



SBA Team
PKF Littlejohn LLP
15 Westferry Circus
Canary Wharf
London
E14 4HD
(sba@pkf-littlejohn.com)

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

will.austin@bridport-tc.gov.uk

24 June 2020

Dear Sir / Madam

**Bridport Town Council
Year Ending 31 March 2020**

I am now in a position to enclose the Annual Governance and Accountability Return.

The following documents are emailed with this letter: -

1. Completed and signed AGAR Part 3 and reviewed the one-page Addendum
2. Confirmation of dates for the public rights
3. Completed bank reconciliation pro forma
4. Completed significant variances pro forma (none with explanation required)
5. Reconciliation of Box 7 to Box 8 pro forma
6. Copies of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year
7. Completed contact details form

The following do not apply to Bridport Town Council:

- Explanations of the reasons for any 'No' responses on Section 1
- Copy of the separate internal audit report
- Copy of the 2019/20 Section 48 notice
- Copies of minutes and any agreed plan showing the corrective action taken to address the prior year 'except for' matters

I hope this information is sufficient for you to conclude the audit, but should you require any further information, please do not hesitate to contact myself, or the Responsible Financial Officer, Paul Fuszard.

Yours sincerely

**Will Austin
Town Clerk**

1. Completed and signed AGAR Part 3 and the one-page Addendum

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

BRIDPORT TOWN COUNCIL

This authority's internal auditor, acting **independently** and on the basis of an **assessment** of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and **planned coverage**. On the basis of the findings in the **areas** examined, the internal audit conclusions are summarised in this table. Set out below **are** the objectives of internal control and alongside **are** the internal audit conclusions on whether, in all significant respects, the control objectives **were** being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/10/19 04/02/20 28/05/20

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

TJ Light

Date

28/05/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BRIDPORT TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2020

and recorded as minute reference:

19(b)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bridport-tc.gov.uk

Section 2 – Accounting Statements 2019/20 for

BRIDPORT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,015,757	771,094	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	606,381	684,179	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	565,463	642,590	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	571,473	617,794	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	845,034	772,124	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	771,094	707,945	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	886,887	772,226	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,872,896	6,885,741	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions .

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE *Paul Bryant*

Date

16/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2020

as recorded in minute reference:

MINUTE REFERENCE 19(c)

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE *Jim Butler*

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BRIDPORT TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for **ensuring** that its financial management is adequate and effective and that it has a sound **system** of internal control. The authority **prepares** an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our **responsibility** is to review Sections 1 and 2 of the **Annual** Governance and Accountability Return in accordance with guidance **issued** by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED

*Note: the NAO issued guidance applicable to external **auditors'** work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance and Accountability Return 2019-20

Addendum – Coronavirus Emergency Regulation changes

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020

Owing to the increasing impact of COVID19 MHCLG has made amended Regulations which **extend the statutory audit deadlines for 2019-20** only for all Category 2 smaller authorities (town and parish councils, parish meetings, internal drainage boards and other authorities).

- The requirement for the public inspection period to include the **first 10 working days of July has been removed**
- Instead, smaller authorities must commence the public inspection period **on or before 1 September 2020**
- The AGAR must be approved and published by **31 August 2020 at the latest** or may be approved earlier, wherever possible.

This means that the period for the exercise of public rights can now be held any time after the approval of the accounts and AGAR as long as it is commenced on 1 September at the latest.

Authorities should publish the dates of their public inspection period. If this is significantly earlier or later than in previous years they should inform the public through their websites (where available) of the reasons why they are departing from normal practice for 2020.

- The publication date for final, audited, accounts will move from **30 September to 30 November 2020** for all local authorities.

This is the date by which the Part 3 AGAR Sections 1, 2 and 3 including the completed External Auditor Report and Certificate must be published.

This does not apply to an authority that has certified itself as exempt and submitted a Certificate of Exemption to the external auditor.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

In relation to the meetings needed to approve the accounts and AGAR, MHCLG has made separate Regulations to enable meetings to be held remotely, and to hold and alter the frequency and occurrence of meetings without the need for further notice.

The provisions for remote meetings apply to all authorities **EXCEPT** Parish Meetings who must hold a public meeting and approve the AGAR before 31 August.

Separate changes to allow remote meetings apply to Internal Drainage Boards.

2. Confirmation of dates for the exercise of public rights

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: BRIDPORT TOWN COUNCIL

County Area (local councils and parish meetings only): DORSET

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 29 June 2020

and ending on Friday 7 August 2020

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020).

We have suggested the following dates: Monday 15 June – Friday 24 July 2020. The latest possible dates that comply with the statutory requirements are Tuesday 1 September – Monday 12 October 2020.)

Signed:  _____

Role: Town Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

3. Completed bank reconciliation pro forma

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered figures.

Name of smaller authority: **Bridport Town Council**

County area (local councils and parish meetings only): **Dorset**

Financial year ending 31 March 2020

Prepared by (Name and Role): **Paul Fuszard, Finance and Office Manager (RFO)**

Date: **23/06/2020**

		£	£
Balance per bank statements as at 31/3/20:			
Santander Business Account	10643002	£202,693.76	
HSBC Money Market Account	93663248	£208,058.78	
Barclays Base Rate Reward Account	7300052	£204,203.66	
Barclays Active Saver Account	13791505	£157,119.04	
Barclays Current Account	80036552	£57.60	
	account 6		
	account 7		
	account 8		
			£772,132.84
Petty cash float (if applicable)			£92.70
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/20			
			-
Net balances as at 31/3/20 (Box 8)			£772,225.54

4. Completed significant variances pro forma (none with explanation required)

Explanation of variances – pro forma

Name of smaller authority:

Bridport Town Council

County area (local councils and parish meetings only):

Dorset

Insert figures from Section 2 of the AGAR in a Bridport Town Council

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,015,757	771,004				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	406,381	684,178	77,798	12.83%	NO		
3 Total Other Receipts	565,483	643,590	77,127	13.64%	NO		
4 Staff Costs	571,473	517,794	46,321	8.11%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	845,034	773,134	-72,910	8.63%	NO		
7 Balances Carried Forward	771,004	707,945			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	886,887	777,226				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,372,896	5,285,743	12,845	0.19%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

5. Reconciliation of Box 7 to Box 8 pro forma

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Bridport Town Council

County area (local councils and parish meetings only):

Dorset

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			£707,945.09
Deduct: Debtors (enter these as negative numbers)			
Debtors	1	-£35,286.45	
Stock	2	-£5,841.93	
	3		
		-£41,128.38	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
Prepayme	1	-£10,709.44	
	2		
		-£10,709.44	
Total deductions			-£51,837.82
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
Creditors	1	£116,118.27	
	2		
		£116,118.27	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1		
	2		
		-	
Total additions			£116,118.27
Box 8: Total cash and short term investments			£772,225.54

6. Copies of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year

**Will Austin
Town Clerk**

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

To Members of the Best Value and
Scrutiny Sub Committee: Cllrs:
Geoffrey Ackerman, Sandra Brown,
Sarah Carney, Karen Hunt, Barry Irvine,
Ros Kayes, Maggie Ray, Martin Ray and
Steve Williams

e-mail: WAustin@bridport-tc.gov.uk

(Copy for information to other Members of
the Town Council)

26 November 2019

Dear Town Councillor,

A meeting of the Best Value and Scrutiny Sub Committee is to be
held in Mountfield, Bridport on **Tuesday, 3 December 2019 at
11.00am** when it is proposed to transact the following business.

Yours sincerely



Town Clerk

This meeting is open to the press and public

AGENDA

Immediately preceding the Committee's meeting a period of up
to 30 minutes, or less as the case may be, will be allowed for
members of the public present, who are electors or residents
in the parish of Bridport or adjoining parishes, to ask questions
and make statements in respect of items on the agenda of this
Best Value and Scrutiny Sub Committee meeting.

1. **APOLOGIES**
To receive apologies for absence submitted by Members.

2. DECLARATIONS OF INTEREST
To receive any declarations of interest submitted by members.
3. MINUTES
To confirm the minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 3 September 2019 (previously circulated but enclosed for members of the Committee).
4. WEST BAY CAR BOOT SALES
To agree the membership of a grants panel.
5. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
To move; "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".
6. DRAFT ESTIMATES 2020/21
To receive a presentation on initial proposals for next year's budget, following discussions at the Budget Working Group. Decisions on the budget will be taken at the Finance and General Purposes Committee on 13 January 2020 and then full Council on 21 January 2020.

The next meeting of this Sub Committee will be on 3 March 2020

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 December 2019 at 11.00 a.m.

PRESENT Cllr Sandra Brown

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

Also in attendance: Cllr Anne Rickard.

PUBLIC FORUM

There were no members of the public present.

23. APOLOGIES

Apologies for absence were received from Cllr Maggie Ray, Martin Ray, Dave Rickard and Sarah Williams.

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. MINUTES

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

26. WEST BAY CAR BOOT SALES

The Town Clerk reported that five town councillors and one Dorset councillor were to be appointed to the panel, which would make recommendations to the Finance and General Purposes Committee in March 2020.

RESOLVED: that the West Bay Car Boot Sale Grants Scheme Panel comprise Town Councillors Sandra Brown, Maggie Ray, Dave Rickard, Anne Rickard and Steve Williams, and two Dorset Council members one of whom will be Cllr Sarah Williams.

RESOLVED: that the second Dorset Council member be appointed by the Town Clerk and Chairman under delegation following consultation with parish councils in neighbouring Dorset Council wards, with a preference for a member who is also a parish councillor in the Bridport Local Area Partnership area.

27. **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.

28. **DRAFT ESTIMATES 2020/21**

The Town Clerk reported the latest position on the draft budget. Members considered the Clerk's report and

RESOLVED: that the update be noted and recommendations go forward to the Finance and General Purposes Committee on 13 January 2020 and the full Council on 21 January 2020.

The meeting closed at 12.12pm.

The next meeting of this Sub Committee will be held on 3 March 2020

**Will Austin
Town Clerk**

Mountfield
Bridport
DT6 3JP

Phone 01308 456722

**e-mail:WAustin@bridport-
tc.gov.uk**

To Members of the Environment and
Social Wellbeing Committee
Cllrs: Ian Bark, Sarah Carney, Kelvin
Clayton, Karen Hunt, Barry Irvine, Ros
Kayes, Anne Rickard, Dave Rickard and
Steve Williams

(Copy for information to other Members of
the Town Council)

2 January 2020

Dear Town Councillor,

A meeting of the Environment and Social Wellbeing Committee is
to be held in Mountfield, Bridport on **Wednesday 8 January 2020**
at 7.00pm when it is proposed to transact the following business.

Yours sincerely



Town Clerk

This meeting is open to the press and public

AGENDA

PUBLIC FORUM

Immediately preceding the Committee's meeting a period of up to
30 minutes, or less as the case may be, will be allowed for
members of the public present, who are electors or residents in the
parish of Bridport or adjoining parishes, to ask questions and make
statements in respect of items on this agenda.

1. **APOLOGIES**
To receive apologies for absence submitted by Members.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest by members.

3. MINUTES
To confirm the minutes of the meeting of the Committee held on 6 November 2019 (previously circulated, but enclosed for members of the Committee).
4. CROWDFUNDER PLATFORM
To receive a presentation on a potential funding platform, and feedback from an informal meeting with Crowdfunder held on 17 December 2019.
5. CLIMATE EMERGENCY ACTION PLAN
To receive a verbal update from the Chairman and Town Clerk, and agree any actions arising, including but not limited to:
 - Crowdfunder Platform.
 - Governance and revisions to the One Planet Living Working Group.
 - Email from Bridport resident regarding flood projections, ENCL: 3473.
 - 'Deep Adaptation to Climate Change' – notes of an open meeting held on 3 December 2019, ENCL: 3474.
 - Feedback from Dorset Council's Parish & Town Council Climate Emergency Advice Seminar held on 19 November 2019, ENCL: 3475.
 - Dorset Council 'Call for Ideas' to help it tackle the Climate and Ecological Emergency, ENCL: 3476.
6. NEIGHBOURHOOD PLAN
Town Clerk to report.
7. RIGHTS RESPECTING WORKING GROUP
To receive the notes of a meeting held on 25 November 2019 (enclosed), and approve any actions therein.
8. DORSET HEALTHCARE
To receive feedback from members on a meeting held with Dorset HealthCare on 6 November 2019, and agree any actions arising.
9. COMMITTEE DRAFT BUDGET 2020-2021
Town Clerk to report.
10. REPORTS FROM OUTSIDE BODIES
To receive any reports from members on outside bodies.
11. COMMUNICATIONS AND UPDATES ON OTHER ISSUES

The next meeting of this Committee will be held on 11 March 2020

Minutes of the ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE of
Bridport Town Council held in Mountfield, Bridport on Wednesday 8 January
2020 at 7.00 p.m.

PRESENT: Cllrs: Kelvin Clayton (Chairman)

Ian Bark	Barry Irvine
Sarah Carney	Anne Rickard
Karen Hunt	Dave Rickard
	Steve Williams

ALSO PRESENT: One member of the public.

PUBLIC FORUM

Theo Langton addressed the meeting on emergency planning in relation to the climate emergency, making the following points:

- He was an ex-Beaminster Town Councillor with previous experience of emergency planning.
- This was a confusing and massive strategic issue.
- As a Flood Warden, he was concerned about his role in light of the climate emergency.
- The Community Resilience Development Framework advised on how to prepare for, respond to and recover from an event, and on planning and adapting to social and environmental changes to ensure resilience.
- Local action was needed to coordinate community activity within the national framework.

The Chairman thanked Mr Langton for his input.

38. APOLOGIES

Apologies for absence were received from Councillor Ros Kayes.

39. DECLARATIONS OF INTEREST

There were no declarations of interest.

40. MINUTES

Cllr Julian Jones noted that he arrived at the meeting after the presentation referred to at minute 29.

The minutes of the meeting of the Committee held on 6 November 2019 were confirmed as a true and correct record and signed by the Chairman.

41. CROWDFUNDER PLATFORM

The Town Clerk presented to members on information provided at an informal meeting with Crowdfunder held on 16 December 2019. He displayed selected slides from the meeting, outlining a proposal for a funding platform to promote the

delivery of projects that contributed to the Council's Climate Emergency Action Plan. He also summarised a revised proposal circulated immediately prior to the committee meeting, taking account of issues raised at the informal meeting. Members considered:

- The 'reach' of the proposed platform within and beyond the local community, and awareness of Crowdfunder generally.
- Respective roles of the Council, Crowdfunder and fundraisers in marketing aspects of the proposal.
- Measuring value for money from the proposal.
- The potential to work with other local authorities.
- The need for measured consideration of the proposal before a decision to proceed.

RESOLVED: that the presentation of the Town Clerk be noted, for consideration as part of the next agenda item.

42. CLIMATE EMERGENCY ACTION PLAN

Members considered the following aspects:

- One Planet Living Working Group. Members considered the governance arrangements for the Climate Emergency Action Plan, which had envisaged a role for this working group. It was felt that a decision-making body was required that was sufficiently flexible to ensure that the Plan progressed as quickly as possible, supported by working groups, or task and finish groups, as needed.

RECOMMEND: that a sub committee be established comprising five members, with a remit to deliver the Climate Emergency Action Plan, and with a limit on expenditure to be agreed under delegation by the Chairman and Clerk.

RECOMMEND: that the sub committee members be Cllrs Rose Allwork, Ian Bark, Kelvin Clayton, Karen Hunt and Dave Rickard.

- Crowdfunder Platform. Having considered the proposals under the previous agenda item, members felt that further consideration was required.

RESOLVED: that this matter be referred to the newly formed sub committee.

- Flood projections, ENCL: 3473. Members considered an email from a local resident expressing concern about flood projections.

RECOMMEND: that the Climate Emergency Action Plan be updated to include reference to mitigation measures in respect of flood projection and flood risk, and pressure on Dorset Council for action on both emergency planning and flood defence requirements, taking account of the climate emergency.

- Deep Adaptation to Climate Change: notes of an open meeting held on 3 December 2019, ENCL: 3474. Members considered the notes of a meeting attended by the Project Manager and Community Initiatives Officer on behalf of the Town Council. It was noted that some of the proposed activity had already

taken place, and that there may be opportunities to engage the meeting organiser in the delivery of the Climate Emergency Action Plan.

RESOLVED: that the notes of the meeting on Deep Adaptation to Climate Change be noted.

- Feedback from Dorset Council's Parish and Town Council Climate Emergency Advice Seminar held on 19 November 2019, ENCL: 3475. Members considered the notes of this seminar. It was felt that it had not provided new information that would assist the Town Council in the delivery of its Climate Emergency Action Plan.

RESOLVED: that the notes of the Parish and Town Council Climate Emergency Advice Seminar be noted.

- Dorset Council 'Call for Ideas' ENCL: 3476. Members considered a report of the Town Clerk.

RESOLVED: that a response be agreed by the Chairman and Clerk under delegation, including the following:

- Highlighting Dorset Council's responsibilities.
- Emergency and flood plans.
- The need for the climate emergency to be considered in all of Dorset Council's work and policies.
- A review of past work undertaken.
- Engagement with experts.
- An audit of existing activity and expertise.
- Proper resourcing.

43. NEIGHBOURHOOD PLAN

The Town Clerk reported that a referendum date had been set for 27 February 2020 and that the Neighbourhood Plan Joint Councils Committee would consider how to promote voting at its meeting on 9 January 2020.

RESOLVED: that the update be noted.

44. RIGHTS RESPECTING WORKING GROUP

The notes of the meeting held on 25 November 2019 were received. Members noted that a report summarising the meeting would be of assistance. The Town Clerk agreed he would pursue this.

RESOLVED: that the notes of the Rights Respecting Working Group meeting held on 25 November 2019 be noted and the decisions therein approved.

45. DORSET HEALTHCARE

The Town Clerk reported that following a meeting with Dorset Healthcare held on 6 November 2019, it had been suggested that further regular meetings be organised. Members were minded to pursue this.

RESOLVED: that a six-monthly meeting with Dorset Healthcare be requested, with the agenda to be agreed beforehand and Cllrs Sarah Carney, Barry Irvine and Ros Kayes to attend on behalf of the Town Council.

RESOLVED: that Cllr Sarah Carney report back to the committee following each meeting.

46. **COMMITTEE DRAFT BUDGET 2020-2021**

The Town Clerk reported that following consideration by the Budget Working Group and Best Value & Scrutiny Committee, the recommended revenue budget would show the Environment Committee budget being uplifted by inflation from £5,680 in 2019/20 to £5,795 for 2020/21. This excluded £100,000 for the Climate Emergency Action Plan, which was shown in the Council's capital programme.

RESOLVED: that the update be noted.

47. **REPORTS FROM OUTSIDE BODIES**

Cllr Dave Rickard reported that Transition Town Bridport's green fortnight would have a theme of fashion, with events beginning in February. Cllr Anne Rickard reported that the Town Hall clock would glow green for the event.

Cllr Barry Irvine reported that the Arts Centre building was due to be signed over to the new owner in the week following the committee meeting.

Cllr Ian Bark reported that the Wassail would take place in the Community Orchard on 12 January 2020 at 2.30pm.

Cllr Kelvin Clayton reported that Cllr Ros Kayes had stepped down as Chair and trustee of Bridport Youth & Community Centre Trust. Cllr Clayton had taken on the position of Chair, and the AGM would take place in March 2020.

Cllr Karen Hunt reported that she would be Chair of Bridport Museum Trust from March 2020, and work was progressing towards a strategic plan.

48. **COMMUNICATIONS AND UPDATES ON OTHER ISSUES**

The Town Clerk reported that a draft management plan for Riverside Gardens would be published shortly, and that work was proceeding towards tree planting in the gardens. The need for planting to take place early in the year would mean that this would need to take place before the management plan was finalised.

Cllr Dave Rickard reported that he would be attending a meeting on the climate emergency organised by Char Valley Parish Council. Cllr Kelvin Clayton advised that he may also attend. The Town Clerk agreed to circulate Char Valley's Climate Emergency Action Plan.

Cllr Kelvin Clayton reminded members of the Energy Local Bridport event to be held on 20 January 2020.

The meeting closed at 9.20pm.

The next meeting of this committee will be held on 11 March 2020

Will Austin
Town Clerk

To: Members of the Finance and General
Purposes Committee -
Cllrs: Geoffrey Ackerman, Rose Allwork, Karen
Hunt, Julian Jones, Gill Massey, Maggie Ray,
Martin Ray, Anne Rickard and Sarah Williams.

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

(Copy for information to other Members of the
Town Council)

e-mail: WAustin@bridport-tc.gov.uk

7 January 2020

Dear Town Councillor,

A meeting of the Finance and General Purposes Committee is to be held in Mountfield, Bridport on **Monday 13 January 2020 at 7.00pm** when the undermentioned business will be transacted:

Yours sincerely



Town Clerk

This meeting is open to the press and public

AGENDA

PUBLIC FORUM

Immediately preceding the Committee's meeting a period of up to 30 minutes, or less as the case may be, will be allowed for members of the public present, who are electors or residents in the parish of Bridport or adjoining parishes, to ask questions and make statements in respect of items on the agenda of this Finance and General Purposes Committee meeting.

1. **APOLOGIES**
To receive apologies for absence submitted by Members.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest of members.

3. MINUTES
To confirm the minutes of the meeting of the Committee held on 11 November 2019 (previously circulated, but enclosed for members of the Committee).
4. BEST VALUE AND SCRUTINY SUB COMMITTEE
To receive the minutes of the meeting held on 3 December 2019 and to consider the recommendations therein (enclosed).
5. FINANCIAL ESTIMATES 2019/20 – 3rd REVISION
To consider a report of the Town Clerk, ENCL: 3477.
6. BUDGET AND ESTIMATES 2020/21
To consider a report of the Town Clerk, ENCL: 3478.
7. MEETINGS CALENDAR
To consider a report of the Town Clerk, ENCL: 3479.
8. ENVIRONMENT & SOCIAL WELLBEING COMMITTEE
To recommendations from the meeting held on 8 January 2020.
9. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2020/21
To consider a report of the Town Clerk, ENCL: 3480.
10. RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW
To consider a report of the Town Clerk, ENCL: 3481.
11. SERVICES ADMINISTERED BY THE TOWN SURVEYOR
To receive a report from the Town Surveyor on progress with asset transfers and other matters under his management, and agree any actions arising.
12. EVENTS 2020
To consider a report of the Town Clerk, ENCL: 3482.
13. SCULPTURE TRAIL
To consider a report of the Town Clerk, ENCL: 3483.
14. REPORTS FROM OUTSIDE BODIES
To receive any updates within the remit of this Committee.
15. COMMUNICATIONS
Town Clerk to report any matters for information.
16. PAYMENT OF ACCOUNTS
List number 4 - 2019/20 will be laid on the table.

17. *PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*
"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."
18. PROPERTY MATTERS
Town Surveyor to report.

The next meeting of the Committee will be on 16 March 2020

Minutes of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Monday 13 January 2020 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.

PUBLIC FORUM

Mr Kit Glaisyer spoke in support of a proposal to provide an artist workshop and gallery in the town centre.

61. APOLOGIES

There no apologies for absence.

62. DECLARATIONS OF INTEREST

There were no declarations of interest.

63. MINUTES

The minutes of the meeting of the Committee held on 11 November 2019 were confirmed as a true and correct record and signed by the Chairman.

64. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 3 December 2019 be received as a correct record.

65. FINANCIAL ESTIMATES 2019/2020 – 3rd REVISION

Consideration was given to a report of the Town Clerk, ENCL: 3477.

RECOMMEND: that the 3rd revision of the estimates for the year 2019/2020 be approved.

66. BUDGET AND ESTIMATES 2020/21

Consideration was given to a report of the Town Clerk, ENCL: 3478.

In considering this item, members noted:

- The position of the current year 2019/20 revenue budget estimates

- The position on the Town Council's finances held in reserves and proposed Capital Budget
- The recommended revenue budget (estimates) for next year (2020/21) with a commentary on recommended significant variations from this year
- The recommended fees and charges for 2020/21
- Comments of the Budget Working Group
- Medium Term Financial Forecasts
- Summary of Budget Considerations
- Options on the level of precept to fund the budget for 2020/21

The estimates and projects had been considered at the Best Value and Scrutiny Sub Committee and the Budget Working Group.

The Town Clerk highlighted the considerations for members, which included to:

- present a balanced budget
- maintain and develop existing services provided by the Council.
- maintain appropriate levels of reserves and continue to earmark reserves to support project delivery including a capital programme
- make provision for salary increases including an estimated national pay award
- make provision to continue to deliver Town Plan projects
- provide continuing support for town events
- maintain grant funding for community projects and support of key organisations through service level agreements – Arts Centre, Museum, Leisure Centre, CAB, Youth & Community Centre and the West Bay Discovery Centre.
- through the delegated services budget, seek to make ongoing revenue provision to meet some of the costs of discretionary services that are likely not to be delivered by Dorset Council and that the Town Council may need to manage e.g. public toilets

The Town Clerk drew members' attention to the options on the precept and advised that whilst the officer recommendation was to set a balanced budget, it was open to members to consider any level of precept. The options put forward were:

- Option 1: increase the precept by £24,162. In total, this would raise £708,341 and provide a deficit budget of £10,000.
- Option 2: increase the precept by £34,162. In total, this would raise £718,341 and provide a balanced budget.
- Option 3: increase the precept by £44,162. In total, this would raise £728,341 and provide a cushion of an additional £10,000 towards future delegated services.

The current Band 'D' Town Council charge was £227.54, resulting in the following annual and weekly increases in Council Tax for a Band 'D' Council Tax Payer:-

	<u>Annual</u>	<u>Weekly</u>	<u>Band 'D'</u>
Option 1	£ 7.95	£0.15	3.49%
Option 2	£11.28	£0.22	4.96%
Option 3	£14.60	£0.28	6.42%

Following consideration of the report, it was unanimously RECOMMENDED to Full Council:

- (a) that the draft estimates for 2020/21 be approved as set out in Appendix A.

- (b) that the proposed fees and charges for 2020/21 be approved as set out in Appendix B.
- (c) that the Medium Term Financial Plan be approved as a guide for future years as in Appendix C, noting that each year's budget will be subject to separate approval.
- (d) that the draft capital programme and proposed use of reserves for 2020/21 and future years, as set out in section 4 of the report and at Appendix D.
- (e) that in terms of the precept, Option 2 be approved, as set out above and in section 10 of the report, which would increase the precept by £34,162 to £718,341 with the annual Band 'D' charge increasing from £227.54 to £238.82, equivalent to 4.96% or 22p per week.

67. MEETINGS CALENDAR

Consideration was given to a report of the Town Clerk, ENCL: 3479.

RESOLVED: that the meetings calendar be approved as tabled.

68. ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

RESOLVED: that the minutes of the meeting of the Committee held on 8 January 2020 be received.

69. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2020/21

Consideration was given to a report of the Town Clerk, ENCL: 3480, setting out the arrangements for internal audit, and recommending the retention of the existing auditor, Lightatouch Internal Audit Services.

RECOMMEND: that the existing internal audit arrangements continue for 2020/21.

70. RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW

Consideration was given to a report of the Town Clerk, ENCL: 3481.

The report set out the Council's approach to risk management, and included a risk management policy that had been updated to incorporate one newly identified risk relating to Asset Transfers.

RECOMMEND: that the Risk Assessment and Management Strategy Policy be approved as tabled.

71. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

The Town Surveyor reported on the following matters:

- Asset Transfers
- Mountfield kitchen extension

RESOLVED: that the update be noted.

72. EVENTS 2020

Consideration was given to a report of the Town Clerk, ENCL: 3482, which provided details of scheduled public events in Bridport for 2020.

RESOLVED: that the report be noted.

73. SCULPTURE TRAIL

Consideration was given to a report of the Town Clerk, ENCL: 3483.

RESOLVED: that a budget of £5,000 per annum for three years from 2020/21, to support the delivery of the Sculpture Trail project be agreed.

74. REPORTS FROM OUTSIDE BODIES

The following reports were received:

Community Orchard Group - Cllr Gill Massey reported on the recent Wassailing Day in the Orchard on Sunday 12 January 2020. Over 200 people attended and it had been very successful. The AGM would also be held in the Town Hall at 7.30pm on Wednesday 23 January 2020.

75. COMMUNICATIONS

There were no items to report.

76. PAYMENT OF ACCOUNTS

The Town Clerk presented List 4 of the 2019/20 accounts, in the sum of £307,957.35, which had been authorised for payment since the last meeting. This having been tabled for members' information, was approved and signed by the Chairman.

77. 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."

78. PROPERTY MATTERS

The Town Surveyor reported on discussions

RESOLVED: that the update be noted.

The meeting closed at **8.30pm**.

The next meeting of the Committee will be held on 16 March 2020

Will Austin
Town Clerk

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

To all Town Councillors

e.mail:WAustin@bridport-tc.gov.uk

15 January 2020

Dear Councillor,

A meeting of the Town Council to be held in the **TOWN HALL**,
Bridport on **Tuesday 21 January 2020 at 7.00pm**, when it is
proposed to transact the following agenda.

Yours sincerely



Town Clerk

The meeting is open to the public

AGENDA

OPEN PUBLIC FORUM

Prior to the start of each ordinary Council meeting, there will be an Open Public Forum of up to 45 minutes for electors or residents in the parish of Bridport or adjoining parishes. This will be in two parts:

- a public discussion on a particular issue of current interest. There will be no time limits on public contributions in this section of the Open Forum. The subject for discussion at this meeting is Building Better Lives initiative.
 - public questions or statements, primarily in respect of items on the agenda of the Town Council meeting, but also in the interests of wider public discussion. Each question/contribution under this section will not exceed three minutes in duration.
1. **APOLOGIES**
To receive apologies for absence submitted by Members.
 2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from members.

3. MINUTES

To confirm the minutes of the meeting of the Town Council held on 19 November 2019 (copy herewith).

4. STANDING ORDER 14(b)

Questions, if any, pursuant to Standing Order 14(b).

5. COMMITTEES

To receive and consider the minutes of the following meetings:-

- | | | | |
|----|---|--|--------------------------------|
| a. | Planning | 25 November 2019 | (previously circulated) |
| b. | Planning
(Min No. 74)
RECOMMEND: | 6 January 2020
Town Centre Working Group
that in light of the disappointing attendance at Town Centre Working Group meetings, the membership of the Group be considered by Full Council. | (copy herewith) |
| c. | Finance and General Purposes | 13 January 2019 | (copy to follow) |

Including the following recommendations:

(Min No. 65) RECOMMEND:	Financial Estimates 2019/20 – 3rd Revision that the 3rd revision of the estimates for the year 2019/20 be approved.
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(Min No.66) RECOMMEND:	Budget and Estimates 2020/21 (a) that the draft estimates for 2020/21 be approved as set out in Appendix A. (b) that the proposed fees and charges for 2020/21 be approved as set out in Appendix B. (c) that the Medium Term Financial Plan be approved as a guide for future years as in Appendix C, noting that each year's budget will be subject to separate approval. (d) that the draft capital programme and proposed use of reserves for 2020/21 and future years, as set out in section 4 of the report and at Appendix D. (e) that in terms of the precept, Option 2 be approved, as set out above and in section 10 of the report, which would increase the precept by £34,162 to £718,341 with the annual Band 'D' charge increasing from £227.54 to £238.82, equivalent to 4.96% or 22p per week.
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(Min No. 69) RECOMMEND:	Review of the Effectiveness of Internal Audit and Appointment of an Internal Auditor for 2020/21 that the existing internal audit arrangements continue for 2020/21.
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(Min No. 70)
RECOMMEND:

Risk Assessment and Management: Annual review
that the Risk Assessment and Management Strategy
Policy Document be approved.

d. **Environment and
Social Wellbeing**

8 January 2020

(copy herewith)

Including the following recommendations:

(Min No. 42)
RECOMMEND:

Climate Emergency Action Plan

- (a) that a sub committee be established comprising five members, with a remit to deliver the Climate Emergency Action Plan, and with a limit on expenditure to be agreed under delegation by the Chairman and Clerk.
- (b) that the sub committee members be Cllrs Rose Allwork, Ian Bark, Kelvin Clayton, Dave Rickard and Karen Hunt.
- (c) that the Climate Emergency Action Plan be updated to include reference to mitigation measures in respect of flood projection and flood risk, and pressure on Dorset Council for action on both emergency planning and flood defence requirements, taking account of the climate emergency.

6. **ELECTION OF TOWN MAYOR, DEPUTY TOWN MAYOR AND
LEADER OF THE COUNCIL 2020/2021**

In accordance with Standing Order 4(d) (1) all members have been invited to submit nominations for the posts of Town Mayor, Deputy Town Mayor and Leader of the Council. The nominations received will be reported and the Council will be invited to approve its preferred candidates to go forward for election to the Annual Town Council meeting (Mayor Making).

7. **BUS SERVICES**

To agree any actions arising from the announcement that First Bus Service 6 is to be withdrawn with effect from May 2020.

8. **OPEN PUBLIC FORUM**

To agree the issue for discussion at the next Open Public Forum at the Council meeting to be held on 7 April 2020.

9. **COMMUNICATIONS**

To receive such communications as the Town Mayor, ENCL: 3484, Leader of the Council or the Town Clerk may wish to report.

The next meeting of Bridport Town Council will be on 31 March 2020

At a MEETING of the **BRIDPORT TOWN COUNCIL** held in the Town Hall, Bridport on Tuesday 21 January 2020 at 7.00 p.m.

PRESENT Cllr Barry Irvine – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Ros Kayes (from 7.17pm)
	Rose Allwork	Gill Massey
	Ian Bark	Maggie Ray
	Dave Bolwell	Martin Ray
	Sandra Brown	Anne Rickard
	Sarah Carney	Dave Rickard
	Kelvin Clayton	Sarah Williams
	Julian Jones	Steve Williams

OPEN PUBLIC FORUM

Mr Rob Ridge addressed members regarding a proposed indoor skate park at Gore Cross Business Park. He outlined the history of the Trick Factory, a previous facility, and set out the benefits of, and the financial and other support for, a new facility. He hoped that it would be open in the spring. Practical help and materials were available but support was needed for administration, planning and funding.

Mr Bob Driscoll, Chair of the Western Area Transport Action Group (WATAG) addressed members on the withdrawal of First Wessex bus service 6 from 6 May 2020. He outlined the background to the decision, the importance of this inter-urban strategic route, and the impact on passengers including commuters and students at Yeovil College. Mr Driscoll said a decline in passenger numbers was the result of frequent changes to the timetable since 2017; the service had been run successfully by Damory until then. He sought the support of the Town Council.

Members discussed possible sources of funding to save the service, the impact on other areas such as Beaminster, issues with Dorset Council contracting, and the need to engage Cllr Ray Bryan, Dorset Council Cabinet Member for Transport.

Mr John Collingwood added that the withdrawal of the service would adversely affect the climate.

Building Better Lives initiative

With the aid of a presentation and video clip provided by Dorset Council, the Town Clerk outlined plans for a care village at Flood Lane/Fisherman's Arms, part of Dorset Council's Building Better Lives initiative.

Roz Copson said that previous facilities at Flood Lane had been for people with severe learning difficulties. She expressed concern that there was not enough time to organise the remaining demand in Bridport, and not enough demand for the self-funded accommodation included in the plans.

Members discussed the following issues:

- Concern for the future of residents currently living at Sidney Gale House.

- Concern that the proposed affordable accommodation may not be genuinely affordable.
- The lack of information on key worker housing.
- A welcome for the proposed provision of much-needed dementia care, and the mix of care accommodation and housing.
- Concerns regarding the profit motive for companies involved in the initiative.
- The importance of meaningful and effective community engagement, and the need for Town Council and Dorset Council Bridport ward membership on the planning group for the project.

Eryl Balazs, who had formerly worked in social care commissioning, said that this was an exciting development and that there was unmet need locally, but was concerned that the public information was too complex at this stage and should be made simpler.

The Mayor thanked members of the public for their input.

54. APOLOGIES

Apologies for absence were received on behalf of Cllr Karen Hunt, and Terri Foxwell, Tourist Information Centre Manager.

55. DECLARATIONS OF INTEREST

All previously recorded interests declared in committee minutes were noted.

56. MINUTES

The minutes of the meeting held on 19 November 2019 were confirmed as a correct record and signed by the Town Mayor (Chairman).

57. STANDING ORDER 14(b)

There were no questions pursuant to standing order 14(b).

58. COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 25 November 2019 were presented by the Committee Chairman, Councillor Anne Rickard.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 25 November 2019 be received.

(b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 6 January 2020 were presented by the Committee Chairman, Councillor Anne Rickard.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 6 January 2020 be received and the recommendation therein be adopted, as set out below: -

(Minute 74) TOWN CENTRE WORKING GROUP

RESOLVED: that reasons for non-attendance by partner organisations at Town Centre Working Group meetings be explored, consideration be given to changing the timing of meetings, and that an environmental group be considered for membership.

(c) **FINANCE AND GENERAL PURPOSES COMMITTEE**

The minutes of the meeting of the Finance and General Purposes Committee held on 13 January 2020 were presented by the Committee Chairman, Councillor Maggie Ray.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 13 January 2020 be received and the recommendations therein be adopted, as set out below: -

(Minute 65) FINANCIAL ESTIMATES 2019/2020 – 3rd REVISION

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the 3rd revision of the estimates for the year 2019/2020 be approved.

(Minute 66) BUDGET AND ESTIMATES 2020/2021

Members discussed the proposed budget and precept recommendation from the Committee.

Members commented on the considerations set out in the report and the Committee minutes, including in particular:

- The impact of the proposed precept on Council Tax;
- Local inequalities in Council Tax and the impact of residents in adjoining parishes using Town Council services;
- The importance of reminding residents of the wide extent of the Town Council's work;
- The impact of housing growth outside the parish boundary; and
- The need for a law change to ensure that an element of business rates be paid to the Town Council.

The recommendation, after being moved and seconded, was put to the vote, declared to be carried unanimously as follows:

RESOLVED: (a) that the draft estimates for 2020/21 be approved as attached in Appendix A.

- (b) that the proposed fees and charges for 2020/21 be approved as set out in Appendix B.
- (c) that the Medium Term Financial Plan be approved as a guide for future years, as in Appendix C, noting that each year's budget will be subject to separate approval.
- (d) that the draft capital budget and proposed use of reserves for 2020/21 and future years be approved, as set out in section 4 of the report.
- (e) that in terms of the precept, Option 2 be approved, which increases the precept by £34,162 to raise £718,341.

The annual Band 'D' charge to increase from £227.54 to £238.82 (4.96%).

(Minute 69) REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2020/21

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the existing internal audit arrangements continue for 2020/21.

(Minute 70) RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

RESOLVED: that the Risk Assessment and Management Strategy policy document be approved, as attached to the Committee report.

(d) ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 8 January 2020 were presented by the Committee Chairman, Councillor Kelvin Clayton.

RESOLVED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 8 January 2020 be received and the recommendations therein be adopted, as set out below: -

(Minutes 42) CLIMATE CHANGE ACTION PLAN

The recommendation, after being moved and seconded, was put to the vote, declared to be carried and

- RESOLVED:
- (a) that a sub committee be established comprising five members, with a remit to deliver the Climate Emergency Action Plan, a limit on expenditure to be agreed under delegation by the Chairman and Clerk, and a quorum of four members.
 - (b) that the sub committee members be Cllrs Rose Allwork, Ian Bark, Kelvin Clayton, Karen Hunt and Dave Rickard.
 - (c) that the Climate Emergency Action Plan be updated to include reference to mitigation measures in respect of floor projection and flood risk, and pressure on Dorset Council for action on both emergency planning and flood defence requirements, taking account of the climate emergency.

59. ELECTION OF TOWN MAYOR, DEPUTY TOWN MAYOR AND LEADER OF THE COUNCIL 2020/2021

The Town Clerk reported that the following nominations had been received:

Town Mayor – Cllr Anne Rickard

Proposed by Cllr Sarah Williams and seconded by Cllr Barry Irvine.

Deputy Town Mayor – Cllr Ian Bark

Proposed by Cllr Dave Rickard and seconded by Cllr Maggie Ray.

Leader of the Council - Cllr Dave Rickard

Proposed by Cllr Maggie Ray and seconded by Cllr Steve Williams.

No further nominations had been received.

RESOLVED: that the Town Council's preferred candidates for the positions of Town Mayor, Deputy Town Mayor and Leader of the Council for 2020/21 be approved as listed above, to go forward to the Annual Town Council meeting (Mayor Making), where the elections to these positions shall take place.

60. BUS SERVICES

The Town Clerk reported on the proposal by First Wessex to withdraw Service 6, highlighting:

- Contracting issues over the previous six years
- Lack of timetabling certainty for citizens
- The impact on the climate emergency
- Access to Yeovil, and Bridport Hospital
- Withdrawal of subsidies since 2010

Members discussed:

- Opportunities for employment in Yeovil for people from Bridport if transport was available.

- The need for strategic thinking in the Town Council's response to the decision, and meetings with the key people of influence at Dorset Council and First Wessex.
- The low level of subsidy and concessionary reimbursement rates provided by Dorset Council.
- The need for improved contracting.
- Concerns about the efficiency of the current operator.
- Opportunities for Dorset Council to reallocate spending from pro-car priorities to pro-public transport priorities.
- A long-term plan to change transport habits.
- Wider cuts to bus services across West Dorset.

RESOLVED: that the Town Clerk and Leader of the Council arrange a meeting with the Chairman of Beaminster Town Council and WATAG to discuss a way forward and agree a public statement in respect of cuts to local bus services.

RESOLVED: that support for the public statement be sought from all parish councils on strategic bus routes to and from Dorchester, Yeovil, Lyme Regis and Weymouth.

RESOLVED: that the statement be publicised in the media.

RESOLVED: that a meeting be sought involving Dorset Council members Ray Bryan and Spencer Flower, the relevant Dorset Council director, the constituency MP, the Leader of Bridport Town Council, and representatives of parish councils.

61. OPEN PUBLIC FORUM

RESOLVED: that the subject for the next Open Public Forum shall be public transport, to which the Dorset Council Cabinet Member and Director for Transport be invited.

62. COMMUNICATIONS

The following items were reported for information:

- (1) The Town Mayor reported his list of engagements, ENCL: 3484.
- (2) The Leader of the Council reported that the
 - (i) Appraisal of the Town Clerk had recently been carried out by Cllr Maggie Ray and himself.
 - (ii) Mayor's Charity Fundraising Quiz would be held in the Town Hall on 28 February 2020.
- (3) The Town Clerk reported that the:
 - (i) Neighbourhood Plan referendum would take place on Thursday 27 February 2020.
 - (ii) Dorset Council was to begin a review of discretionary grants.
 - (iii) Community Fair will be in the Town Hall on Saturday 1 February 2020.

- (4) The Town Surveyor reported that support for a new indoor skate park was growing and that he would be involved in ongoing discussions to help to provide this replacement amenity.

The meeting closed at **9.16pm**

The next meeting of Bridport Town Council will be held on the earlier than originally scheduled date of 31 March 2020

7. Completed contact details form

Contact details

Name of smaller authority: **BRIDPORT TOWN COUNCIL**

County Area (local councils and parish meetings only): **DORSET**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Will Austin (Town Clerk)	Cllr Ian Bark
Address	Mountfield Rax Lane Bridport Dorset DT6 3JP	2, Westlands Court 13B Crock Lane Bridport Dorset DT6 4DE
Daytime telephone number	01308 456722	01308 420941
Mobile telephone number	07972 240447	07870 414222
Email address	will.austin@bridport-tc.gov.uk	ianbark@icloud.com