

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Wednesday 13 September 2017 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman Keith Day (from 8.00pm)
 Sandra Brown Anne Rickard
 Kelvin Clayton Sarah Williams

PUBLIC FORUM

Chris Deacon reported back on the first Bridport Folk Festival and advised that the event would take place next year on 27-29 July 2018. Members thanked the organisers for arranging such a successful event.

Trevor Ware from the Bridport Area Development Trust outlined the details of the funding request in Minute 66.

52. APOLOGIES

Apologies for absence were submitted on behalf of Cllrs Keith Day for lateness, Gill Massey and Martin Ray.

53. MINUTES

The minutes of the meeting of the Committee held on 26 July 2017 were confirmed as a true and correct record and signed by the Chairman.

54. DECLARATIONS OF INTEREST

Cllr Sarah Williams declared an Appendix B (non-pecuniary) interest in Minute 64 and Minute 66 as the Town Council's representative on the Bridport Area Development Trust. She spoke on both items, but left the room while discussions took place and decisions were taken.

55. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 5 September 2017 be received and the following recommendations be approved.

(Min. 17) Town Council Grants to Smaller Bodies 2017/18

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

	£
Melplash Agricultural Society – Discover Farming project (subject to receipt of confirmation on other fund raising and projects supported by the Society)*	500
The Arts Development Company – work with Oh Crumbs to transform outdoor space	500
No Limits - The Shoe Chorus – Summer community performance (constitution had been received)	500
Home-Start West Dorset – Training for Volunteers in Bridport	500

Skills Training Bridport – Job Club	500
Bridport Mind Fest – Bridport Mind Festival (timing of grant confirmed)	500
Youth Dance – Programme of after school dance classes	500
Small Things Creative Arts Week – Arts Event	500
Crisis and Care – Support for residents through the Harmony Centre	500
B Sharp – Out of School programme in Bridport	500
Bridport Big Band – New equipment (subject to receipt of further information on the use of the grant and other support available)*	500
Chancery House Day Care Centre – Emergency Repairs (also notify that could apply for other project specific support if funding available)	500
The New Elizabethan Singers – Concert	250
Allington Hill & Cooper’s Wood & Field Community Group – Woodland Activity (Allington Parish Council had agreed £250 match funding)	500
The Living Tree – Stepping Out Cancer Rehabilitation Programme	500
Bridport Gig Rowing Club – Health and Safety Equipment	500
Total Small Grants	£7,750

* Where further information requested, the Town Clerk be given delegated authority to pay the grant on receipt of that information.

(b) that the following applications be not supported, as they were not considered to fully meet the criteria:

- DCC of St Mary’s, Bridport
- Royal Voluntary Service
- Chamber Orchestra

(c) that the application from and support for Axe Valley and West Dorset Ring and Ride Service be considered further, as part of the ongoing community bus project.

(d) that the application from the Tennis Club and the project for new changing facilities be considered for support from different funding streams, such as the Parks for People scheme. To be discussed with the Club and reported back.

(e) that, in respect of approved applications from national and county bodies, it was on the understanding that the money was ring-fenced for Bridport only.

(Min. 18) Grants to larger organisations

RESOLVED:

(1) that the grants under the existing Service Level Agreements be awarded for 2017/18 as follows:

Arts Centre	Leisure Centre	CAB	Museum	Youth Centre	TOTAL
£6,000	£4,000	£5,000	£3,500	£10,000	£28,500

(2) that as a new SLA organisation, the Town Clerk report back on support for the Youth and Community Centre, including the separate additional funding for the Youth Club.

56. FINANCIAL ESTIMATES 2017/18 – 1ST REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3233.

RECOMMEND: that the 1st revision of the estimates for the year 2017/2018 be approved.

57. LOCAL GOVERNMENT REORGANISATION

Consideration was given to a report of the Town Clerk, ENCL: 3238.

RESOLVED: that the update be noted and the Town Council continue to participate in discussions with the District Council, including as part of the proposed programme board, if established.

58. TOWN PLAN REVIEW – PRIORITY PROJECTS

Consideration was given to a report of the Town Clerk, ENCL: 3236.

It was noted that the Plan was subject to ongoing review and report to this Committee at each meeting. The new Parks for People funding bid could be included as part of priority 1 projects, 7 and 8.

RECOMMEND: that the Town Council approve the updated Town Plan.

59. BUDGET PLANNING 2018/19

Consideration was given to a report of the Town Clerk, ENCL: 3239.

RESOLVED: that the Budget Working Group be reappointed, with the membership as set out in paragraph 2.3 and the timetable to approve the 2018/19 budget be agreed, as in paragraph 2.2.

60. EXTERNAL AUDIT 2016/17 OUTCOME

The Town Clerk reported that the audit had been concluded and he was very pleased to say that there were no issues arising. Members congratulated the Finance and Office Manager on this outcome.

RECOMMEND: to accept and approve the completed Statement of Accounts and Annual Governance Statement 2016/17.

61. TOURIST INFORMATION CENTRE – APRIL TO AUGUST 2017

Consideration was given to a report of the Town Clerk, ENCL 3235.

The Tourist Information Centre Manager and all the TIC staff were thanked for all their hard work over the summer.

RESOLVED: that the update be noted.

62. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3234.

The Town Clerk provided updates on the following:

- Car Parks and Car Park Signage
- Tourist Information Signage
- Market and Market Policy
- Christmas Cheer
- Public Toilets

RESOLVED: that the updates be noted.

63. PARKS FOR PEOPLE EXPRESSION OF INTEREST

The Town Clerk reported that the outline proposal for this project was in the process of being finalised, to enable an expression of interest to be submitted to the Heritage Lottery Fund by the end of this month. The Parks for People was a Heritage Lottery Fund programme for projects related to historic parks and cemeteries and applications could be made from £100,000 to £5million. The application process was in two rounds. Before submitting a Round 1 application, an expression of interest has to be prepared and HLF will give feedback and potentially then invite a Round 1 application. Deadlines for submissions at each stage are 28 February and 31 August.

At this stage, the Council was being asked to support the submission of an Expression of Interest and agree that funding could be earmarked. It was proposed that the Town Council earmark £60,000, which would only be committed if the application was successful. Members would receive detailed reports as part of the first phase development and be asked to confirm the submission of the round one application and then again approve the round two application.

The proposal in outline was to restore the old Bridport Green Ring Route and establish the various open spaces, parks and recreation areas as one Green Ring Park, linking the town's parks and open spaces. It would include a large number of individual objectives to improve facilities, such as the skate park, play areas and sporting facilities. Consultation would be undertaken with community groups and users as part of the development of the round one application. The round one application would also confirm the overall funding required and the level of grant to be requested.

RECOMMEND: that the submission to the Heritage Lottery Fund of an expression of interest under the Parks for People Programme be approved and £60,000 be earmarked to support the delivery of the project, subject to further reports, as part of the preparation of the stage one application, including the costings for all elements of the project, the funding required (grant and match funding) and the results of consultation with stake holders and community groups.

64. COASTAL COMMUNITY TEAM – WEST BAY DISCOVERY CENTRE FUNDING

Consideration was given to a report of the Town Clerk, ENCL: 3240.

RESOLVED: that a short term loan of no more than £50,000 be made available to the Bridport Area Development Trust, to support the delivery of the West Bay Discovery

Centre project and the Town Clerk be given delegated authority to draft an agreement with the Trust, setting out the terms of this arrangement.

65. COMMUNITY BUS SERVICES FEASIBILITY UPDATE

Consideration was given to a report of the Town Clerk, ENCL: 3241.

Members expressed their serious concern at the reports that the new service on route 40 would not call at the hospital. It was asked that the Town Clerk raise this with the County Council.

RECOMMEND: that the completion of the Feasibility Study be noted and it be agreed to support further work into options for a community bus service, with a report back on the detail of a potential scheme, costings and possible operators.

66. LITERARY & SCIENTIFIC INSTITUTE – ADDITIONAL SUPPORT FOR WORK HUB

Consideration was given to a report of the Town Clerk: ENCL: 3237.

RESOLVED: that the funding request for the Literary and Scientific Institute of up to £3,200 for the work hub be approved, to be met from Capital reserves. The funding to be released once match funding was in place and the fit out of the work hub was to proceed.

67. DATE OF NEXT MEETING

RESOLVED: that the next meeting of this Committee be moved back from 8 November to now be held on 15 November 2017 at 7.00pm.

68. DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

The Leader of the Council reported on the recent meeting of the Western Area DAPTC that she had attended and in particular reported on the discussions on local government reorganisation.

RESOLVED: that the update be noted.

69. EVENTS REVIEW 2017

The Town Clerk reported on the range of events that the Town Council had once again supported and said how much this was valued by the organisers, who had thanked the Town Council for all their support.

RESOLVED: that the update be noted.

70. REPORTS FROM OUTSIDE BODIES

Bridport Charities – Cllr Anne Rickard reported on the first meeting she had attended.

Community Orchard – Cllr Maggie Ray reported on the Apple Day to be held at the Orchard on 14 October.

71. ANNOUNCEMENTS

The Town Clerk reported that the Onion Jack festival would take place from 20-22 October, including events in West Bay and the Town Crier's Competition was to be held in Bridport on 28 October.

RESOLVED: that the update be noted.

72. PAYMENT OF ACCOUNTS

The Town Clerk presented List 3 of the 2017/18 accounts, in the sum of £182,598.34, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

73. 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."

74. INSURANCE

The Town Clerk reported that the annual insurance cover (as part of a five year agreement) was to be renewed, with effect from 1 September 2017. This was the final year of a five year agreement.

The Town Council had undertaken a review of the insurance market in 2010 and 2013 and was currently in the final year of the agreement with Zurich. The annual premium quoted for next year, if the Town Council entered into a new 5 year agreement, was almost £5,000 less than if it was just for the one final year. Bearing in mind the level of service and the Town Council's increased assets, it was recommended that a new five year agreement be entered into with Zurich, at the cost as reported.

RESOLVED: that the Town Clerk be given delegated authority to enter into a new five year agreement with Zurich as above.

75. MOUNTFIELD FUTURE USE AND PROPERTY ISSUES

The Town Clerk reported the current room usage at Mountfield. There were two rooms that had not been let on the first floor and it was proposed that they be used by the Town Council as additional meeting rooms.

RESOLVED: that the update was noted and the proposal supported.

76. STAFFING MATTERS

Consideration was given to a report of the Town Clerk, ENCL: 3242.

RESOLVED: that the staffing changes/proposals be approved, as in the report.

RECOMMEND: that the Member-level Appointments Panel be established with the remit as in the report and with the following membership:

Councillors: Sandra Brown, Kelvin Clayton, Maggie Ray, Anne Rickard and Sarah Williams

77. HONORARY TOWNSPERSON

The Town Clerk updated members.

RESOLVED: that the update be noted.

The meeting closed at **8.57p.m.**

The next meeting of the Committee will be held on 15 November 2017