

## 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 4 June 2019 at 11.00 a.m.

PRESENT Cllr Sandra Brown (Chairman from item 2)

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

Also present: Cllrs Anne Rickard and Dave Rickard

### **1. ELECTION OF CHAIRMAN**

Nominations were sought for Chairman and it was proposed, seconded and:

RESOLVED: that Cllr Sandra Brown be elected as Chairman of the Sub Committee for the ensuing municipal year 2019/2020.

### **PUBLIC FORUM**

There were no members of the public present.

### **2. APOLOGIES**

There were no apologies for absence.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MINUTES**

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 5 March 2019 were confirmed as a correct record and signed by the Chairman.

### **5. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2018/19**

The Finance and Office Manager reported that the Internal Auditor's final visit for 2018/19 had taken place on 28 May 2019 and that the report would be presented to the Finance and General Purposes Committee.

The report had referred to the fact that a Transparency Code web page was in development. The auditor had also agreed the Annual Governance and Accountability Return.

RESOLVED: that the Finance & Office Manager be thanked for his effective stewardship.

RESOLVED: that the update be noted.

## **6. ANNUAL REPORT**

Councillors considered the Town Councils draft Annual Report, ENCL: 3427.

The Town Clerk stated that the report would be published by the end of June 2019.

The Chairman requested that the 2019/20 report include the Community Orchard May Fest.

RESOLVED: that the update be noted.

## **7. TOWN PLAN REVIEW**

Consideration was given to a report of the Town Clerk, ENCL: 3428.

Members highlighted the importance of community engagement and play area improvements for consideration.

RESOLVED: that a working group open to all councillors be established to consider community engagement in the Town Plan process initially, followed by prioritisation of projects in late summer.

Members requested that the first meeting be held in June.

RESOLVED: that the update be noted.

## **8. GRANTS 2019/20 AND SLA REVIEWS**

The Town Clerk reported that it was proposed to publicise the opening of the annual community grants scheme later in June. The West Bay Car Boot Sale grants scheme would be opened for applications in January.

Discussions would take place in August with the SLA bodies, regarding their current Service Level Agreements.

Members considered the purpose and timing of the Community and Car Boot grants schemes, and

RESOLVED: that a review of these schemes be discussed at the next meeting of the sub committee.

RESOLVED: that the arrangements for the 2019/20 grants scheme be noted.

## **9. INSURANCE RENEWAL**

The Town Clerk reported that a review will take place with the Town Council's insurers, prior to the renewal date of 1 September 2019.

RESOLVED: that the update be noted.

**10. MEMBERS' TRAINING**

The Town Clerk reported that an inductions session had been held in May for all councillors, and that new councillor and Planning training courses were being organised, with the Planning training likely to be in December. He asked members to consider any further training needs.

Members were concerned that the Planning training was some time away.

RESOLVED: that the Town Clerk arrange Planning training at the earliest possible opportunity, to be delivered by the Clerk if necessary.

**11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk reported the need to update these documents in line with the recommended model as provided by NALC.

RESOLVED: that Councillors Sandra Brown, Sarah Carney and Dave Rickard be joined by two other councillors to comprise a working group to consider these documents.

**12. FUTURE REPORTS**

Members highlighted community engagement as a matter to be tabled for the next meeting.

The meeting closed at **12.32pm**

**The next meeting of this Sub Committee will be held on 3 September 2019 at the earlier time of 10.00am. This meeting will recommend community grant awards and will be followed by a sub committee business agenda.**