

At a MEETING of the **BRIDPORT TOWN COUNCIL** held in the Town Hall, Bridport on Tuesday 19 June 2018 at 7.00 p.m.

PRESENT Cllr Barry Irvine – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Maggie Ray
	Kelvin Clayton	Martin Ray
	Keith Day	Anne Rickard
	Terry Harrison	Dave Rickard
	Julian Jones	Barbara Vousden
	Gill Massey	Sarah Williams

### **OPEN PUBLIC FORUM**

Mr Paul Nicholls spoke about the need to look at boundary changes, to address some of the historic problems of the parish boundaries, which meant that residents in different parishes within the urban Bridport area paid different levels of council tax for the same services.

Mr Bob Driscoll, Chairman of Symondsburry Parish Council, spoke about the Community Governance Review and mentioned that the Parish Council would agree its position at its meeting to be held on 10 July 2018.

### **13. APOLOGIES**

Apologies for absence were received on behalf of Councillors Derek Bussell and Ros Kayes.

### **14. MINUTES**

The minutes of the meeting held on 17 May 2018 were confirmed as a correct record and signed by the Town Mayor (Chairman).

### **15. DECLARATIONS OF INTEREST**

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

There were no additional declarations.

### **16. STANDING ORDER 14(b)**

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

### **17. MINUTES OF COMMITTEES**

#### **(a) PLANNING COMMITTEE**

The minutes of the meeting of the Planning Committee held on 9 April 2018 were presented by the Committee Chairman, Councillor Sarah Williams. The Chairman took members through the minutes and it was:

RESOLVED: that the minutes of the meeting of the Planning Committee held on 9 April 2018 be received.

(b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 14 May 2018 were presented by the Committee Chairman, Councillor Sarah Williams. The Chairman took members through the minutes and it was:

RESOLVED: that the minutes of the meeting of the Planning Committee held on 14 May 2018 be received.

(c) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 4 June 2018 were presented by the Committee Chairman, Councillor Sarah Williams. The Chairman took members through the minutes and it was:

RESOLVED: that the minutes of the meeting of the Planning Committee held on 4 June 2018 be received.

(d) ENVIRONMENT AND SOCIAL WELLBEING

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 6 June 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 6 June 2018 be received.

(e) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 23 May 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 23 May 2018 be received and the recommendation therein be adopted:

**(Min 7)            DATA PROTECTION POLICY AND ACTIONS**

RESOLVED: that the actions taken be noted, the Data Protection Policy be approved as attached to the report and privacy notices be issued, as required, in accordance with the policy.

(f) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2018 were presented by the Committee Chairman, Councillor Maggie Ray.

The Chairman referred to the additional section of the minutes, which had been circulated to members, from the meeting when it reconvened on 18 June 2018 to consider minute numbers 46 and 47, Local Government Reorganisation Update and Job Evaluation. The recommendation under minute 46 was considered by the Council in the open part of the meeting under minute 26 below.

The Chairman took members through the minutes and each recommendation was moved, seconded and declared to be carried.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 13 June and reconvened on 18 June 2018 be received and the recommendations therein be adopted, as set out below: -

(Minute 24) STANDING ORDERS

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

(Minute 26) LOCAL GOVERNMENT REORGANISATION ASSET TRANSFERS

The Town Clerk reported on the latest offer from West Dorset District Council in respect of the transfer of the management of public toilets and a package of assets and cash to cover the costs. All members had received a copy of the detailed package, including the list of assets offered.

The Town Clerk drew members' attention to the summary of the offer as set out in the minutes and the issues that needed to be considered. In particular:

- 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 to respond by the end of June 2018.
- It would be necessary to confirm the building information provided, including terms of existing leases, District Council expenses etc. to confirm responsibilities for the Town Council, as Landlord.

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 two years cash contribution of £64,070. It will also offer £98,000 for improvement and refurbishment of the public conveniences.

RESOLVED:

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

(Minute 27) REPORT OF INTERNAL AUDITOR

The Finance and Officer Manager was thanked for all his work and for the good audit report.

RESOLVED: that the Report of the Internal Auditor for 2017/18 be noted.

(Minute 28) ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2018

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

(Minute 31) INVESTMENTS

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

(Minute 32) COMMUNITY GOVERNANCE

RESOLVED: that option 1 be submitted to West Dorset District Council as the Town Council's preferred option for the Community Governance Review.

(Councillors Kelvin Clayton and Julian Jones asked that their abstention from voting on this item be recorded).

(Minute 35) COMMUNITY BUS NEXT STEPS

RESOLVED: that the costings for the Round Bridport bus be approved as set out in the minutes and the Town Clerk be given delegated authority to award the contract and finalise the route.

(Minute 36) WEST BAY CAR BOOT SURVEY AND FUTURE

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

(Minute 40) RENEWAL OF LEASES

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

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

(Minute 42) APPOINTMENT & REPRESENTATIVES OF THE COUNCIL

- RESOLVED:
- (a) that the list of representatives on outside bodies be approved, as in the appendix, including the amendments shown in bold and that Cllr Anne Rickard be added as deputy representative on the St Michael's Community Liaison Group.
  - (b) that the authorised signatories for cheques / electronic banking payments shall continue to be Councillors Geoffrey Ackerman, Sandra Brown, Gill Massey, Martin Ray, Dave Rickard and Sarah Williams.

(Minute 46) LOCAL GOVERNMENT REORGANISATION UPDATE

This recommendation was considered in the open session part of the Council meeting under minute 26 above.

**18. NEIGHBOURHOOD PLAN PRE-SUBMISSION CONSULTATION AND PROJECT FUNDING**

Consideration was given to a report of the Town Clerk, ENCL: 3333.

The Project Manager and Community Initiatives Office gave a presentation on the next stages of the Neighbourhood Plan.

Members thanked David for the presentation and commented on the future role for the Joint Councils Committee and the need to look at how the councils continue to work together, after the Neighbourhood Plan.

RESOLVED:

- (a) that the dates for Pre-Submission (Regulation 14) Consultation be noted.
- (b) that the proposal to continue the role of Joint Councils Committee be noted subject to further consideration.
- (c) that the timescales for progress of the BANP to referendum be noted.

**19. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018**

Consideration was given to a report of the Town Clerk, ENCL: 3332.

The Responsible Financial Officer summarised the process, culminating in the preparation of the annual accounts and highlighted

- Annual Internal Audit Report,
- Section 1, the Annual Governance Statement, and
- Section 2, the Accounting Statements for the year 2017/18

Each of the above were considered separately and each was moved and seconded, put to the vote and declared to be carried. It was therefore:

RESOLVED:

- (a) that the Annual Internal Audit Report 2017/18 be noted, as attached to the report.
- (b) that the Annual Governance Statement 2017/18, Section 1, be approved as attached to the report.
- (c) that the Accounting Statements 2017/18, Section 2, be approved as attached to the report.
- (d) that the Annual Return be signed and submitted to the External Auditor.

**20. PUBLIC OPEN FORUM**

RESOLVED: that the topic for discussion at the next full Council meeting would be local policing, with Inspector Neil Wood to be invited to attend. Also, Local Government Reorganisation be considered for discussion, if there were any further significant developments affecting local services.

**21. COMMUNICATIONS**

The Town Mayor reported his list of engagements, ENCL: 3331 and the Leader of the Council thanked everyone who had contributed to the Food Festival the previous weekend and those who had put themselves forward for the Bridport Marquee in the Melplash Show, to be held on Thursday 23 August 2018.

The meeting closed at **8.20pm**

**The next meeting of Bridport Town Council will be held on 18 September 2018**