

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 12 September 2018 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

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

Also in attendance: Cllrs Dave Rickard and Sarah Williams.

PUBLIC FORUM

There were no speakers in the public forum.

48. APOLOGIES

No apologies for absence were received.

49. MINUTES

Subject to an amendment for accuracy at page 13, minute 47, to change the month from January to June, the minutes of the meeting of the Committee held on 13 June 2018 were confirmed as a true and correct record and signed by the Chairman.

50. DECLARATIONS OF INTEREST

Members requested that interests declared in respect of grants to smaller and larger bodies considered by the Best Value & Scrutiny Sub Committee at its meeting on 4 September 2018 (minutes 16 and 17 of that meeting) be noted as follows:

Cllr Sandra Brown – Bridport Chamber Orchestra, Bridport Museum, and Bridport Arts Centre.

Cllr Kelvin Clayton – Bridport Mindfest, Transition Town Bridport, and Bridport Youth and Community Centre Trust.

Cllr Keith Day – Bridport and District Citizens Advice Bureau.

Cllr Sarah Williams – Bridport Museum, The Chapel in the Garden (as a trustee of the Bridport Area Development Trust, that was associated with the application), Transition Town Bridport.

Cllr Geoffrey Ackerman – Bridport Museum.

Cllr Maggie Ray – Transition Town Bridport.

Cllr Martin Ray – Transition Town Bridport.

51. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 4 September 2018 be received and the following recommendations be approved.

(Min. 16) Town Council Grants to Smaller Bodies 2018/19

(a) that the following grants be approved under the General Power of Competence:

	£
Loders School PTFA – Outdoor wooden classroom (Maximum award, subject to match funding from Lodders Parish Council)	500
Axe Valley and West Dorset Ring and Ride – Community transport. (Subject to there being greater promotion of the service in Bridport, to be evidenced in any future application. Applicant to be advised of the new Bridport Local bus service set up by the Town Council, with the view to possible co-operation/co-ordination.	500
Bridport Mind Fest – Bridport Mind Festival	500
Life Education Wessex – Visit Lodders School to educate to make healthy choices. (Maximum award, subject to match funding from Lodders Parish Council).	125
Transition Town Bridport – Develop a wildlife and woodland area.	500
Royal Voluntary Services Community Companions Bridport – Running costs	500
No Limits Bridport – Community performance for children, young people and adults.	500
Home-Start West Dorset – Travel costs for the volunteer organiser for Bridport. (Applicant to be encouraged to seek match funding from Beaminster Town Council.)	400
Home in Bridport – Produce a film about farmers, villages and the countryside around Bridport. (Subject to granting of permission to the Town Council for use of the video).	500
Dementia Friendly Bridport – Social and wellbeing activities.	500
West Bay Women’s Institute – Repair/improve the roof. (Maximum award, if required in full).	500
Bridport Chamber Orchestra – Running costs.	250
Bridport Community Shed – Support for tools, materials and first aid costs.	450
Bridport Youth Dance – Programme of after School dance classes.	500
Small Things – Arts Event	500
Bridport Boys Dance – Contemporary dance workshop	400
Chapel in The Garden – Garden refurbishment	500
B Sharp – Bridport Jams Out of School Programme	500
Bridport Youth and Community Centre Trust – Creation of outside garden and seating area.	400
Bridport and District Citizens’ Advice Bureau – Furnishings and computers for additional office space.	500
Friends of The Lyric Theatre CIC – Puppet Club	500
Total Small Grants	£9,525

(Min. 17) Town Council grants to larger bodies 2018/19

RESOLVED:

- (1) that a grant of £4,500 be awarded to Bridport Museum under a one-year Service Level Agreement for 2018/19.
- (2) that the grants under a one-year Service Level Agreement be awarded for 2018/19 as follows:

Arts Centre	Leisure Centre	CAB
£6,000	£4,000	£5,000

(3) that a grant of £10,000 be awarded to Bridport Youth and Community Centre for 2018/19, under a new Service Level Agreement to run for the term of the next Town Council.

(4) that the funding source for the additional £1,000 awarded be considered as part of the overall budget management for 2018/19.

52. FINANCIAL ESTIMATES 2018/19 – 1ST REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3345.

RECOMMEND: that the 1st revision of the estimates for the year 2018/19 be approved.

53. LOCAL GOVERNMENT REORGANISATION UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3346.

The Clerk advised that, since the report was circulated, the minutes of the latest West Dorset Programme Board had been received, and a meeting had been held with LGRC, consultants to the District Council on the asset transfer programme. Neither had produced any significant new information.

Members expressed concern at delays and confusion in respect of decision-making by the District Council and Shadow Dorset Council Executive, and at the possibility that many months of officer and councillor time would have been wasted, if the asset and service transfers did not proceed as a consequence.

RESOLVED: that the update be noted and a further report be provided to Full Council on 18 September 2018.

54. TOWN PLAN REVIEW – PRIORITY PROJECTS

Consideration was given to a report of the Town Clerk, ENCL: 3347.

RESOLVED: that the Town Council note the updated Town Plan.

55. BUDGET PLANNING 2019/20

Consideration was given to a report of the Town Clerk, ENCL: 3348.

RESOLVED: that the Budget Working Group be reappointed, with the membership as set out in paragraph 2.3 with the addition of Cllr Derek Bussell, and the timetable to approve the 2019/20 budget be agreed, as in paragraph 2.2.

56. EXTERNAL AUDIT 2017/18

The Town Clerk reported that the external auditor had not yet reported on the Council's Annual Governance and Accountability Return as had been hoped, but that it was being worked on. The report would be tabled at the first available meeting following receipt.

RESOLVED: that the update of the Town Clerk be noted.

57. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

The Town Surveyor provided updates on the following:

- i. Section 106 funding for community projects
- ii. Cycle routes, paths and associated fencing
- iii. Review of Community events
- iv. WiFi in West Bay, the town centre and Mountfield
- v. Coastal Communities Team
- vi. Town Hall honours board
- vii. Confirmation that funding from Dorset County Council for verge cutting would continue for a further year.

RESOLVED: that the updates be noted.

58. COMMUNITY BUS UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3349.

Members discussed the report and the need for further promotion of the service.

RESOLVED: that the update be noted.

59. SITTING OUT LICENCES/CONTROL OF A-BOARDS

Consideration was given to a report of the Town Clerk, ENCL: 3350.

The Town Surveyor reported that since the report was circulated, he had attended a meeting of the Bridport Business Chamber to discuss the proposals in the report.

RECOMMEND:

- i. that developed responsibility for sitting out licences and control of A-boards be sought with effect from 1 October 2018.
- ii. that decisions arising from detailed discussions with Dorset County Council be delegated to the Town Clerk, in consultation with the Town Surveyor.

60. MOUNTFIELD EXTENSION

Consideration was given to a report of the Town Clerk, ENCL: 3351.

The Town Surveyor reported that the extension was required to provide a kitchen and toilets in support of events on the Millennium Green.

Members sought reassurances that the works would be signposted and that cleaning of the new facilities was in hand.

RECOMMEND: that the capital funding, alongside earmarked and revenue budgets that support the Mountfield extension, be approved for expenditure in 2018/19, if needed.

61. PLAY AREAS

Consideration was given to a report of the Town Clerk, ENCL: 3352.

RECOMMEND: that work should proceed with the Play Area Steering Group, to develop the improvement plan.

62. WEST BAY CAR BOOT SALE

Consideration was given to a report of the Town Clerk, ENCL: 3353.

The Town Surveyor reported that since the report was drafted, West Dorset District Council had advised that it could not enter into any agreement over the running of the car boot sale beyond March 2019, and any arrangements after that would need to be agreed with the new unitary council.

Members expressed concern at the District Council's advice, as it left uncertainty over the future of the car boot sale and had not been the subject of any consultation with local members.

The Town Surveyor advised that a meeting would be arranged with the District Council, to consider this issue further.

RECOMMEND:

- i. that the trial period should be extended to the end of October 2018 to allow for work on appropriate policies and procedures, resources and a licence be completed.
- ii. that the Market and Business Liaison Working Group consider the arrangements for income collected from the car boot sale, and make a recommendation to the Best Value & Scrutiny Sub Committee.

63. 3G SPORTS PITCH

Consideration was given to a report of the Town Clerk, ENCL: 3354.

The Town Surveyor reported that the proposal for a new all-weather facility had the support of the Dorset FA, along with local football and other sports teams.

Members considered how the project could alleviate current flooding issues in the area, arrangements for spectators, and the possibility of other additional pitches in the town.

RECOMMEND: that the Council proceeds with expenditure from the available £60,000 capital funding, the initial step being the development and submission of a planning application.

64. ASSET TRANSFERS – JELLYFIELDS AND GUNDRY WEIR

Consideration was given to a report of the Town Clerk, ENCL: 3355.

RECOMMEND: that the Council approves the transfer and delegates detailed discussions and agreements to the Town Clerk, in conjunction with the Town Surveyor.

65. EAST STREET PUBLIC CONVENIENCES

Consideration was given to a report of the Town Clerk, ENCL: 3356.

Members considered the relationship between this proposal and other ongoing discussions with West Dorset District Council, regarding the transfer of responsibility for public conveniences in Bridport.

RECOMMEND: that the Council approves the transfer in principle, and delegates detailed discussions to the Town Clerk, in conjunction with the Town Surveyor, with a final agreement to be considered by the Council.

66. BUS STATION

Consideration was given to a report of the Town Clerk, ENCL: 3357.

The Town Surveyor set out the proposal to develop a vision for the future of the Bus Station site as described in the report, and emphasised the need for it to link in with both the proposed riverside walk and the town centre.

Members welcomed the work to help West Dorset District Council move this development forward, and asked officers to consider obtaining some sketches to support the vision.

RECOMMEND: that the Council agrees the proposed facilities as set out in the report in principle, for submission and discussion with West Dorset District Council.

67. PLOTTINGHAM CAR PARK

Consideration was given to a report of the Town Clerk, ENCL: 3358.

Members were supportive of the introduction of residents' permits at the car park, and discussed how an appropriate fee might be arrived at. It was considered that this was a matter that could be delegated to the Clerk and Leader of the Council.

RECOMMEND: that the Council agrees the introduction of annual residents' permits for use at Plottingham Car Park, at an appropriate fee.

RECOMMEND: that the setting of the fee for residents' permits at Plottingham Car Park be delegated to the Clerk and Leader of the Council.

68. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

The Town Clerk reported that he and the Leader of the Council had attended the DAPTC Western Area meeting on 6 September 2018. The meeting had re-elected its existing officers, including Cllr Chris Turner (Beaminster Town Council) as Chairman. District Council officer Stephen Hill had attended to report on local government reorganisation, including discretionary grant funding and asset transfers. The meeting

had also considered local issues with broadband and unauthorised traveller encampments.

Cllr Sarah Williams added that significant concerns had been raised regarding local government reorganisation, and that the meeting had heard about the DAPTC AGM and annual conference.

RESOLVED: that the update be noted.

69. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported that the next Community Orchard Apple Day would be on 13 October from 11am to 3pm.

Cllr Maggie Ray reported that the Borough Gardens had hosted many festival events this year, including both the Folk and Hat Festivals. She looked forward to more of these in future.

Cllr Sarah Williams reported as delegate to the Bridport Area Development Trust that the West Bay Discovery Centre had been opened by the Mayor and had been a great success, proving popular with visitors and residents.

70. ANNOUNCEMENTS

The Town Clerk reported that a report to the Shadow Dorset Council Executive would recommend the retention for one year of grants to the Museum, Arts Centre, Leisure Centre and Citizens' Advice Bureau, and the withdrawal of funding from local area partnerships, including BLAP. He also reminded members that councillor support was needed for both the Charter Fair and Remembrance.

Cllr Sarah Williams requested that this agenda item should become "Communications" to bring it in line with other committees.

RESOLVED: that the agenda item Announcements be replaced with Communications.

71. PAYMENT OF ACCOUNTS

The Town Clerk presented List 2 of the 2018/19 accounts, in the sum of £511,328.20 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

The meeting closed at **8.47p.m.**

The next meeting of the Committee will be held on 14 November 2018