

Minutes of the VIRTUAL meeting (GoToMeeting ID: 871-888-237) of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held on Monday 8 June 2020 at 5.30pm.

PRESENT: Cllr: Maggie Ray (Chairman from minute 2)

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

**1. ELECTION OF CHAIRMAN**

RESOLVED: that Cllr Maggie Ray be elected Chairman of the Committee for the ensuing municipal year 2020/21.

Cllr Maggie Ray took the chair

**2. ELECTION OF VICE-CHAIRMAN**

Cllrs Gill Massey and Rose Allwork 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 2020/21.

**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 16 March 2020 were confirmed as a true and correct record and signed by the Chairman.

**6. BEST VALUE AND SCRUTINY SUB COMMITTEE**

RESOLVED: that the minutes of the meeting of the Sub Committee held on 2 June 2020 be received and the resolutions therein be adopted.

With regard to recommendations contained within the minutes, it was

RESOLVED: that the recommendation in respect of the report of the Internal Auditor be considered under item 7 (Report of the Internal Auditor).

RESOLVED: that the recommendation in respect of the Annual Accounts be considered under item 8 (Annual Accounts – Year Ending 31 March 2020).

RESOLVED: that the recommendation in respect of the Town Council Five Year Plan be considered under item 10 (Coronavirus – Response and Impact).

## **7. REPORT OF THE INTERNAL AUDITOR**

Consideration was given to a report from the Internal Auditor, ENCL: 3515, and a recommendation from the Best Value & Scrutiny Sub Committee meeting of 2 June 2020.

RECOMMEND: that the report of the Internal Auditor for the final visit of 2019/20 be received and approved.

## **8. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2020**

Consideration was given to a report of the Town Clerk, ENCL: 3516, and a recommendation from the Best Value & Scrutiny Sub Committee meeting of 2 June 2020.

RECOMMEND: that the Annual Accounts for 2019/20 be approved.

## **9. SERVICES ADMINISTERED BY THE TOWN SURVEYOR**

The Town Surveyor reported on:

- Bridport Market. The market had been expanded to include non-essential stalls on 3 June 2020, and there had been 33 stalls on 6 June. The stalls had been moved back by 2m including into laybys, supported by a temporary traffic order.
- West Bay Car Boot Sale. This was classed as a market so could restart once future plans for the COVID-19 testing station regularly based there were known.
- Highway changes. There were ongoing discussions with Dorset Council regarding the possible use of Barrack Street for the farmers' market and other markets. Cafés would remain able to operate. Highway changes at Harbour Green were also being developed to better enable distancing in the area of the kiosks, and proposals to make South Street a single-lane one-way street from Church Lane to the Town Hall were being considered.
- Town Council Five-Year Plan. The Town Surveyor advised members of five priorities in any revision to the plan: Recovery of Bridport Market, town centre recovery, protection of Town Council services, recovery of the town events calendar, and meeting contractual obligations with parishes and others for services. A discussion with Dorset Council over transfer of public toilets and assets should also be prioritised. These priorities might need to take precedence over other existing commitments.

Members discussed:

- The need to consider the community impact should the Car Boot Sale restart.
- Works to the overflow area of Station Road Car Park which could prevent the Boot Sale. The Town Surveyor advised these were complete.

- Positive feedback following the expansion of Bridport Market and the distancing arrangements.
- The possibility of a reduction in the 2m social distancing requirement, and the consequent opportunities and impact.
- Whether a complete parking prohibition could be introduced in part of George Street in West Bay.
- Concerns that some projects such as the Climate Emergency Action Plan might be adversely affected by a change in Town Council priorities.
- Opportunities to include climate-friendly measures in recovery measures, for example in enabling car-free movement around the town centre.

RESOLVED: that the update be noted.

## **10. CORONAVIRUS – RESPONSE AND IMPACT**

Consideration was given to a report of the Town Clerk, ENCL: 3517.

The Town Clerk summarised the report, which described the Town Council's actions in supporting the community during COVID-19, the impact on the Council's operation and services, and the financial implications to date. The report invited members to consider the impact on the Town Council's Five-Year Plan and any actions to address this.

Members considered:

- The creation of a working group to review the Five-Year Plan, and the wider implications for the Bridport area.
- The need to involve stakeholders in any wider community considerations, e.g. Parish Councils, Dorset Council, the Neighbourhood Plan JCC, Bridport Business Chamber, West Bay Community Forum, WATAG and BLAP.
- The importance of cross-party and cross-committee engagement in a review of the plan.
- The difference between the Town Council Plan and the strategy for the wider community, and whether these were two separate pieces of work.

RECOMMEND:

- (i) that a working group and remit be established by Full Council, to review the Town Council Five-Year Plan.
- (ii) that a working group and remit be established by Full Council, to consider a post-COVID-19 community plan.

RESOLVED: that the update be noted.

## **11. MARKET AND BUSINESS LIAISON WORKING GROUP**

The Clerk reported that the committee should review the membership and meeting dates for the working group annually.

RESOLVED: that the membership of the Market & Business Liaison Working Group be unchanged for the municipal year 2020-21.

RESOLVED: that the working group meetings be held at 4pm on 23 June 2020, 20 October 2020, 9 February 2021 and 13 April 2021.

**12. REPORTS FROM OUTSIDE BODIES**

Cllr Gill Massey reported that the Bridport Community Orchard Group working party had been split into three shifts to enable social distancing, and a similar arrangement was in place for the Borough Gardens.

**13. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL**

Councillors considered a report of the Town Clerk, ENCL: 3518.

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

**14. PROPOSALS TO DAPTC AGM**

The Town Clerk reported that under normal circumstances the Town Council would expect to have been approached to provide any motions for consideration by DAPTC. No such invitation had been received, but he asked members to consider any possible motions, so that the opportunity was not missed.

Cllr Dave Rickard advised that he was considering tabling a motion in respect of government funding for town and parish councils, and would provide this for inclusion in the next Full Council agenda.

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

**15. COMMUNICATIONS**

The Town Clerk reported that the next meeting of Full Council on 16 June 2020 would commence at 5.30pm, with the agreement of the Town Mayor and Leader.

**16. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 1 of the 2020/21 accounts, in the sum of £187,389.69 which had been authorised for payment since the last meeting. This having been tabled for members' information was approved by the Chairman.

RESOLVED: that the payments presented be approved.

The Finance & Office Manager reported that the pattern of payments had not slowed by comparison with previous years, and the Internal Auditor was content with the procedural aspects.

The meeting closed at 6.49pm.

**The next meeting of the Committee will be held on 21 September 2020**

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 & Community Centre	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														✓			✓	