

Minutes of the meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Monday 13 June 2022 at 7.00pm.

PRESENT: Cllr: Sarah Williams (Chairman from minute 2)

Cllrs: Geoffrey Ackerman	Maggie Ray
Karen Hunt	Martin Ray
Julian Jones	Anne Rickard
Gill Massey	

Also in attendance: Cllrs Dave Rickard (ex-officio), Will Austin (Town Clerk), Daryl Chambers (Town Surveyor) and Paul Fuszard (Finance and Office Manager).

1. **ELECTION OF CHAIRMAN**

Nominations were sought for Chairman by the Town Clerk and it was proposed, seconded and:

RESOLVED: that Cllr Sarah Williams be elected Chairman of the Committee for the ensuing municipal year 2022/23.

Cllr Sarah Williams took the chair, and thanked Cllr Maggie Ray for her longstanding stewardship as the previous Chairman of the committee.

PUBLIC FORUM

No members of the public spoke at the Public Forum.

2. **APOLOGIES**

Apologies for absence were received from Cllr Rose Allwork.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **ELECTION OF VICE-CHAIRMAN**

Cllr Gill Massey was 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 2022/23.

5. **MINUTES**

The minutes of the meeting of the Committee held on 14 March 2022 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

7 June 2022 be received and the resolutions therein be adopted.

RESOLVED: that the Finance and Office Manager be thanked for his oversight of the internal audit process.

7. ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2022

Consideration was given to a report of the Town Clerk, ENCL: 3721.

The Finance and Office Manager provided a summary of the main variations for the year and following discussions it was: -

RECOMMENDED: that the Annual Accounts for 2021/22 be approved and that the Finance and Office Manager be thanked for his effective stewardship.

8. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

The Town Surveyor reported on:

- Progress towards completion of the Bus Station Feasibility Study
- The first stage of replacement of windows at Mountfield
- Play Area improvements at North Mills
- A calendar of summer events, and the success of the Community Charter Fair and Jubilee events in May/June 2022
- Progress in planning the installation of a Changing Places Toilet at West Bay
- Applications for road closures to support the Torchlight Procession
- Discussions with the Conservation Officer regarding the Old Dairy Site
- Public consultation in respect of a skate park at Plottingham Fields, and preparatory work to support a planning application for a wider enhancement scheme for the site
- Engagement with Western Power Distribution to install a three-phase power supply to support solar car ports at Plottingham
- Fencing to prevent unlicensed use of the West Bay pontoon gate
- Discussions with Dorset Council regarding asset transfers
- Changes to tenancies at Mountfield
- Works to the riverbank at Plottingham Fields
- Completion of repairs to the Cemetery Chapel roof
- Completion of internal decoration of the Town Hall
- Discussions with Dorset FA and the Football Foundation regarding sports pitch provision at the Foundry Lea development

RESOLVED: that the update be noted and the Town Surveyor be thanked for his work.

9. 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 working group meetings be held at 4pm on 21 June 2022, 18 October 2022, 7 February 2023 and 11 April 2023.

RESOLVED: that Totally Locally Bridport and the Federation of Small Businesses be added to the existing membership of the Market & Business Liaison Working Group for the municipal year 2022/23.

10. FLAG FLYING POLICY

Consideration was given to a report of the Town Clerk, ENCL: 3722, setting out flags flown at the Town Hall and Mountfield to mark particular days of note. The report asked members to consider any changes required.

Members considered:

- The existence of two Europe-related days; Europe Day and the Council of Europe Day.
- Pride Month.
- International Women's Day.
- Dorset Day.
- International Children's Day.
- The removal of Town Mayor's Sunday.

RESOLVED: that the Town Clerk prepares a further report, to be considered at the next meeting of this committee.

11. STREETSCAPE & HERITAGE INTERPRETATION STUDY

The Town Clerk reported on a new project combining two Neighbourhood Plan projects: Project 1 – Centre of Bridport Public Realm, and Project 03 – Heritage Interpretation Strategy. The main output would be a combined streetscape and heritage interpretation study that would, alongside the Access & Movement Study, inform and guide future investment in the centre of Bridport. The study will also be used to inform the first review of the Bridport Area Neighbourhood Plan. Consultancy support would be provided by FERIA, and the Study would be funded from CIL contributions, as intended by the Neighbourhood Plan.

RESOLVED: that the report of the Town Clerk be noted and that the costs be met from Community Infrastructure Levy receipts.

12. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported that the Community Orchard Group had held a very successful MayFest celebration on 2 May 2022.

RESOLVED: that the report from outside bodies be noted.

13. APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

The Town Clerk presented a draft list of appointments for 2022/23, based on existing appointments and incorporating a number of subsequent resignations.

Members considered the need to confirm organisations' expectations, and councillors' availability, and

RECOMMENDED: that the list of representatives on outside bodies be approved as in Appendix 1 to the minutes, as an interim list pending further consideration by a task and finish group and confirmation of any proposed changes at Full Council.

RESOLVED: that the task and finish group should comprise Cllrs Julian Jones, Dave Rickard and Sarah Williams

14. PROPOSALS TO THE DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS (DAPTC) AGM

The Town Clerk reported that the Town Council had not yet been approached to provide any motions for consideration by DAPTC, but that this could happen during August, when there are no council meetings scheduled to consider the matter. He invited members to consider any appropriate subjects, so that any request could be dealt with at that time.

Members considered the matter and it was: -

RESOLVED: that prior to the September 2022 Full Council meeting, an email would be circulated asking for motions.

15. COMMUNICATIONS

The Town Clerk reported that 'The Plott' event took place on Saturday 11 June 2022 at Plottingham and that many young people had engaged with it.

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

16. PAYMENT OF ACCOUNTS

The Town Clerk presented List 1 of the 2022/23 accounts, in the sum of £243,825.79 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 meeting closed at 8.45pm.

The next meeting of the Committee will be held on 12 September 2022

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
Asker Meadows Steering Group	1					✓													
Axe Valley and WD Ring and Ride	1													✓					
Bridport & District Tourism Assn	1						✓												
Bridport & WD Sports Trust Mgmt Cttee	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				✓														
Bridport Community Orchard Group	1		✓																
Bridport Hat Festival*	1	NO REPRESENTATIVE NOMINATED																	
Bridport Heritage Forum	1															✓			
Bridport Local Area Partnership	2				✓				✓										
Bridport Food Festival Committee	1			✓															
Bridport Millennium Green Trust	1					✓													
Bridport Museum Trust	1	**									✓								
Bridport Young Persons Action Trust	1			✓															
Bridport Youth and Community Ctr	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									✓									
St Michaels Community Liaison WG*	2									✓									
The Stephen Rook Memorial Fund	1						✓												
West Bay Community Forum	1									✓									
WATAG	2														✓			✓	

* Vacancy to be filled

** Cllr Ackerman has resigned these positions

*** Cllr Sarah Williams now attends on behalf of Dorset Council. A separate Town Council representative is required.