



# BRIDPORT TOWN COUNCIL

## ANNUAL REPORT 2018-2019



I am very pleased to present Bridport Town Council's annual report for 2018/19. The report provides a summary of the projects delivered by the Town Council over the past year, followed by more detailed information on its operational services, organisation and accounts.

Councillor Barry Irvine, Town Mayor and Chairman 2018/19



### Remembrance 2018

In November, Town Mayor Cllr Barry Irvine led Bridport's Remembrance Sunday Parade and the town's commemoration of the centenary of the end of WWI. The day also included a specially made 'poppy rope', a commemorative tea for descendants of Bridport's fallen, and the lighting of a beacon on Coneygar Hill.

Other activities for Remembrance 2018 included the planting of a commemorative tree at the Cemetery, tributes in the windows of addresses inhabited by fallen soldiers, and the lighting up of the Town Hall clock in a red poppy design.

Picture: Remembrance Sunday Parade 2018  
(Bridport Camera Club)

## Town Council Projects 2018-19

Some of the projects undertaken this year include:

**Local Government Reorganisation** As part of the preparations for the new unitary authority, the Town Council continued discussions with West Dorset District Council regarding the potential devolution of services and assets. Although the new Dorset Council in its 'shadow' form prevented the devolution of services and some assets, we agreed the transfer of several assets of low or no value, from which we aim to derive community benefit, or to generate an income stream. We also agreed a long lease on The Grove in Rax Lane, which we will sub-let for community and commercial use. The transfers and leases are due to be completed in the early part of 2019/20.

**Community Bus** The Town Council launched a trial of a new 'round-town' bus service in August 2018, operated on behalf of the Council by First Wessex. The initial 6 month trial was extended to 12 months and will be reviewed in August 2019 to determine whether to continue.

**Highways Delegations** In November 2018 we took on devolved responsibility for sitting out licences and A-boards from (the then) Dorset County Council. Sitting out arrangements with existing licence holders have been reviewed, and discussions have commenced with unlicensed premises.

**Bridport and West Bay Public Wi-Fi** Technical issues have meant this project has taken longer than anticipated, but it is hoped to introduce public Wi-Fi into West Bay in Summer 2019.

**US Memorial** In January 2019 the Council agreed the installation of a memorial to commemorate the presence of US Army personnel in Bridport during WWII. The design, location and unveiling details have been agreed, and an unveiling ceremony will be held at Mountfield on 18 May 2019.

**One Planet Living** The Environment & Social Wellbeing Committee agreed to adopt the 10 principles of the One Planet Living Framework, aimed at creating sustainable communities. A working group was set up to consider what actions the Council and partners can take.

**Bridport Area Neighbourhood Plan** The Town Council continued to support the delivery of the Neighbourhood Plan, working with Allington, Bradpole, Bothenhampton & Walditch and Symondsburry parish councils. Following public consultation in 2018, a final draft of the Plan was submitted for independent examination in April 2019. We expect a referendum on the Plan in late 2019/early 2020. If approved, the Plan would then become a formal planning document for the Bridport area.

## Town Council Services 2018-19

**Allotments:** The Town Council has nearly 200 allotment plots and at the current time there are 32 people in the parish on the waiting list. The Town Council works closely with the Bridport and District Allotments Society on all aspects of the management of the allotments.

**Asker Meadows:** The open space and adjoining New Zealand site are overseen by a well supported community group. In the last year the showground has been used by the Circus, Action Challenge, Folk Festival, Jurassic Fields Music Festival and the Food Festival.

**Asset Transfers:** The Town Council has negotiated the transfer of several areas of land from West Dorset District Council, which we will use for community benefit. The agreements are being drafted and we hope that they will be completed by the end of March 2019. In addition we have agreed a long lease of The Grove, a Grade 2 listed building on Rax Lane, which will provide a combination of community use and commercial rental income.

**Borough Gardens:** The Borough Gardens community group, supported by the Town Council, has met regularly on site, making continued improvements to the Gardens. The Gardens were also used for events during the year.

**Bridport Football Club:** The Town Council has the freehold ownership of this land and the Football Club has an existing lease. The Town Council manages the car park, with the proceeds split equally between the Football Club and Town Council. The multi use games arena on the site is free to use during the day and continues to be very popular.

**Bridport Local Area Partnership (BLAP):** The Town Council continues to support BLAP and receives a £6,000 annual funding contribution from Dorset Council. In the past year, BLAP has continued to work on projects, looking at homelessness and health & wellbeing. It has also worked with parish and town councils, to look at the options to work together on delivering services, and on future town and parish council engagement with the new Dorset Council.

**Car Parking:** The Town Council continues to work with Dorset Council to seek to provide additional car parking capacity in Bridport and West Bay. During the year the Town Council opened pay and display parking at Plottingham, and the Town Surveyor worked with West Dorset District Council to ensure the completion of resurfacing works at the West Bay car parks.

**CCTV:** The town centre CCTV contract with Weymouth and Portland Borough Council has continued over the past year, with funding from the Town Council and the District Council.

**Cemetery:** The Town Council manages Bridport Cemetery, which is such an important and highly regarded asset for the town.

**Coastal Communities Team:** The Town Council supports the Bridport and West Bay Coastal Communities Team (CCT), which is a local partnership formed to produce an Economic Plan for the area. The CCT includes representatives from the Bridport Local Area Partnership, Bridport Area Development Trust, Bridport & District Tourism Association, Bridport Chamber of Trade and Commerce, West Bay Community Forum, Dorset County Council and West Dorset District Council. One of the CCT supported projects, the re-opening of the West Bay Methodist Chapel as an innovative and welcoming Discovery Centre, came to fruition in August 2018. Others are due to be delivered in the coming months, including enhancements to the community space at Harbour Green and the creation of a cycle path along the former railway line.

**Communication:** The Town Council issues an annual report on its work, which is widely available throughout the town, along with newsletters for events. An occasional Market Newsletter is also issued for market traders. The Town Council hosts its own web site and a community web site. The Town Council, through the TIC, is able to take online bookings for events on the community web site. A weekly Town Council bulletin is issued to town councillors. All of our formal council meetings are open to the public, and town councillors and the Town Clerk regularly attend meetings of other organisations and groups to provide updates on our work.

**Community Governance:** In 2018 the Town Council submitted a request for two areas of land, at Vearse Farm and Watton Park, to be included within the Bridport parish boundary. The request has been deferred by West Dorset District Council, for consideration by the new Dorset Council.

**Community Transport:** The Town Council launched its first community bus service in August 2018. Service 7, the round-Bridport bus, also receives financial support from Allington and Bradpole Parish Councils, and a stakeholder working group provides professional and community input.

## Town Council Services 2018-19

**Consultation:** The Town Council has responded to a number of consultation exercises from national and local government over the past year, ensuring that the views of the town are taken into consideration on a variety of matters. The Council continues to provide a Public Open Forum at its full Council meetings.

The Town Council undertook consultations on play area provision, Asker Meadows, the River Brit Corridor, and the Bridport Area Neighbourhood Plan.

**Democracy - Working with Young People:** The Town Council continues to support the Bridport Youth and Community Centre, and engages local schools in the Rights Respecting project, which is supported by the Town Council. Schools have been involved in other Town Council initiatives, such as Commonwealth Day and the planting of a WWI commemorative tree. We are also working with the Bridport Young Persons' Action Trust on the provision of an indoor skate park.

**Events:** The Town Council was represented at the Food Festival, Melplash Show and Community Fair, as well as providing support for a host of events including the Carnival, Jurassic Fields Music Festival, Christmas Cheer and the Hat Festival. We continue to process road closure applications for all community events in the year. We also organised the Remembrance Parade in November – a special event in 2018 to commemorate the centenary of the end of WWI – supplemented by a memorial tree planting, a 'poppy rope', the lighting of a beacon, and commemorative cards displayed in the former homes of the town's fallen. The Town Council provides flags and bunting for the town centre in summer, erects Christmas lights and enables event organisers to have banners on town centre lamp posts.

**Environment and Social Wellbeing Committee:** Some of the items considered by the Committee included the declaration of a 'climate emergency', the adoption of the One Planet Living Framework, continued support for the Rights Respecting project, and approval for a 'Bridport Festival Cup' – a reusable cup that aims to reduce reliance on single-use plastic at local events, and to promote Bridport as 'Dorset's Eventful Town'.

**External Funding:** During 2018/19, the Town Council secured external funding for the Neighbourhood Plan, the Bridport Collaboration initiative and Section 106 funding, to support a range of projects.

**Finances:** The Best Value and Scrutiny Sub Committee received reports during the year on all aspects of the financial management of the Town Council, including reports from the Council's Internal Auditor. The Town Council receives regular budget monitoring reports and the Town Council's Budget Working Group looked in detail at the budget.

The Town Council agreed its budget for 2019/20, taking into account a number of factors including reductions in grant support from the larger councils, a new requirement to fund election costs, and the need to make provision for the expected devolution of services from the new Dorset Council.

In 2018/19 the Council invested in a fund specifically aimed at local authorities, and earnings to date have been encouraging, compared with those we have received from high street banks.

The Council's Internal Auditors make three visits during the year and it was pleasing that there were no issues reported, either as part of the internal or external audits. The Auditors also work with the Council to update an annual Financial Risk Assessment, which is reported to members.

The Town Council has also agreed a capital budget to support the delivery of projects in the next 3 years.

**Governance:** The Town Council has a series of policies that regulate its proceedings, including a Code of Conduct for Councillors, Financial Regulations, Standing Orders etc. It also has a number of other key documents that it reviews each year, including its Asset Register, Risk Management Policy, Health and Safety Policy and Investment Strategy.

**Grants:** The Town Council agreed to continue funding the Leisure Centre, Citizens' Advice Bureau, Museum, Arts Centre and Youth and Community Centre under Service Level Agreements at existing levels, which run until 2019. It also provides one off funding for community groups to support the delivery of projects. In total, the Town Council has awarded £39,850 to date in 2018/19.

**Highways and Transportation:** The Working Group, which reports to the Planning Committee, considered a large number of issues over the year, including the consultation on town centre traffic and local bus services. We are grateful for the support it receives from Alan Williams of the Western Area Transport Action Group.

## Town Council Services 2018-19

**Highway Verge Maintenance:** The Town Council continued to maintain the highway verges, as part of a Service Level Agreement with Dorset Council. The SLA states that the work, including in adjoining parishes, is for a minimum of 7 cuts a year and the Town Council receives a grant from Dorset Council to assist with the work.

**Lengthsman:** The post of Lengthsman is funded by the Town Council and the local councils participating in the scheme - Bothenhampton & Walditch, Symondsburry, Litton Cheney and Bradpole Parish Councils. The work of the Lengthsman includes gully clearing, repairing notice boards, removing fly posting, grass cutting, removal of weeds, repairing benches throughout the town and similar tasks. The Town Council receives good feedback from the parishes in the scheme and has also taken on some additional 'one-off' work on behalf of other organisations.

**Local Government Restructuring:** As part of the preparation for the new unitary councils, West Dorset District Council (WDDC) established a Programme Board comprising the West Dorset town councils and District Council representatives. The Board met regularly in 2018 to oversee devolution of services and assets to help protect local services that the new Dorset Council may not be able to provide. Agreement on these arrangements was reached in November 2018 with WDDC, but this agreement was not supported by the new council in its 'shadow' form and so has not gone ahead as planned. The Shadow Council has committed, however, to looking at this again, once it is up and running.

Town councillors and the Town Clerk have attended meetings of the Shadow Council during the year, to make representations about future community engagement.

During the year, the Town Council took responsibility for sitting out licences and the control of "A" boards from Dorset County Council.

**Market:** The Town Council manages the street market and in 2018/19 there has been a slight reduction in revenue, mainly attributable to poor weather conditions on market days outside the summer period.

The transfer of ownership of the Market Charter from West Dorset District Council to the Town Council was completed in 2018. The Town Council had previously managed the market under licence, granted by the District Council. This year the Town Surveyor has been appointed a director of the National Markets Authority in 2018, a recognition of his work in supporting Bridport Market.

**Market & Business Liaison Working Group:** The Working Group includes representatives from the Bridport & District Tourism Association, Chamber of Trade and Commerce, Market Traders and the Bridport Local Area Partnership. The Working Group considers reports on the Tourist Information Centre, the market, town events and co-ordinates town publicity and promotion.

**Mountfield/Millennium Green:** The Town Council is working with the Millennium Green Trust on the delivery of its management plan for the area, and general grounds maintenance. In 2018/19 this included improvements to the footpaths on Coneygar Hill, a full tree survey and associated remedial works. The grounds continue to be well used for events, including the Hat Festival, Mind Fest and the Folk Festival.

**Neighbourhood Plan:** The Town Council continues to work with Allington, Bothenhampton and Walditch, Bradpole and Symondsburry Parish Councils on the development of the Bridport Area Neighbourhood Plan. The delivery of the Plan is being co-ordinated by a community-led Steering Group, overseen by a Joint Committee of all participating councils, supported by the Project Manager and Community Initiatives Officer. A full public consultation took place in 2018, and the final draft of the plan is due to be submitted for independent examination in April 2019.

**One Planet Living Working Group:** The Council established this new working group in 2018 to consider and take forward the One Planet Living Framework – ten key principles for sustainable communities.

**Priory Lane - Community Orchard:** The Bridport Community Orchard Group manages the Orchard site and hosts a number of popular events during the year, including the Apple Day and Wassailing events. The Orchard Group also manages the land at the top of Park Road. The sites are managed in partnership with the Council.

**Partnership Working:** The Town Council continues to work with a large number of partners, including local community groups, Bridport Local Area Partnership, the Police, Chamber of Trade, Tourism Association, County Council, District Council, Magna Housing, the Western Area Transport Advisory Group, other local councils and many other organisations. During the year, a new initiative to explore collaborative working with other community groups was launched. The Town Council appoints representatives to a large number of local and regional bodies and officers also attend networking meetings, including the Dorset Association of Parish and Town Councils (DAPTC), Society of Local Council Clerks etc.

## Town Council Services 2018-19

**Planning:** The Town Council is a consultee for planning applications. Over the past year, 97 applications were reported to its Planning Committee and comments passed to West Dorset District Council. The Council responded to a number of consultations during the year, including on the Local Plan and the Neighbourhood Plan. The Council administers the St Michael's Liaison Group, set up to provide community input into the proposed redevelopment. Members also spoke at the District Council's Planning Committee, when Bridport items were considered.

**Play Areas:** The Town Council maintains a number of play areas, including the fully accessible West Bay Play Area. We participate in a Steering Group looking at the options for an indoor skate park. The Council has consulted on improvements to play areas at St Mary's and Flaxhayes, and took ownership of land at Flaxhayes during 2018/19.

**Riverside Gardens:** The Town Council continues to maintain the Gardens and worked with Dorset County Council to provide a new cycle path through the grounds. In 2018, two unauthorised encampments were removed, both within 24 hours of arrival. New fencing has been erected to prevent a recurrence.

**Salt House:** This venue continues to be well used. During the summer, the popular West Bay Wednesday evening markets were held once again on the Green and in the Salt House.

**Staff:** The Town Council has 21 members of staff, who support the delivery of our services and are listed overleaf. The Council continues to support apprenticeships and this year recruited a new administrative apprentice. In July 2018, Bob Gillis retired after 11 years as Town Clerk, replaced by Will Austin. Bob has been a wonderful servant to the Council and the town; we wish him well for the future. The Town Council is a Living Wage Council and carries out an annual review of staffing.

**Tourist Information Centre:** The Town Council runs Bridport TIC. It provides a huge range of information and services to visitors and residents, Box Office services to local organisations, and manages the Town Hall, Bucky Doo Square, Bridport and West Bay web site and the production of the Town Guide. The TIC is very popular and visitor numbers remain very high. We are very proud that in 2018/19, the TIC won three awards; gold in the Dorset Tourism Association Awards, silver in the SW Regional Tourism Awards, and the Bridport & District Tourism Association's annual TIC Award—the first of three! outstanding contribution to tourism.



TIC Award—the first of three!

**Town Centre Working Group:** The Town Council set up a new working group in late 2018 to consider the future of the town centre, with a focus on vehicular and pedestrian access/circulation, and the public realm. The group has agreed to lead on town centre projects emanating from the Neighbourhood Plan.

**Town Hall:** The Town Hall is open to the public six days a week. The venue is being well used and bookings are taken through the Tourist Information Centre.

**Town Plan:** The Town Plan provides a framework for the development of the Town Council's future policies, schemes and the formulation of budgets. The priority projects are reviewed each year and the Council receives regular progress reports on their delivery.

**US Memorial Working Group:** The Town Council established this new working group in January 2019, to oversee the provision and unveiling of a memorial to US Army personnel stationed here during WWII, in the months before the D-Day landings. A design has been agreed, with the unveiling on 18 May 2019.

**Weather:** The Town Council is part of the West Dorset District Council Emergency Planning arrangements. In February, our outdoor team responded to snowfall by clearing and gritting a number of key access routes around the town. The Town Council also provides and fills a number of grit bins around the town.

**West Bay:** The Water Sports Centre is used by the Canoe Club and Gig Club. The Town Council continued to support the West Bay Community Forum and West Bay Days. The Town Council supports the Coastal Communities Team (CCT) which is helping to bring funding and new projects into West Bay. The Town Council works closely with the Harbour Master on events in West Bay. The Town Council has also agreed a project to provide public wifi in West Bay later this year.

**Youth and Community Centre:** The Town Council continues to provide funding for the running costs of the Centre and also to support the provision of a Youth Club. The Centre continues to be well used.

**Will Austin**  
Town Clerk



View a video slideshow of the Town Council's year at <https://www.bridport-tc.gov.uk/bridport-town-council-2018-19-in-pictures/>

## Report of the Town Mayor

I am honoured to have served as Town Mayor for Bridport over the last year, and it has been a pleasure to represent our wonderful town.

Since my election as Mayor in May 2018, I have attended over 100 events both within and outside the town. I was privileged to receive two royal visits during 2018. The first was by HRH Prince Charles in May, for the opening of the beautifully refurbished Literary and Scientific Institute. I was truly humbled to be in the presence of a member of the Royal Family, as a treasured building was restored to public use. My thanks go to the Bridport Area Development Trust and other organisations involved in the project.



HRH Prince Edward visited us just a few weeks later to view the Hyde Real Tennis Club. Such high-profile visits are of course an honour for me and for Bridport, but they also help to promote our lovely town to a wider audience.

Bridport's major annual events also help promote us, as well as providing so much enjoyment to the local community. It was truly a joy to join in – to name but a few – the Food Festival, the Carnival (what a treat to be transported in a classic car!), the Torchlight Procession, the Hat Festival, Charter Fair, Mind Fest, Apple Day, the Bonfire on the Beach, the West Bay Wallow. There are far too many others to mention individually here, but I

want to thank all those organisations and individuals who do so much to make Bridport 'Dorset's Eventful Town', and for inviting me to be a part of their events in the last year. A special mention for our young people and those who support them – I was honoured and delighted to present the awards at both the Junior and Senior Prize Giving ceremonies at the Sir John Colfox Academy, and to have supported students in their work to promote our Rights Respecting Charter this year.

2018 saw the centenary commemoration of the end of WWI, and Bridport paid solemn and dignified respect to the fallen, on Remembrance Sunday and at other events such as the planting of a memorial tree at the Cemetery by pupils from Bridport Primary School, which was very moving.

As Mayor I am invited to civic events across Dorset, and even further way. By the end of my Mayoral year I will have been to 15 'civic days' in towns in Dorset, Somerset and Devon. It is good to see what other places have to offer, but even better to be able to tell others about our uniquely brilliant town! In April I hosted our own Civic Day, at which the High Sheriff of Dorset and visiting Mayors toured Bridport and West Bay, and heard about both our history and our place as part of the Jurassic Coast. We also entertained our guests with local music from the Minerva Choir – it was truly a day our they will remember Bridport by!



There are, of course, many issues our Town Council is working on, and many services the Council provides, but and these are set out in the preceding pages and in the Leader's report overleaf. I want to thank councillors for their determination to support the town in so many different ways, at such a challenging time. I was present at the launch of our new round-town bus service in August, just one example of how the Council has responded to the withdrawal of services by other organisations.

During the last year I have been raising funds for my chosen charities – the Bridport Youth & Community Centre Trust and Mind Fest. My thanks to everyone who has supported the fundraising effort; the proceeds of which will be announced in May.

I want to place on record my sincere thanks to all those organisations and people who support our community and make Bridport the special place it is. I was talking to our new Town Clerk recently about this, and he tells me that in all his years working in many different places, he has never encountered such a depth of community support. Please keep up the good work!

And finally, I want to thank officers of the Town Council, especially Linda Bullock as the Mayor's secretary, my wife Carol as my consort, and our Deputy Mayor, Cllr Martin Ray, who has attended events for which I was unavailable. It all goes to show that while I am the face of the Town Mayor, it really is a team effort.



**Barry Irvine**  
Bridport Town Mayor 2018/19

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## Report of the Leader of the Council

It has been an interesting and very busy year for the Council. There has been a lot of work in preparing for new unitary councils in Dorset, which started on 1st April. This will see a major change in local government structures in Dorset and will undoubtedly have implications for towns like Bridport. We have continued to deliver more services in the town whilst also working to deliver its Town Plan projects. We are collaborating with many stakeholders in the local area to ensure that Bridport is future proofed.



In July we said goodbye to our brilliant town clerk Bob Gillis, but luckily for us Will Austin accepted the chance to become our new Town Clerk. He hit the ground running and hasn't slowed down since.

The Town Council has been managing the Tourist Information Centre since 2017. This year we saw the TIC not only win gold in the Dorset Tourism Association awards but also silver in the West of England Tourism awards. This shows that managing services locally is extremely effective. Congratulations to the TIC team, which is now established as an integral part of the town and it continues to expand the range of services and support that it offers both to visitors and residents.

The Town Council has continued to support key town organisations, including the Arts Centre, Museum, Citizens' Advice Bureau, Leisure Centre and the Youth and Community Centre, and from next year West Bay Discovery Centre. We realise that some organisations face reviews of their grant funding by the new Dorset Council in 2019/20. We have agreed to provide our own SLAs for a further 5 years. We are also meeting with these and other community organisations, looking at how we can work together in the future. The Town Council's annual grants programme also provides funding for smaller one-off projects.

The Town Council continues to support the Bridport Local Area Partnership (BLAP). This year BLAP has continued to run a very successful Parish Liaison Group. This is looking at how we can work together to safeguard and deliver services after local government reorganisation. As always, The Town Council remains very grateful for the hard work and commitment of the BLAP Chair, Maureen Jackson and the many volunteers in the Partnership.

It has also been an important year for the Neighbourhood Plan. Following a public consultation last summer, the Plan is now moving towards completion, with the referendum and adoption in 2019. I would like to thank the Steering Group and all the working groups, and Project Manager David Dixon for their work. The Plan covers five parish areas and I thank these councils for their continued support.

Various projects supported or promoted through the Coastal Community Team are nearing completion. These include improved cycle access to West Bay, the new interpretation facilities and I am delighted to say that the West Bay Discovery Centre opened last August. As the Town Council's representative on the Bridport Area Development Trust, I have been very pleased to be able to work with the Trust on the Discovery Centre Project, which is a fantastic attraction and tourist information point in West Bay.

The past year has seen the Town Council set up a new working group, working with the Chamber of Trade and other key stakeholders in the town looking at the town centre. We are looking at many ways to improve our town, including traffic, access and improving the environment. With the help of WATAG and BLAP representatives we now have a community bus running on Wednesdays and Saturdays.

Our ambitious Capital Programme with £375,000 to be invested in projects over the next three years moves on apace. We are planning to enable a new indoor skate park to be built at the Bus Station. There will also be new toilets, café, taxi office and other facilities. This will not detract from the Bus Station. In fact it will improve our long term goal for a superb transport hub in the heart of the town. Other projects such as improved play areas are also on track.

Unfortunately, after many hours of negotiation with the District Council on asset transfers, this was rejected by the Shadow Dorset Council who objected to the agreement drawn up between us. We are still able to transfer assets of low value to the Town Council. Our track record shows that we can manage these assets effectively for community benefit. We must be aware that the new Dorset Council are likely to wish to divest services, and we must be prepared for some tough negotiations in the coming years.

As always, I am grateful for the support of the Council and the hard work of all of our staff and also, as my report has shown, for the support and dedication of our many community volunteers.

**Sarah Williams**  
**Leader of the Council 2018/19**



Jul 18—Bob Gillis retires as Town Clerk



Aug 18—Mayor receives RAF100 baton



Aug 18—Community Bus launched



Aug 18—Town Council at Melplash Show



Sept 18—Town Council at Charter Fair



Nov 19—WWI commemorative tree



Feb 19—Community Fair



Mar 19—Commonwealth Day



Mar 19—Annual Town Meeting

**Bridport Town Council**

The Town Council, as a democratically elected body, works in partnership with other agencies and community bodies to represent and promote the town, ensure the delivery of high quality services in response to local needs and improve the economic, social, and environmental well-being of its area.

**The Town Council offices** are located at:

Mountfield, Rax Lane, Bridport, Dorset DT6 3JP.  
 Tel. no. 01308 456722  
 Email address: enquiries@bridport-tc.gov.uk  
 Website: www.bridport-tc.gov.uk

**The Mountfield offices are open:**

Mon to Thurs, 8.30am to 5.00pm  
 Friday, 8.30am to 4.30pm

**The Tourist Information Centre is open:**

Monday to Saturday,  
 April to Oct, 9am - 5pm  
 Nov to Mar, 10am - 3pm

**Staff:**

- Town Clerk:** Will Austin
- Town Surveyor:** Daryl Chambers
- Finance & Office Manager:** Paul Fuszard
- Project Manager & Community Initiatives Officer:** David Dixon
- Administrative Officer:** Linda Bullock
- Clerical Officer:** Claire Peters-Way
- Clerical Assistant:** Steven Yarde
- TIC Manager:** Terri Foxwell
- TIC Assistant Manager:** Rebecca Jones
- TIC Assistants:** Jill Beed, Grace Mynard, Abigail Sparks and Millie Webber-Cox
- Grounds Supervisor:** Sean Coombs
- Groundsman:** Bobby Harris
- Groundsman:** Tim Smith
- Groundsman:** Paul Sanderson
- Market Superintendent:** Ken Hussey
- Cemetery Superintendent:** Paul Violet
- Lengthsman:** Ed Wootton
- Town Hall Caretaker:** Darryl Hills
- Mountfield Cleaner:** Clare Violet



## Bridport Town Councillors 2019-2024



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Bridport North



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Bridport North

### How the Council Works

The Council comprises 18 councillors - 9 to represent the South ward and 9 to represent the North ward.

All Councillors meet as the full Council to take the major decisions and oversee all activities of the Town Council. The Council appoints three main committees - Planning, Finance & General Purposes and Environment & Social Wellbeing. These are supported by a number of sub committees and working groups. Councillors are also appointed to serve on local outside organisations.

The Town Council meets six times a year at 7.00 pm on a Tuesday. The Planning Committee meets monthly on Mondays. The Finance and General Purposes and Environment and Social Wellbeing committees meet four or five times a year. The Council's Best Value and Scrutiny Sub Committee meets quarterly. Agendas are normally issued seven clear days before the meetings and are posted on public notice boards throughout the town and on the Council's website.

The press and public are welcome to attend all committee, sub committee and full Council meetings and the public may put questions or make statements on any matter on the agenda, in public forums at the beginning of all of these meetings. The minutes should be available within three working days of the meeting. They are available at the library, Mountfield and on the Town Council website.

The Calendar of Meetings for the Year is on the Town Council's web site ([www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)) and on notice boards. Please contact the Town Council for any information regarding Council meetings.

**BALANCE SHEET AS AT 31 MARCH 2019**

	£	£
<b>CURRENT ASSETS</b>		
Payments in advance		7,649
Debtors		21,135
Stock		6,852
Money Market Deposits		206,339
Cash at Bank		680,516
Cash in Hand		<u>32</u>
<b>TOTAL ASSETS</b>		<b>922,523</b>
<b>CURRENT LIABILITIES</b>		
Creditors		<u>151,429</u>
<b>NET ASSETS</b>		<b><u>771,094</u></b>
<b>REPRESENTED BY:</b>		
General reserve as at 1 April 2018	410,696	
Long Term Investment	-200,000	
Net surplus for the year	<u>16,906</u>	
General reserve as at 31 March 2019		227,602
Earmarked reserve as at 1 April 2018	121,371	
Contribution to reserves	26,975	
Earmarked funds expended	<u>-47,752</u>	
Earmarked reserve as at 31 March 2019		100,594
Larger project reserve as at 1 April 2018	147,569	
Payments during the year	<u>0</u>	
Larger project reserve as at 31 March 2019		147,569
TIC reserve as at 1 April 2018	120,000	
Contribution towards running costs	<u>-30,000</u>	
TIC reserve as at 31 March 2019		90,000
Capital reserve as at 1 April 2018	216,121	
Payments during the year	<u>-10,792</u>	
Capital reserve as at 31 March 2019		<u>205,329</u>
<b>TOTAL RESERVES</b>		<b><u>771,094</u></b>

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019**

	£	£
<b>INCOME</b>		
Precept		606,381
Council Tax Support Grant		0
Interest and investments		10,534
Allotments		5,549
Cemetery		25,350
Frontages		390
Market		84,463
Amenity Areas and Playing Fields		34,961
Mountfield		44,296
Salt House		7,402
Town Hall		23,052
Tourist Information Centre		284,818
Transfer from reserves		30,000
Parish Clustering		11,467
Events		1,544
Community Initiatives		0
CCTV		16,837
Town Plan Projects		8,800
Salary Contributions		<u>6,000</u>
		<b>1,201,844</b>
<b>EXPENDITURE</b>		
Administration	293,976	
Office Expenses	10,765	
Mountfield	25,668	
Salt House	5,373	
Town Hall	21,227	
Tourist Information Centre	385,806	
Cemetery	48,943	
Civic	5,011	
Members' Allowances	13,895	
Market	21,286	
Amenity Areas and Playing Fields	233,095	
Parish Clustering	0	
Grants and Donations	39,500	
Community Planning	0	
Community Bus	11,655	
CCTV	21,882	
Town Plan Projects	7,676	
Other Services	<u>39,180</u>	
		<b>1,184,938</b>
<b>NET SURPLUS FOR THE YEAR</b>		<b><u>16,906</u></b>

The above statement represents fairly the financial position of Bridport Town Council as at 31 March 2019 and reflects its income and expenditure during the year.