

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Monday 10 June 2019 at 7.00 p.m.

PRESENT: Cllr: Maggie Ray (Chairman)

Cllrs: Geoffrey Ackerman	Gill Massey
Rose Allwork	Martin Ray
Karen Hunt	Anne Rickard
Julian Jones	Sarah Williams

Also in attendance: Cllr Dave Rickard

1. ELECTION OF CHAIRMAN

RESOLVED: that Cllr Maggie Ray be elected Chairman of the Committee for the ensuing municipal year 2019/20.

Cllr Maggie Ray took the chair

2. ELECTION OF VICE CHAIRMAN

Cllrs Gill Massey and Julian Jones were nominated and seconded. Following a vote, it was

RESOLVED: that Cllr Gill Massey be elected Vice Chairman of the Committee for the ensuing municipal year 2019/20.

PUBLIC FORUM

There were no speakers in the public forum.

3. APOLOGIES

No apologies for absence were received.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

The minutes of the meeting of the Committee held on 20 March 2019 were confirmed as a true and correct record and signed by the Chairman.

Cllr Ackerman reported that he had received very positive feedback on the memorial to US Army personnel, and the unveiling event. He requested that consideration be given to a finger post sign directing people to the memorial from Bucky Doo Square.

Cllr Jones asked for details of the Bridport Collaboration project. Cllr Sarah Williams explained that the initiative had been put forward by George Streatfeild and was seeking collaborative working between local organisations, some whose discretionary grant funding was thought to be at risk.

6. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 4 June 2019 be received and the resolutions therein be adopted.

7. REPORT OF THE INTERNAL AUDITOR

Consideration was given to a report from the Internal Auditor, ENCL: 3430.

The Town Clerk reported that auditor visited on 29 May and gave a clean bill of health to the accounts and governance, including the end of year accounts. He had also signed off the Annual Governance and Accountability Return (AGAR), which would be considered at Full Council.

The auditor had noted that a website page to accord with the Transparency Code was still in preparation. This had since been completed and was available from a drop-down menu on the Council's website.

RECOMMEND: that the report of the internal auditor be received and approved.

RESOLVED: that thanks be offered to Paul Fuszard, Finance and Office Manager, for his stewardship of the accounts and audit process.

8. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2019

Consideration was given to a report of the Town Clerk, ENCL: 3431.

The Town Clerk reported that the accounts showed a small surplus which was under 1.4% of the annual budget. An investment of £200,000 in the year in the CCLA property fund had impacted on asset and reserves values, and the cost of job evaluation had affected all salary costs.

RESOLVED: that the Finance and Office Manager be thanked for all his work on the accounts.

RECOMMEND: that the Annual Accounts for 2018/19 be approved.

9. TOURIST INFORMATION CENTRE ANNUAL REPORT

Consideration was given to a report of the Town Clerk, ENCL: 3432.

The Town Clerk reported on a successful year at the Tourist Information Centre (TIC), with bookings, sales and box officer services increasing, development of the online presence, support for the community, Bridport Market and green initiatives, and three awards for the TIC during the previous 12 months.

RESOLVED: that the report be noted and that all the TIC staff be thanked for their efforts.

10. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

Consideration was given to a report of the Town Surveyor, ENCL: 3433. This provided updates on Walditch Allotment Fencing, Car Parks Maintenance Contracts, Lengthsman Agreements, CCTV at Mountfield and Skate Park Improvements.

Members considered the impact of 'boy racers' on car park surfaces, the effectiveness of and privacy issues related to CCTV.

RECOMMEND: that £27,500 be released from capital and other funding for resurfacing of the Skate Park.

RESOLVED: that a report be provided on privacy and data retention in the operation of CCTV.

RESOLVED: that the update be noted.

11. COMMUNITY GOVERNANCE

Consideration was given to a report of the Town Clerk, ENCL: 3434.

The Town Clerk reported that the Council had requested in 2018 that Vearse Farm and a part of Watton Park be included in Bridport parish, and had clearly stated that any review by Dorset Council look only at that area. The then District Council had deferred the review for the new Dorset Council to consider, subject to a re-submitted request from the Town Council, which it had recommended cover a wider range of boundary issues. Such a request could be divisive locally and was not recommended. The Town Clerk proposed that he carry out more work on how to ensure that the review could be limited to the Town Council's immediate concerns, and that this be considered by a working group in due course.

Members considered the local sensitivities relating to a review of the parish boundary, and emphasised the need to build trust and co-operation. Once the Bridport Area Neighbourhood Plan was agreed at referendum, there may be an opportunity to achieve this, albeit that this was likely to be some time away. The matter was not considered to be urgent in light of the fact that development at Vearse Farm was unlikely to proceed for many months. In addition, Dorset Council was unlikely to be in a position to proceed with any review until it had completed its organisational restructuring.

RECOMMEND: that the review of community governance be deferred for one year, subject to any expeditious development at Vearse Farm.

12. TOWN PLAN PRIORITY PROJECTS UPDATE

Councillors considered a report of the Town Clerk, ENCL: 3435.

The Clerk advised that the report included an update on existing projects, and reported that a complete review of the Town Plan would take place over the coming months, and the initial arrangements were noted in the minutes of Best Value & Scrutiny Committee. A working group would consider community engagement in the Plan by the end of June, and the Plan was expected to be complete by late summer.

Members also welcomed the fact that the West Bay cycle path was nearing completion.

RESOLVED: that the Town Plan projects update be noted.

RESOLVED: that consideration be given to a celebratory event to mark the completion of the cycle path to West Bay.

13. MELPLASH SHOW ARRANGEMENTS

The Town Clerk reported on the good response from organisations due to be using the Town Council marquee this year on Thursday 22 August 2019.

RESOLVED: that the update be noted.

14. CEMETERY POLICIES

RESOLVED: that this item be deferred.

15. MARKET POLICY AND MARKET AND BUSINESS LIAISON WORKING GROUP

RESOLVED: that this item be deferred.

16. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported that the Community Orchard Group had held a successful first May Fest event. She further advised that a Dorset Poetry Walk would take place on 21 June, and the group's AGM on 20 June.

Cllr Martin Ray reported that volunteers for the Food Festival and Melplash Show would receive free entry to the events.

Cllr Geoff Ackerman reported that 2019 was the 40th anniversary of the twinning agreement with St Vaast La Hougue. A group was visiting Bridport from 14 to 16 June, and a return visit would take place in September.

17. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

Councillors considered a report of the Town Clerk, ENCL: 3436.

RECOMMEND: that the list of representatives on outside bodies be approved as in Appendix 1 attached, subject to any additional amendments at Full Council.

18. PROPOSALS TO DAPTC AGM

Councillors considered a submission of proposals to the DAPTC AGM for consideration by NALC, ENCL: 3437.

The Town Clerk reported on the process for submission of proposals to the DAPTC AGM. Motions for onward submission to NALC were required by 6 August 2019, and motions for consideration only by DAPTC were required by 21 September 2019.

RESOLVED: that the request for proposed motions to DAPTC AGM be tabled for Full Council and Planning Committee, and that the decision on submission be delegated to the Chairman, Leader and Town Clerk should this be required.

19. COASTAL COMMUNITY TEAM

The Town Clerk reported on a meeting of the Coastal Community Team on 6 June 2019, which had considered the future role of the team, updates on current projects, and the development of a new Economic Plan. The meeting had also discussed a £1,200 shortfall in funding for replacement waste bins for the new Welcome Hub.

Members discussed possible funding from Dorset Waste Partnership for the bins, and contingencies should this not be forthcoming.

RESOLVED: that Dorset Waste Partnership be approached for funding of £1,200 for replacement waste bins at West Bay, and that the Town Council underwrite this funding in the event that the request is declined.

20. COMMUNICATIONS

The Town Clerk reported that the arrangements for the Town Council stand at the Food Festival were in place. A number of councillors had volunteered and the Town Clerk would cover any gaps in stewarding.

21. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2019/20 accounts, in the sum of £243,936.85 which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

22. 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.

23. PROPERTY MATTERS

The Town Surveyor reported on proposed lettings at two properties under Town Council control. He remained in negotiations over the first, and requested delegated authority to proceed to agree a lease of the second.

RESOLVED: that the Town Surveyor be given delegated authority to agree a detailed lease, as per his report to the committee.

RESOLVED: that the update be noted.

The Town Clerk reported on the potential transfer of a community building to the Town Council, and sought authority to enter into detailed discussions with the owner.

RESOLVED: that the Town Clerk and Town Surveyor be authorised to enter into detailed discussions regarding the transfer of a community building to Town Council ownership.

The meeting closed at 9.07pm.

The next meeting of the Committee will be held on 9 September 2019

Organisation	No. of Reps	Geoff Ackerman	Ian Bark	Dave Bolwell	Barry Irvine	Gill Massey	Martin Ray	Maggie Ray	Anne Rickard	Dave Rickard	Sarah Williams	Steve Williams	Kelvin Clayton	Julian Jones	Ros Kayes	Karen Hunt	Rose Allwork	Sarah Carney	Sandra Brown
A35/Miles Cross Advisory Group	1+R										✓							R	
Asker Meadows Steering Group	1					✓													
Axe Valley and WD Ring and Ride	1													✓					
Bridport & District Tourism Assn	1						✓												
Bridport & WD Sports Trust Mgmt Ctte	1			✓															
Bridport & Dist Comm Football P'ship	1	✓																	
Bridport Area Development Trust	1										✓								
Bridport Arts Centre Mgmt Cttee	1				✓														
Bridport Business Chamber	1+R												✓				R		
Bridport Charities Trustees	Mayor +2	✓			✓	✓													
Bridport CAB Mgmt Committee	1	DEFERRED FOR CONSIDERATION AT FULL COUNCIL																	
Bridport Community Orchard Group	1		✓																
Bridport Hat Festival	1	DEFERRED FOR CONSIDERATION AT FULL COUNCIL																	
Bridport Heritage Forum	1															✓			
Bridport Local Area Partnership	2				✓					✓									
Bridport Food Festival Committee	1			✓															
Bridport Millennium Green Trust	1					✓													
Bridport Museum Trust	2	✓									✓								
Bridport Young Persons Action Trust	1			✓															
Bridport Youth and Community Ctr	1			✓															
Bridport Twinning Association	2	✓										✓							
Burrough Harmony Trust	1											✓							
Burrough Harmony CFR Steering Gp	1				✓														
Christmas Festival Committee	1								✓										
DAPTC	2									✓	✓								
Dorset Coast Forum	1									✓									
Skills Training Bridport	1												✓						
St Michaels Community Liaison WG	2	CLLR D RICKARD AGREED, SECOND REP DEFERRED FOR CONSIDERATION AT FULL COUNCIL																	
The Stephen Rook Memorial Fund	1						✓												
West Bay Forum	1									✓									
WATAG	2														✓			✓	