

Minutes of a meeting of **BRIDPORT TOWN COUNCIL** held at Bridport Town Hall on Tuesday 25 January 2022 at 7.00pm.

PRESENT Cllr Ian Bark – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Ros Kayes
	Rose Allwork	Gill Massey
	Sandra Brown	Maggie Ray
	Dave Bolwell	Martin Ray
	Sarah Carney	Anne Rickard
	Kelvin Clayton	Dave Rickard
	Karen Hunt	Sarah Williams
	Barry Irvine	Steve Williams

ALSO PRESENT Will Austin (Town Clerk), and one member of the public.

OPEN PUBLIC FORUM

There were no members of the public present.

44. APOLOGIES

Apologies for absence were received on behalf of Cllr Julian Jones.

45. DECLARATIONS OF INTEREST

There were no declarations of interest.

46. MINUTES

RESOLVED: that the notes of the meeting held on 24 January 2022, as shown at Appendix 1 to these minutes, be confirmed as a correct record, and that the following recommendations therein be approved:

Note Ref	Recommendation
3	that the minutes of the meeting held on 16 November 2021 be confirmed as a correct record, and that the Town Mayor should sign the minutes at the earliest available opportunity.
5 (a)	that the minutes of the meeting held on 16 November 2021 be confirmed as a correct record, and that the Town Mayor should sign the minutes at the earliest available opportunity.
5 (b)	that the minutes of the meeting of the Planning Committee held on 10 January 2022 be received and adopted.
5 (c) Minute 52	that the Scheme of Allowances be adopted at Level 4, and that this decision be reassessed following the Community Governance Review.

Note Ref	Recommendation
5 (c) Minute 53	that the 3rd revision of the estimates for the year 2021/2022 be approved.
5 (c) Minute 59	that the existing internal audit arrangements continue for 2022/23.
5 (c) Minute 60	that the Risk Assessment and Management Strategy Policy be approved.
5 (d)	that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 12 January 2022 be received and adopted.
6	that the Town Council's preferred candidates for the positions of Town Mayor, Deputy Town Mayor and Leader of the Council for 2022/23 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.
7	that the next Open Public Forum subject shall be either the Community Governance Review or the Bus Back Better scheme, to be agreed under delegation by the Town Clerk in consultation with the Mayor and Leader.

47. STANDING ORDER 14(b)

There were no questions pursuant to Standing Order 14(b).

48. BUDGET AND ESTIMATES 2022/23

The Town Mayor and Town Clerk reported on discussions at Finance & General Purposes Committee and at an informal meeting of the Full Council, at which the budget, estimates and precept requirement for 2022/23 had been discussed in detail.

Following a brief further discussion, it was

- RESOLVED:
- (a) that the draft estimates for 2022/23 be approved as attached in Appendix A.
 - (b) that the proposed fees and charges for 2022/23 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 2022/23 and future years be approved, 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 in section 12 of the report, which increases the precept to £766,035 with the annual Band 'D' charge to increase from £242.76 to £249.81, the increase being equivalent to (2.9%) or 14p per week.

49. COMMUNICATIONS

The Town Mayor and councillors wished Cllr Dave Rickard a happy birthday.

The meeting closed at **7.05pm**

The next meeting of Bridport Town Council will be held on 29 March 2022

Notes of an informal VIRTUAL meeting (Zoom: 841 2068 7784) of
BRIDPORT TOWN COUNCIL held on Monday 24 January 2022 at 7.00pm.

PRESENT Cllr Ian Bark – Town Mayor (in the Chair)

Cllr	Geoffrey Ackerman	Ros Kayes
	Dave Bolwell	Gill Massey
	Sarah Carney	Maggie Ray
	Kelvin Clayton	Martin Ray
	Karen Hunt	Anne Rickard
	Barry Irvine	Dave Rickard
	Julian Jones	Sarah Williams
		Steve Williams

ALSO PRESENT Daryl Chambers (Town Surveyor), Paul Fuszard (Finance & Office Manager), Terri Foxwell (Tourist Information Centre Manager) and Will Austin (Town Clerk).

OPEN PUBLIC FORUM

There were no members of the public present.

1. APOLOGIES

Apologies for absence were received on behalf of Cllrs Rose Allwork and Sandra Brown.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

RECOMMENDED: that the minutes of the meeting held on 16 November 2021 be confirmed as a correct record, and that the Town Mayor should sign the minutes at the earliest available opportunity.

4. STANDING ORDER 14(b)

There were no questions pursuant to Standing Order 14(b).

5. COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 6 December 2021 were presented by the Committee Chairman, Councillor Dave Bolwell.

RECOMMENDED: that the minutes of the meeting of the Planning Committee held on 6 December 2021 be received and adopted.

(b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 10 January 2022 were presented by the Committee Chairman, Councillor Dave Bolwell.

RECOMMENDED: that the minutes of the meeting of the Planning Committee held on 10 January 2022 be received and adopted.

(c) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 17 January 2022 were presented by the Committee Chairman, Councillor Maggie Ray.

RECOMMENDED: that the minutes of the meeting of the Finance and General Purposes Committee held on 17 January 2022 be received and the recommendations therein be adopted, as set out below: -

(Minute 52) BEST VALUE & SCRUTINY SUB COMMITTEE (ENCL:3675)

RECOMMENDED: that the Scheme of Allowances be adopted at Level 4, and that this decision be reassessed following the Community Governance Review.

(Minute 53) FINANCIAL ESTIMATES 2021/2022 – 3rd REVISION (ENCL: 3683)

RECOMMENDED: that the 3rd revision of the estimates for the year 2021/2022 be approved.

(Minute 54) BUDGET AND ESTIMATES 2022/2023

The Town Clerk summarised a report setting out the draft budget and precept setting out options for 2022/23. Members thanked officers for the report and discussed the proposed budget and precept recommendation. Members noted the detailed discussions that had previously taken place at Finance & General Purposes Committee, and added:

- That it was impressive how much the Town Council achieved with a precept of below £250 at Band D; and
- That most residents pay less than the Band D amount;

Following discussion it was:

RECOMMENDED: (a) that the draft estimates for 2022/23 be approved as attached in Appendix A.

(b) that the proposed fees and charges for 2022/23 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 2022/23 and future years be approved, 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 in section 12 of the report, which increases the precept to £766,035 with the annual Band 'D' charge to increase from £242.76 to £249.81, the increase being equivalent to (2.9%) or 14p per week.

(Minute 59) REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2022/23 (ENCL: 3688)

RECOMMENDED: that the existing internal audit arrangements continue for 2022/23.

(Minute 60) RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW (ENCL: 3689)

RECOMMENDED: that the Risk Assessment and Management Strategy Policy be approved.

(d) ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 12 January 2022 were presented by the Committee Chairman, Councillor Kelvin Clayton.

RECOMMENDED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 12 January 2022 be received and adopted.

6. ELECTION OF TOWN MAYOR, DEPUTY TOWN MAYOR AND LEADER OF THE COUNCIL 2022/2023

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

Town Mayor – Cllr Ian Bark
Proposed by Cllr Anne Rickard and seconded by Cllr Gill Massey.

Deputy Town Mayor – Cllr Dave Bolwell
Proposed by Cllr Sarah Williams and seconded by Cllr Dave Rickard.

Leader of the Council - Cllr Dave Rickard

Proposed by Cllr Ian Bark and seconded by Cllr Steve Williams.

No further nominations had been received.

RECOMMENDED: that the Town Council's preferred candidates for the positions of Town Mayor, Deputy Town Mayor and Leader of the Council for 2022/23 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.

7. OPEN PUBLIC FORUM

RECOMMENDED: that the next Open Public Forum subject shall be either the Community Governance Review or the Bus Back Better scheme, to be agreed under delegation by the Town Clerk in consultation with the Mayor and Leader.

8. ANNOUNCEMENTS & COMMUNICATIONS

The following items were reported for information:

- (1) The Town Mayor reported his list of engagements, ENCL: 3691. He noted that approximately seven carol concerts had been cancelled, but that nonetheless his attendance at engagements was an excellent way of promoting the town.
- (2) The Leader of the Council reported the positive meeting held with Chris Loder MP, regarding the reinstatement of the Torchlight Procession.
- (3) The Town Clerk reported that the Town Council had been offered a large number of sculptures by Greta Berlin, for public display and that discussions were ongoing. He further reported that subject to any member concerns, face-to-face meetings would resume with immediate effect.

The meeting closed at **7:52pm**

The next meeting of Bridport Town Council will be held on 25 January 2022

FINANCIAL ESTIMATES SUMMARY									
		2021/22				2022/23			
		Expenditure	Income			Expenditure	Income		
	2021/22	347,945	7,500	Administration		330,760	9,400	2022/2023	
Precept	£728,341		728,341	Precept			728,341	£728,341	Precept 2021/22
Tax Base	3,000.3							£37,694	Increase
Band 'D'	£242.76	12,365	50	Office Expenses		12,350	50	£766,035	Precept 2022/23
		44,116	44,600	Mountfield		35,461	57,600	3,066.5	Tax Base
		27,245	38,000	The Grove		26,570	38,000	£249.81	Band 'D'
		15,000	15,000	W.I. Hall		15,000	15,000	£7.05	Monetary increase
		27,785	18,950	Town Hall		23,230	22,000	2.90%	Percentage increase
		281,625	190,000	Tourist Information Centre		322,250	195,000		
		6,830		Civic		7,235			
		25,795	26,000	Cemetery		22,020	26,000		
		281,517	39,103	Amenity Areas and Playing Field		311,662	46,750		
		13,620	56,390	Market		14,165	93,260		
		18,684		Miscellaneous		18,824			
		56,080	8,000	Grants and Donations		66,000	6,000		
		4,230	3,750	Salt House & Fisherman's Green		3,290	6,000		
		123,655	25,087	Other Council Services		98,115	25,837		
		1,286,492	1,200,771			1,306,932	1,269,238		
			-85,721	Draft deficit			-37,694		
2020/21 approved defic	£87,880		85,721	Contribution from general reserve or precept			37,694		
			0	Balanced budget			0		

Represented by:

2021/2022		2022/2023	
Expenditure	Income	Expenditure	Income
Administration			
317,000		298,000	
5,200		5,200	
2,595		2,500	
240		200	
17,340		18,035	
2,080		2,000	
2,600		2,700	
0		1,625	
890		500	
Income			
	0		1,400
	7,500		8,000
347,945	7,500	330,760	9,400
Office Expenses			
1,150		1,150	
1,040		1,040	
670		600	
1,360		1,415	
2,945		2,945	
5,200		5,200	
Income			
	50		50
12,365	50	12,350	50
Mountfield			
11,826		11,826	
1,020		1,060	
3,980		4,140	
2,960		3,080	
4,660		4,845	
16,075		8,395	
1,560		0	
430		445	
1,605		1,670	
Income			
	44,600		57,600
44,116	44,600	35,461	57,600

2021/2022		2022/2023	
Expenditure	Income	Expenditure	Income
The Grove			
15,000		15,000	
2,100		2,185	
5,455		5,675	
1,120		0	
3,570		3,710	
	38,000		38,000
27,245	38,000	26,570	38,000
W.I. Hall			
15,000		15,000	
	15,000		15,000
15,000	15,000	15,000	15,000
Town Hall			
11,205		11,205	
5,100		5,305	
335		350	
11,145		6,370	
	18,950		22,000
27,785	18,950	23,230	22,000
Tourist Information Centre			
146,000		159,000	
121,625		144,000	
7,500		10,000	
2,500		2,500	
2,750		5,500	
1,250		1,250	
	138,750		160,000
	11,250		15,000
	40,000		20,000
281,625	190,000	322,250	195,000
Civic			
1,480		1,450	
2,260		2,260	
1,480		1,450	
320		700	
670		800	
145		90	
215		220	
155		160	
55		55	
50		50	
6,830		7,235	

2021/2022		2022/2023	
Expenditure	Income	Expenditure	Income
Cemetery			
4,990		4,990	
1,100		1,145	
420		435	
3,120		3,245	
610		200	
510		530	
2,440		990	
2,140		685	
4,260		4,430	
3,045		3,165	
1,070		1,110	
1,900		900	
190		195	
Income			
	26,000		26,000
25,795	26,000	22,020	26,000
Amenity Areas and Playing Fields			
6,687		6,687	
525		545	
460		480	
770		800	
177,000		209,000	
1,605		1,670	
5,355		5,570	
32,250		34,155	
18,205		18,935	
5,910		6,145	
1,000		1,040	
3,120		3,245	
7,100		6,240	
1,090		1,130	
5,490		5,710	
3,120		3,245	
11,830		7,065	
Income			
	3,250		3,250
	10,250		15,000
	12,353		13,500
	10,000		10,000
	3,250		5,000
281,517	39,103	311,662	46,750
Market			
5,355		5,570	
515		535	
7,750		8,060	
Income			
	390		260
	2,000		3,000
	54,000		90,000
13,620	56,390	14,165	93,260

2021/2022			2022/2023	
Expenditure	Income		Expenditure	Income
		Miscellaneous		
2,000		External Audit	2,080	
1,500		Internal Audit	1,560	
14,184		Member Allowances	14,184	
1,000		Elections	1,000	
18,684		Total	18,824	
		Grants and Donations		
37,500		Service Level Agreement Grants	49,000	
10,580		Smaller Grants	11,000	
8,000		West Bay Car Boot Grants	6,000	
		Income		
	8,000	West Bay Car Boot		6,000
56,080	8,000	Total	66,000	6,000
		Salt House and Fisherman's Green		
1,170		Rates	1,170	
3,060		Property Maintenance	2,120	
		Income		
	3,750	Hire		6,000
4,230	3,750	Total	3,290	6,000
		Other Council Services		
3,640		Allotments	3,785	
315		War Memorial	330	
2,625		Closed Churchyards	2,730	
590		Planters	0	
23,150		CCTV	22,250	
15,300		Community Bus	15,910	
2,550		Neighbourhood Plan	2,650	
15,810		Town Plan Projects	16,440	
5,000		Sculpture Trail	5,000	
10,405		Events support	10,820	
39,270		Delegated Functions	18,200	
5,000		Youth Club	0	
		Income		
	5,750	Allotments		6,500
	2,500	Events		2,500
	16,837	CCTV		16,837
123,655	25,087	Total	98,115	25,837

Bridport Town Council Fees for Services	01/04/21 31/03/22	01/04/22 31/03/23	Notes
	£	£	
Allotments			
Whole	26.00	26.00	Double fees apply to residents outside the parish. Half charges for partial year invoiced April to June. No charge July to September
Half	13.00	13.00	
Water - whole	10.00	10.00	
Water - half	5.00	5.00	
Cemetery			
Exclusive right	260.00	260.00	Double cemetery fees apply to residents who live outside the parish.
Exclusive right - ashes	104.00	104.00	
Interment	175.00	175.00	
Interment - ashes	71.00	71.00	
Grave Digging	171.00	171.00	
Grave Digging - ashes	15.00	15.00	
Kerb/Border stone	180.00	180.00	
Memorials	104.00	104.00	
Additional Inscription	34.00	34.00	
Plaques	20.50	20.50	
Fixed Vases	50.00	50.00	
Use of the Chapel	86.00	86.00	
Weekend charge	0.00	25.00	
Woodland			
Interment	435.00	435.00	
Interment - ashes	175.00	175.00	
Grave Digging	171.00	171.00	
Grave Digging - ashes	15.00	15.00	
Football pitches - seniors	24.00	24.00	
Pitch use by Junior football teams is free of charge			
Mountfield - room hire			
Morning, afternoon or evening	30.00	30.00	Mountfield and Salt House charges apply to local voluntary and not for profit groups & the Town Clerk has discretion to apply charges for other bookings in accordance with scale of charges agreed for the Town Hall i.e rates for non commercial, other
All day	60.00	60.00	
Salt House, West Bay, inc. Fisherman's Green if required			
Morning, afternoon or evening	30.00	30.00	
All day	60.00	60.00	

Bridport Town Council Fees for Services	01/04/20 31/03/21	01/04/21 31/03/22
Town Hall		
Craft Fairs	12.00	12.00
Town Hall Main Hall		
Community (Bridport community/charitable/voluntary groups)		
Morning, afternoon or evening (per session)	30.00	30.00
Use of Kitchen	5.00	5.00
Non-Community/National and Regional Charities/ Other Public bodies		
Morning, afternoon or evening (per session)	49.00	49.00
Use of Kitchen	10.00	10.00
Commercial		
Morning, Afternoon or Evening (per session)	120.00	120.00
Use of Kitchen	20.00	20.00
Town Hall Committee Room		
Community (Bridport community/charitable/voluntary groups)		
Morning, afternoon or evening (per session)	19.50	19.50
Use of Kitchen	5.00	5.00
Non-Community/National and Regional Charities/ Other Public bodies		
Morning, afternoon or evening (per session)	39.00	39.00
Use of Kitchen	10.00	10.00
Commercial		
Morning, Afternoon or Evening (per session)	76.00	76.00
Use of Kitchen	20.00	20.00
Exhibition Space (per two week period)		
Community exhibitions	Free	Free
Commercial Bookings	200.00	200.00
Art Groups / Artist's etc.	100.00	100.00
25% of any applicable sales (if greater than fee)		
All commercial bookings and artist bookings are subject to the addition of standard rated VAT.		
The Town Council reserves the right to refuse an application if the application is deemed inappropriate		
Lengthsman		
Other parishes work, hourly rate, excluding VAT	20.00	20.00

Town Hall, Mountfield and Salt House charges include lighting, heating, VAT etc. for non commercial bookings. It is recommended that the existing policy of having the option to waive hire charges for some charitable or not for profit bookings be continued for specified reasons and this power be exercised by the Town Clerk in consultation with the Leader/Town Mayor. It is also

**Bridport Town Council
Fees for Services**

**01/04/20
31/03/21**

**01/04/21
31/03/22**

Market Tolls - per 30cm and Frontages

Registered Trader - Summer
Casual Trader - Summer
Registered Trader - Winter
Casual Trader - Winter
Sitting Out Licence Fees

The Town Clerk be given delegated authority to set market fees including frontages for 2021/2022, following discussion at the Market and Business Liaison Working Group.

Meplash Show

Costs to organisations of a stand in the Bridport Marquee

50.00

50.00

Other Charges

Charges for requests under Freedom of Information Model Public Scheme

No Change

Photocopying @ 5p per sheet (black & white)

Postage@actual cost second class

Statutory fee - in accordance with the relevant legislation.

Community Web site

Business: Page £50 a year, Link to own web site £25 a year,

Clubs and Organisations: page £10 a year, link to own web site free

Market Traders: page £10 a year, link to own web site £5 a year.

Asker Meadows Events (for up to a week)

Commercial

1,300.00 plus VAT

1,300.00 plus VAT

Community

525.00

525.00

Street Banners

Putting up street banners on town centre lamp posts

30.00 plus VAT

30.00 plus VAT

Football Club car Park

(Mon-Sat 8am-6pm)

£2.00 all day

£2.00 all day

50p 2 hours

50p 2 hours

£1.00 4 hours

£1.00 4 hours

Plottingham Car Park

(Mon-Sat 8am-6pm)

£2.00 all day

£2.00 all day

50p 2 hours

50p 2 hours

£1.00 4 hours

£1.00 4 hours

Season tickets £300 pa/£160 for six months

Season tickets £300 per year / £160 for six months

The Grove Car Park - season tickets only

£400 pa / £220 six months / £130 three months

£400 pa / £220 six months / £130 three months

Medium Term Financial Plan		2021/2022 (est)		2022/2023		2023/2024		2024/2025	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
Administration		347,945	7,500	330,760	9,400	340,683	9,682	347,496	9,876
Precept			728,341		766,035		882,121		928,662
Office Expenses		12,365	50	12,350	50	12,721	50	12,975	50
Mountfield		44,116	44,600	35,461	57,600	36,525	57,600	37,255	58,752
The Grove		27,245	38,000	26,570	38,000	27,367	38,000	27,914	38,000
W.I. Hall		15,000	15,000	15,000	15,000	15,450	15,450	15,759	15,759
Town Hall		27,785	18,950	23,230	22,000	23,927	22,660	24,405	23,113
Tourist Information Centre		281,625	190,000	322,250	195,000	331,918	200,850	338,556	204,867
Civic		6,830		7,235		7,452	0	7,601	0
Cemetery		25,795	26,000	22,020	26,000	22,681	26,000	23,134	26,520
Amenity Areas and Playing Fields		281,517	39,103	311,662	46,750	321,012	48,153	327,432	49,116
Market		13,620	56,390	14,165	93,260	14,590	96,058	14,882	97,979
Miscellaneous		18,684		18,824		19,389	0	19,776	0
Grants and Donations		56,080	8,000	66,000	6,000	67,980	6,180	69,340	6,365
Salt House and Fisherman's Green		4,230	3,750	3,290	6,000	3,389	7,500	3,456	7,650
Other Council Services		123,655	25,087	98,115	25,837	101,058	25,837	103,080	26,354
Asset Transfer Implications						120,000	60,000	120,000	60,000
Contribution from Reserves			85,721		0		0		0
Contribution to Reserves						30,000		60,000	
		1,286,492	1,286,492	1,306,932	1,306,932	1,496,140	1,496,140	1,553,062	1,553,062
	Surplus/(deficit)		0		0		0		0

Schemes	Estimated Cost			Total	Funding		
	2022/23	2023/24	2024/25		External	S106/CiL	Reserves/ Revenue
Bus Station	10,000	10,000	300,000	320,000	280,000	20,000	20,000
Service/asset transfers	20,000	40,000	0	60,000	30,000	0	30,000
Play Area Improvements	10,000	10,000	10,000	30,000	20,000	10,000	0
IT - replacement programme	0	5,000	5,000	10,000	0	0	10,000
Vehicle Replacement Programme	10,000	10,000	10,000	30,000	0	0	30,000
Plottingham Fields Improvements	20,000	250,000	150,000	420,000	360,000	10,000	50,000
New Car Parking Places	10,000	10,000	10,000	30,000	0	0	30,000
Old Dairy Site	10,000	250,000	0	260,000	200,000	10,000	50,000
Town Centre Improvements	20,000	10,000	10,000	40,000	10,000	5,000	25,000
Neighbourhood Plan Projects	5,000	5,000	5,000	15,000	0	0	15,000
Green Spaces Interpretation	5,000	5,000	0	10,000	0	0	10,000
Collaborative Funding Project	10,000	10,000	0	20,000	0	0	20,000
Bridport FC Car Park Surfacing	0	0	100,000	100,000	50,000	20,000	30,000
South Street Heritage Lighting	30,000	0	0	30,000	0	0	30,000
Totals	160,000	615,000	600,000	1,375,000	950,000	75,000	350,000