

Minutes of a VIRTUAL ANNUAL MEETING (GoToMeeting ID: 297-809-437)
of the **BRIDPORT TOWN COUNCIL** held on Thursday 6 May 2021 at 7.00pm.

PRESENT Cllr Ian Bark (in the Chair for item 1)

Cllrs Geoffrey Ackerman Gill Massey
Rose Allwork Maggie Ray
Dave Bolwell Martin Ray
Sarah Carney Anne Rickard
Kelvin Clayton Dave Rickard
Karen Hunt Sarah Williams
Barry Irvine Steve Williams
Julian Jones

ALSO PRESENT Will Austin (Town Clerk), Daryl Chambers (Town Surveyor), Paul Fuszard (Finance & Office Manager), Terri Foxwell (TIC Manager), Jill Beed (Mayor's Secretary), Grace Mynard (Mayor's Secretary), Emily Bolton (3DC), Phyllida Culpin (Bridport Area Development Trust), Simon Deverell (Crowdfunder), Vanessa White (Chair, Bridport Area Development Trust) and two members of the public.

Prior to the commencement of the meeting, Cllr Ian Bark, the outgoing Mayor, reflected on his Mayoral year, and the challenges presented to the role by Covid-19, including restricted attendance at physical events and the consequent lack of opportunities to engage. He had overcome these by attending a range of virtual events and by creating a Mayoral 'blog'. He looked forward to the post-pandemic era and the positives and opportunities it would provide. He offered his thanks to the Mayoress, Town Clerk and Mayor's Secretary for their support.

1. ELECTION OF TOWN MAYOR (CHAIRMAN OF THE COUNCIL)

It was moved by Cllr Dave Rickard, seconded by Cllr Gill Massey and, on being put to the vote:

RESOLVED: that Cllr Ian Bark be elected Town Mayor and Chairman of the Council for the ensuing municipal year 2021/2022.

Cllr Ian Bark signed the declaration of acceptance of office, received the chain of office, offered thanks for his election, and assumed the chair.

2. APOLOGIES

Apologies for absence were received from Cllr Sandra Brown.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

Cllr Sarah Carney declared an interest in agenda item 14 (Bridport Area Development Trust) as a Trustee of the Bridport Area Development Trust and the Town Council's representative to the Trust.

4. ELECTION OF DEPUTY TOWN MAYOR (VICE CHAIRMAN OF THE COUNCIL)

It was moved by Cllr Anne Rickard, seconded by Cllr Martin Ray and, on being put to the vote:

RESOLVED: that Cllr Sarah Williams be elected Deputy Town Mayor and Vice Chairman of the Council for the ensuing municipal year 2021/2022.

Cllr Sarah Williams signed the declaration of acceptance of office, received the chain of office and offered thanks for her election.

5. ELECTION OF LEADER OF THE TOWN COUNCIL

It was moved by Cllr Sarah Williams, seconded by Cllr Maggie Ray and, on being put to the vote:

RESOLVED: that Cllr Dave Rickard be elected Leader of the Council for the ensuing municipal year 2021/2022.

Cllr Dave Rickard signed the declaration of acceptance of office and offered thanks for his election.

6. MINUTES

RESOLVED: that the minutes of the meeting held on 30 March 2021 be confirmed as a correct record, and that the Town Mayor should sign the minutes at the earliest available opportunity.

7. COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 26 April 2021 were presented by the Committee Chairman, Dave Bolwell.

RESOLVED: that the minutes of the meeting of the Planning Committee on 26 April 2021 be received and adopted.

8. STANDING ORDER 14(b)

No questions were submitted under Standing Order 14(b).

9. APPOINTMENT OF COMMITTEES, SUB COMMITTEES, WORKING GROUPS AND DELEGATION OF FUNCTIONS FOR 2021/22

Consideration was given to the establishment of the committees, sub committees and working groups for the ensuing municipal year 2021/22, their terms of reference and delegations as set out in the Town Council's constitution, ENCL: 3612.

RESOLVED: that the committees, sub committees and working groups be established for 2021/22, with the terms of reference and delegations, including the delegations to the Town Clerk, as set out in the Appendix to the report.

10. MEMBERSHIP OF COMMITTEES, SUB COMMITTEES AND WORKING GROUPS FOR 2021/22

The proposed memberships had been circulated to all members, prior to the meeting, ENCL: 3613.

RESOLVED:

- (i) that the membership of committees, sub committees and working groups for the municipal year 2021/22 be approved as set out in the Appendix to these minutes.
- (ii) Cllr Ian Bark replaces Cllr Sarah Williams on the Planning Committee.

Thanks were given to Cllr Sarah Williams for many years sterling work on the Planning Committee, including as Chairman in some years.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

The Town Clerk reported that these documents were circulated with councillors' induction packs. A full review of both would be needed during the year, but pending that, he sought approval to continue using the current versions. There was no suggestion from the auditors that they were not fit for purpose, but both needed to be updated, to accord with the model versions published by NALC. The Clerk recommended that members confirm as per the agenda.

RESOLVED: that the Council's existing Standing Orders and Financial Regulations shall apply for 2021/202, as previously adopted.

12. MEETINGS CALENDAR 2021/22

Consideration was given to ENCL: 3614.

RESOLVED: that the calendar of meetings for 2021/22 be confirmed as circulated with the agenda.

13. BRIDPORT COMMUNITIES TRUST

Consideration was given to a report of the Town Clerk, ENCL: 3615.

The Town Clerk summarised the report, including a proposed draft governance document, developed with the help of Dorset Community Action and in accordance with the legal advice previously received, which was tabled for approval. Following discussion, it was

RESOLVED:

- (i) that the governance document for the Bridport Communities Trust be approved as tabled;
- (ii) that the membership of the Bridport Communities Trust Management Committee be considered by Finance & General Purposes Committee at its June 2021 meeting; and
- (iii) that the detailed arrangements for accounting and administration be delegated to the Town Clerk, working in conjunction with the Finance & Office Manager and other officers as appropriate.

14. BRIDPORT AREA DEVELOPMENT TRUST

Emily Bolton, Phyllida Culpin, Simon Deverell and Vanessa White presented to the meeting on the future business plan for the Literary and Scientific Institute, at the start of a community engagement programme that was to run until 21 May 2021. The presentation set out plans to achieve financial sustainability, future community benefit to be derived from the plans for the building, a future marketing strategy, and a request to the Town Council to consider funding, supported by a Service Level Agreement.

Members considered:

- The balance of commercial, community and sustainability interests contained in the proposals;
- Community engagement carried out to date, including with schools;
- Operational management of bookings by one of the proposed tenants of the building;
- The extent of community benefits that could be derived from a Service Level Agreement with the Town Council, and the financial challenge to the Town Council, presented by a funding request;
- The alignment of the proposals with the Town Council's objectives;
- The need for the Bridport Area Development Trust to engage with Dorset Council as the education authority;
- The need for the Town Council to see more detail of the proposed business plan before funding could be considered. This would need discussion between the parties to the proposals, as the document contained potentially commercially confidential information.

RESOLVED: that the proposals be supported in principle, and that this matter be considered further, on receipt of the detailed business plan.

15. ANNOUNCEMENTS

The Town Mayor reported his list of engagements, ENCL: 3616, and reflected on his engagements with market traders and the community and economic benefits of the market.

The Town Clerk reported that:

- Face-to-face council meetings would resume from 7 May 2021 onwards, with Covid19-secure restrictions in place, including ongoing virtual access for members of the public.
- The Government had launched a call for evidence, asking for councils' experiences of virtual meetings.

- The Annual Town Meeting would be held on 27 May 2021 at 7.00pm.
- Highways England had advised that they would not entertain any kind of public art or feature on the two roundabouts on Sea Road South, that the Crown roundabout was mown in April and would not be maintained again until August 2021 at the earliest, and that the East Road roundabout was the responsibility of Dorset Council, for a period following the recent cycleway works.

The meeting closed at **8.44pm**

The next meeting of Bridport Town Council will be held on 22 June 2021

Bridport Town Council Memberships 2021/22

	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	Total	
MAIN COMMITTEES																				
F&GP (9)	*				*	*	*	*		*			*		*	*				9
Plans (9)	*		*	*				*	*	*		*	*				*			9
Environment (9)		*		*				*	*		*	*		*	*		*			9
JOINT COMMITTEE																				
NPJCC (1 + 1 reserve)		*								Res									1 + Res	
SUB COMMITTEES																				
Best Value (9)	*			*		*	*	*			*			*			*	*	9	
Climate Action (5)		*							*			*			*	*				
WORKING GROUPS																				
Highways (5)	*	*				*							*				*		5	
Market & Business (5)	*	*								*						*		*	5	

Notes

1. No preferences were received in respect of membership of the Staffing Appeals Sub Committee. As a sub committee of the Finance & General Purposes Committee, this will be a matter for that committee at its next meeting.
2. The membership of working groups other than Market & Business Liaison and Highways & Transportation will be determined by the 'parent' committees.