

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 March 2020 at 11.00am

PRESENT Cllr Sandra Brown

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

Also in attendance: Cllrs Anne Rickard and Dave Rickard.

PUBLIC FORUM

There were no members of the public present.

29. APOLOGIES

Apologies for absence were submitted by Cllr Karen Hunt.

30. DECLARATIONS OF INTEREST

Cllr Sarah Carney declared an interest in Minute 36 in respect of both the Burrough Harmony Centre and West Bay Discovery Centre (of the Bridport Area Development Trust) and did not take part in the decision on those items.

Cllr Maggie Ray declared an interest in Minute 36 as a member of BYPAT and did not take part in the decision on that item.

Cllr Martin Ray was not in the room during the time that any item on which he had an interest were discussed.

Cllr Anne Rickard declared an interest in Minute 36 as a member of Transition Town Bridport and did not take part in the decision on that item.

Cllr Dave Rickard declared an interest in Minute 36 as a member of Transition Town Bridport and did not take part in the decision on that item.

31. MINUTES

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 3 December 2019 were confirmed as a correct record and signed by the Chairman.

32. INTERNAL AUDIT AND FINANCIAL RISK ASSESSMENT

Consideration was given to a report from the Town Clerk, ENCL: 3487.

The Town Clerk reported on the second visit that the internal auditors, Lightatouch, had made in January 2020.

He highlighted each section covered under the audit, namely:

- Town Council minutes
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Asset Register
- TIC visit
- Financial Risk Assessment
- Transparency of the Council website

The Auditors reported that the records and procedures in place continue to provide a good standard of control and no formal recommendations were made for the period September to December 2019 for these transactional elements. The audit had included a particular focus on procedures at the Tourist Information Centre.

They also reported that the financial element within the Town Council's annual risk assessment was sufficient for them to not need to carry out their own.

Members thanked the Finance and Office Manager for all his work, and Tourist Information Centre staff for their diligence.

RESOLVED: that the Internal Audit report and financial risk assessment for September to December 2019 be noted.

33. INVESTMENT REVIEW 2019/20 AND STRATEGY 2020/21

Consideration was given to a report of the Town Clerk, ENCL: 3488.

Members noted the investment income over the past year, and the Council's proposed future investment strategy.

RECOMMEND:

- (1) that the investments made in 2019/20 be noted as in the report.
- (2) that the Investment Strategy be approved as drafted.

34. ASSET REGISTER

Councillors considered the Asset Register, ENCL: 3489.

RECOMMEND: that the Asset Register be approved and the Town Clerk be given delegated authority to make any final amendments, before it is signed by the Chairman of the Finance and General Purposes Committee and the Town Clerk.

35. STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors considered a report of the Town Clerk, ENCL: 3491.

The report noted that the Council's Standing Orders had been reviewed in June 2018, and that following a further review, new model Standing Orders could be

considered for adoption. Similarly, new model Financial Regulations were available, but would require detailed consideration before adoption.

RECOMMEND:

- (1) that the Council's Standing Orders be approved for use without amendment, pending a review taking account of updated model provisions.
- (2) that the Council's Financial Regulations be approved for use without amendment, pending a review taking account of updated model provisions.
- (3) that the model Standing Orders be adapted for Bridport Town Council during 2020/21, and presented to the Sub-Committee for approval.
- (4) that the model Financial Regulations be adapted for Bridport Town Council during 2020/21, and presented to the Sub-Committee for approval.

36. COMMUNITY GRANTS – WEST BAY CAR BOOT SALE

The Town Clerk reported that thirty three applications had been received.

RECOMMEND: that the following awards for 2020 be approved:

Organisation	Amount
Bridport Youth Dance	£300
Dorset Blind Association	£250
Bridport Sea Cadets	£300
Bridport & District Citizens Advice	£500
Puncknowle, Swyre and West Bexington Village Hall Trust	£250
1st Charmouth Guides Note: Suggest approach Charmouth PC for remainder.	£125
Melplash Village Hall	£500
Bridport Community Orchard Group	£350
The Stepping Out Cancer Rehabilitation Community Group	£500
Bridport Community Shed	£250
Home-Start West Dorset	£500
Skills Training Bridport	£300
Bridport Gateway Club/West Dorset Mencap	£250
1st West Bay Sea Scouts Note: Request that boiler be electric not gas.	£100
Bridport Heritage Forum	£300
Bridport Child Contact Centre	£500
The Burrough Harmony Centre	£300
West Bay Discovery Centre (Bridport Area Development Trust)	£500
Chancery Trips	£500
Bridport Young Performers	£300
Allington Hill and Cooper's Wood & Field Community Group	£300
Bridport Area Tree Planting Campaign Note: Conditional on funding being ring-fenced for this project if the funding is held by Friends of the Earth.	£300
Salway Ash Primary School PTA	£300
BYPAT	£500
Transition Town Bridport Ltd.	£250
Loders Youth Club	£132
Total	£8,657

Members considered any changes to the scheme required for 2021, and an event to mark the awards for 2020.

RESOLVED: that the West Bay Car Boot Sale grant application form be reviewed for 2021, including a request for the applicant organisation's bank details.

RESOLVED: that an event be arranged at the Salt House to celebrate the awards for 2020.

37. ANNUAL TOWN MEETING ARRANGEMENTS

It was reported that all grant recipients were invited to the Annual Town Meeting on Tuesday 24 March 2020 in the Town Hall, at 7.00pm.

RESOLVED: that the arrangements for the Annual Town Meeting be noted.

38. BRIDPORT COLLABORATION

The Town Clerk reported that the Bridport Collaboration group had met to consider an application for Arts Council funding to scope an initiative to develop collaborative working within a Bridport-specific Cultural Strategy. It was expected that an application would be submitted in the coming weeks.

RESOLVED: that the report of the Town Clerk be noted.

The meeting closed at **12.10pm**

The next meeting of this Sub Committee will be on 2 June 2020