport Arts Centre Management Committee	Cllr Barry Irvine
Bridport Chamber of Trade and Commerce	Cllr Kelvin Clayton
Bridport Charities Trustees	Cllr Gill Massey, Town Mayor - ex officio, Cllr Sandra Brown
Bridport Citizen's Advice Bureau Management Committee	Cllr Barry Irvine
Bridport Neighbourhood Justice Panel Steering Group	Cllr Dave Rickard and Cllr Ros Kayes
Bridport Community Orchard Group	Cllr Maggie Ray
Bridport Hat Festival	Cllr Terry Harrison
Bridport Heritage Forum	Cllr Gill Massey
Bridport Local Area Partnership (BLAP)	Cllr Sarah Williams and Cllr Gill Massey
Bridport Food Festival Committee	Cllr Anne Rickard
Bridport Millennium Green Trust	Cllr Gill Massey
Bridport Museum Trust	Cllr Geoffrey Ackerman & Cllr Sarah Williams
Bridport Young Persons Action Trust	Cllr Kelvin Clayton
Bridport Youth and Community Centre	Cllr Kelvin Clayton
Bridport/St Vaast La Hougue Twinning Association	Cllr Geoffrey Ackerman & Cllr Sarah Williams
Chancery House	
Christmas Festival Committee	Cllr Anne Rickard
Coastal Community Team	Cllr Sarah Williams
Crime Prevention Panel	Cllr Martin Ray
DORBAG (Dorset Broadcasting Action Group)	Cllr Barry Irvine
Dorset Age Partnership	Vacancy
Dorset Association of Parish & Town Councils	Cllr Sarah Williams and Cllr Dave Rickard
Dorset Coast Forum	Cllr Dave Rickard
Jurassic Coast Communities Forum	Cllr Sarah Horniman
St Michael's Community Liaison Group	Cllr Sarah Williams
Skills for Self-Reliance	Cllr Ros Kayes
Skills Training Bridport	Cllr Kelvin Clayton
The Stephen Rook Memorial Fund	Cllr Martin Ray
West Bay Forum	Cllr Ros Kayes
West Dorset Western Area Transport Action Group	Cllr Ros Kayes

RECONVENED MEETING of the FINANCE AND GENERAL PURPOSES
COMMITTEE of Bridport Town Council held at Mountfield, Bridport on
Monday 18 June 2018 at 2pm

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Derek Bussell Gill Massey
Kelvin Clayton Martin Ray
Keith Day Anne Rickard

Also in attendance: Cllrs Dave Rickard and Sarah Williams

46. LOCAL GOVERNMENT REORGANISATION UPDATE

The Committee considered the confidential supplementary report circulated to all members on 15 June, which included the revised offer from the District Council in respect of the management of the public toilets. The offer included an updated list of assets to be offered.

In summary the offer from West Dorset District Council was:

The District Council offers to transfer public conveniences in Bridport to the Town Council together with assets which have a current income value and a potential to provide further yields. The current annual costs of the public conveniences are £117,953 and the income value of assets transferred is £85,918 with the potential to yield up to £150,000. This leaves an estimated annual cost for the town council to resolve of £32,035 either by increasing the yield on transferred property reducing costs or a combination of both. In order to assist with the transition the District council will offer 2 years cash contribution of £64,070. It will also offer £98,000 for improvement and refurbishment of the public conveniences.

Members noted:

- It was unlikely that any additional income generating assets would now be offered.
- There was a real risk that if the Town Council did not take on the toilets then they might no longer be funded.
- The asset income from the properties to be transferred was forecast to increase from £85,000 to £150,000 which was in line with the Town Council's own estimate.
- There would be additional staffing pressures with this level of assets being transferred and needing to be managed. There would be work needed fairly quickly to put in place an improvement programme to ensure that the increased income was realised within 2 years. There would be an additional call on existing staff time in responding to calls/complaints, maintenance etc.
- It was recommended that options were brought forward before April 2019 for charging at some facilities particularly West Bay. Also potentially the Town Council could make savings in the cleaning contract for the toilets.

- At this stage the Town Council had no firm information on the future of other discretionary services – grants etc. – and there needed to be some certainty provided that the Town Council would not be required to fund other services.
- The Town Council had been asked for a response by the end of June.
- It would be necessary to confirm the building information provided including terms of existing leases etc. This would confirm responsibilities for the Town Council as Landlord.

The detailed offer including the assets to be transferred was set out in Appendix B to the supplementary report.

RECOMMEND:

That the latest offer from West Dorset District Council as set out in Appendix B be accepted in principle subject to agreement of the detailed terms of the transfers, building condition information, the legal process (the Town Council's legal costs to be met by the District Council) and confirmation that no additional services will be devolved at least not within the two years of funded operation of the public toilets.

47. JOB EVALUATION

The Town Clerk circulated his report on the outcome of the job evaluation process.

Members went through each of the recommendations.

RESOLVED: that the recommendations as in the summary to the report be approved subject to two variations in respect of paragraphs 2.0 and 10.0 of the Annexe to the report and the Town Clerk be given delegated authority to introduce the amended gradings, as from 1 April 2018.

The meeting closed at 3.30pm on 18 January 2018.