

**Will Austin  
Town Clerk**

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To all Town Councillors

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15 January 2019

Dear Councillor,

A meeting of the Town Council to be held in the **TOWN HALL**,  
Bridport on **Tuesday 22 January 2019 at 7.00pm**, when it is  
proposed to transact the following agenda.

Yours sincerely



Town Clerk

The meeting is open to the public

### **AGENDA**

#### **OPEN PUBLIC FORUM**

Prior to the start of each ordinary Council meeting, there will be an Open Public Forum of up to 45 minutes for electors or residents in the parish of Bridport or adjoining parishes. This will be in two parts:

- a public discussion on a particular issue of current interest. There will be no time limits on public contributions in this section of the Open Forum. The subject for discussion at this meeting is the new Unitary Dorset Council.
  - public questions or statements, primarily in respect of items on the agenda of the Town Council meeting, but also in the interests of wider public discussion. Each question/contribution under this section will not exceed three minutes in duration.
1. **APOLOGIES**  
To receive apologies for absence submitted by Members.
  2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from members.

3. MINUTES

To confirm the minutes of the meeting of the Town Council held on 20 November 2018 (copy herewith).

4. STANDING ORDER 14(b)

Questions, if any, pursuant to Standing Order 14(b).

5. COMMITTEES

To receive and consider the minutes of the following meetings:-

- |                                   |                  |                         |
|-----------------------------------|------------------|-------------------------|
| a. Planning                       | 26 November 2018 | (previously circulated) |
| b. Planning                       | 7 January 2019   | (copy herewith)         |
| c. Environment & Social Wellbeing | 9 January 2019   | (copy herewith)         |
| c. Finance and General Purposes   | 16 January 2018  | (copy to follow)        |

Including the following recommendations:

**(The recommendations below are based on those in the reports to the Committee and will be updated/amended in the minutes, to be circulated following the Committee Meeting):**

**(Min No. 101)**  
RECOMMEND:

**Financial Estimates 2018/19 – 3rd Revision**  
that the 3rd revision of the estimates for the year 2018/19 be approved.

**(Min No.102)**  
RECOMMEND:

**Budget and Estimates 2019/20**

- that the draft estimates for 2019/20 be approved as in Appendix A.
- that the proposed fees and charges be approved as set out in Appendix B for 2019/20, with a fundamental review of all charges during the year.
- that the draft capital budget and proposed use of reserves for 2019/20 and future years be approved, as set out in section 4 of the report and at Appendix D, with a further report back with more detail to the next meeting of this Committee.
- 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.
- that a precept for 2019/20 is set, taking into account the options set out in section 10 of the report (options reproduced below): -

Option 1: increase the precept by £67,798. In total, this would raise £674,179 and provide a deficit budget of £10,000.

Option 2: increase the precept by £77,798. In total, this would raise £684,179 and provide a balanced budget.

Option 3: increase the precept by £87,798. In total, this would raise £694,179 and provide a cushion of an additional £10,000 towards future delegated services.

The current Band 'D' Town Council Charge is £207.08. The three options listed result in the following increases in Council Tax for a Band 'D' Council Tax Payer:-

	Annual	Weekly	Band 'D'
Option 1	£17.13	£0.33	8.27%
Option 2	£20.46	£0.39	9.88%
Option 3	£23.79	£0.46	11.49%

**(The recommendation from the Finance and General Purposes Committee - which could include other options - will be set out in the minutes from the meeting).**

**(Min No.104)**

**Review of the Effectiveness of Internal Audit and Appointment of an Internal Auditor for 2019/20**

RECOMMEND:

that the existing internal audit arrangements continue for 2019/20.

**(Min No. 105)**

**Risk Assessment and Management: Annual review**

RECOMMEND:

that the Risk Assessment and Management Strategy Policy Document be approved.

7. OPEN PUBLIC FORUM

To agree the issue for discussion at the next Open Public Forum at the Council meeting to be held on 9 April 2019.

8. COMMUNICATIONS

To receive such communications as the Town Mayor, [ENCL: 3399](#), Leader of the Council or the Town Clerk may wish to report.

9. *PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*"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."*

10. BANKING MATTERS

To consider a recommendation of the Finance & General Purposes Committee.

**The next meeting of Bridport Town Council will be on 9 April 2019**