

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE AND SCRUTINY SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 3 September 2019 at 10.00 a.m.

PRESENT Cllr Sandra Brown

Cllrs: Geoffrey Ackerman Ros Kayes
Sarah Carney Maggie Ray
Karen Hunt Martin Ray
Barry Irvine Steve Williams

Also present: Cllr Anne Rickard, Cllr Dave Rickard and two members of the public

PUBLIC FORUM

Bridget Bolwell and Mish Bartlett spoke in support of a grant application from the Bridport Child Contact Centre. They advised that over a million children had no contact with non-resident parents, through no fault of their own. The Centre existed to provide mediated contact in these circumstances, a valuable service to children who would otherwise not have contact with the parent. Bridget said that the Centre would be grateful for any support offered.

Members asked where the Centre was located and how many Bridport children benefited. Bridget and Mish advised that the Centre was hosted at the Children's Centre, and that eight Bridport children were currently being catered for.

13. APOLOGIES

There were no apologies.

14. DECLARATIONS OF INTEREST

Minute 16, Grants to Smaller Bodies 2019/20 and minute 17, Grants to Larger Organisations - with reference to the Code of Conduct, Appendix B (non-pecuniary interests). Members declared interests in this item, in relation to the grants requested from organisations where they were Trustees, or in positions of management in the bodies listed below. In accordance with paragraph 12 of the Code, and Paragraph 35(c) of Standing Orders, they left the room during the decision making and voting on the relevant grant applications.

- Cllr Sandra Brown – Charter Fair and the New Elizabethan Singers.
- Cllr Ros Kayes – Bridport Youth & Community Centre Trust.
- Cllr Geoffrey Ackerman – Melplash Agricultural Society.
- Cllr Barry Irvine – Mind Fest and Burrough Harmony.
- Cllr Steve Williams – Burrough Harmony.
- Cllr Martin Ray – ASD and Social Anxiety Group

- Cllr Maggie Ray – ASD and Social Anxiety Group

Members also declared personal interests that would not preclude their participation in decision making and voting, as follows:

- Cllr Geoffrey Ackerman – Bridport Museum.
- Cllr Sandra Brown – Bridport Museum.
- Cllr Barry Irvine – Bridport Citizen’s Advice Bureau and Bridport Arts Centre.
- Cllr Karen Hunt – Bridport Museum.

15. MINUTES

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 4 June 2019 were confirmed as a correct record and signed by the Chairman.

Cllr Karen Hunt asked whether a working group had met to consider the Town Plan, and the Town Clerk advised that this was still to be arranged.

16. TOWN COUNCIL GRANTS TO SMALLER BODIES 2019/20

Consideration was given to a report of the Town Clerk, ENCL: 3443.

Cllr Kayes asked whether any application had been made by Skills Training Bridport, and the Town Clerk advised that none had been received.

The Sub Committee considered each grant in turn, having regard to the Town Council's agreed criteria for grants and the application form submitted.

Following discussion of each grant, it was RECOMMENDED:

- (a) that the following grants be approved under the Power of General Competence (voting was unanimous unless otherwise indicated):

	£
Child Contact Centre – Play equipment and running costs	500
Melplash Agricultural Society – Discover Farming Project	500 Conditional on agreement to provide a detailed report on the activity and a breakdown of costs.
ASD and Social Anxiety Group – Insurance, transport & activities	300
St Mary’s Honorary Ringing Guild – Repair of tenor clock hammer	500 (8 for, 1 against)
Home Start West Dorset – Running costs	500
Community Shed – Tools and health and safety items	450
Dorset Race Equality Council – Running costs	550
Bridport & District CAB – Website development	500
Axe Valley & West Dorset Ring and Ride – Running costs	1000 Conditional on the

	service covering areas not visited by the Town Council's community bus.
Mind Fest – The Sunflower Project	500
Charter Fair – Annual Charter Fair ***The Chairman having left the meeting for this item, Cllr Barry Irvine assumed the Chair as Mayor***	250
Stepping Out Cancer Rehabilitation Community Group – Provision of group exercise and wellbeing scheme	500 Conditional on opening a bank account for receipt of the funds. Members asked the Clerk to write to the CCG to request that they provide match funding, and to table a report for Environment & Social Wellbeing Committee on social prescribing, incorporating information from grants awarded.
Gig Rowing Club – Flooring	<u>Deferred</u> pending receipt of further information about responsibility for ownership and maintenance of the premises.
Harmony Centre – Refurbishment	500
Small Things – Creative Arts Workshops	500
Bridport Youth Dance – Programme of after school dance classes	500
Bridport Boys Dance – Day residency dance workshop	400
The New Elizabethan Singers – Concerts ***The Chairman having left the meeting for this item, Cllr Barry Irvine assumed the Chair as Mayor***	250 (6 for, 1 against)
Hughes Unit Group Supported (HUGS) – Produce Leaflets and website and purchase a gazebo	250
Bridport Young Performers (BYP) – Rehearsal costs	500
Total Small Grants	£8950

Bridget Bolwell and Mish Bartlett left the meeting following consideration of the grant application from the Child Contact Centre

Cllr Ros Kayes left the meeting at this point and did not return

17. TOWN COUNCIL GRANTS TO LARGER BODIES 2019/20

Consideration was given to a report of the Town Clerk, ENCL: 3442.

The Town Clerk reported back on issues discussed at the recent annual review meetings with these bodies. He advised that any awards would be in support of a five-year Service Level Agreement, with annual reviews and an option to reconsider the awards when Dorset Council had completed its ongoing review of discretionary grant funding.

A question was raised of a commercially confidential nature regarding one of the proposed recipients. As a result it was

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."

Following a discussion, it was further

RESOLVED: That the meeting resume in public session.

RECOMMEND: that the grants under a one-year Service Level Agreement be awarded for 2019/20 as follows:

Arts Centre	Leisure Centre	CAB	Museum	Youth Centre	WBDC	Total
£6,000	£4,000	£5,000	£4,500	£10,000	£3,000	£32,500

18. COMMUNITY AND CAR BOOT GRANTS SCHEMES

Consideration was given to a report of the Town Clerk, ENCL: 3444.

The report set out the arrangements for two grant funds administered by the Town Council – community grants and West Bay Car Boot Sale grants – and invited members to consider any changes required.

Members considered the following issues for the two grants schemes:

Community Grants	West Bay Car Boot Sale Grants
Specific number of Bridport residents benefiting	Open for applications in early October, close in early December, determine applications in Jan/Feb, pay by March
Include aims of applicant organisation	Exclude publicly funded organisations
Include request for detail of how grant will be spent	Guidance that grants will normally be in the region of £500 maximum.
Include Town Plan priorities in guidance	
Request a specific report on the use of the grant	
Correct criterion 2 to remove double negative and replace i.e. with e.g.	

The following were considered for both schemes:

Cllrs Geoffrey Ackerman and Anne Rickard left the meeting at this point

- A preference for awards to smaller local organisations that do not have access to other funds.
- Agreement to fund running costs, with advice that this may not be available for repeat funding.
- A preference for applications for funding discrete projects.
- Funding not available for infrastructure/maintenance of a building that is the responsibility of a major organisation.

RESOLVED: That revised guidance and application forms for the two grant schemes be drafted under delegation by the Chairman and Town Clerk, taking account of the comments made by the Sub Committee.

19. COMMUNITY ENGAGEMENT

RESOLVED: that this matter be considered by the Town Plan Working Group.

20. INSURANCE

The Finance & Office Manager reported that at a recent meeting with, Zurich, the Town Council's policy had been reviewed, prior to renewal on 1 September 2019, in year two of a five year agreement. This had resulted in a premium increase of 2.7%. Cllr Karen Hunt asked what ethical and environmental standards the insurer adopted. The Town Clerk advised that these matters would be considered when the agreement was next reviewed.

RESOLVED: that the update be noted.

21. EXTERNAL AUDIT

The Town Clerk reported that the external auditor had not yet issued their report on the Town Council's annual governance and accountability return and that the deadline for doing so is 30 September 2019.

RESOLVED: that the update be noted.

22. INTERNAL AUDIT

The Town Clerk reported that the Internal Auditors will make their first 2019/20 visit on 1 and 2 October 2019, to review April to August. The findings would be reported to the next meeting of this sub-committee.

RESOLVED: that the update be noted.

The meeting closed at **2.05pm**

The next meeting of this Sub Committee will be held on 3 December 2019