



# BRIDPORT TOWN COUNCIL

## ANNUAL REPORT 2019-2020



I am very pleased to present Bridport Town Council's annual report for 2019/20. The report provides a summary of the projects delivered by the Town Council over the past year, followed by more detailed information on its operational services, organisation and accounts.

Councillor Barry Irvine, Town Mayor and Chairman 2019/20



Picture: US Memorial Unveiling 2019 (Bridport Camera Club)

### US Memorial Unveiling

In May 2019, the Town Council unveiled a memorial to US service personnel stationed in Bridport during WWII. The Mayor was joined by representatives of the 16th Infantry, Dorset's Lord Lieutenant and High Sheriff, and a representative of the US Embassy, as part of a commemorative service led by Rev Pete Stone.

Over 1,000 16th Infantry and other American personnel were based in the Bridport area in 1943-44, during preparations for the D-Day landings – at which 119 of their number were killed. A video summary of the US presence and the memorial can be viewed at <https://vimeo.com/337293963>.

## Town Council Projects 2019-20

Some of the projects undertaken this year include:

**Coastal Communities** Alongside the coastal defence work at West Bay, a new cycle/pedestrian path from Burton Road has been completed along with the 'Welcome Hub' - a seating and event area on Harbour Green. Free public WiFi across the central area of West Bay was launched in October 2019. The projects were delivered in partnership with Dorset Council and followed extensive public consultation.

**Mounfield Extension** An extension to the eastern end of the Town Council offices, completed in February 2020, provides kitchen and toilet facilities for the increasing number of events held in the gardens at Mounfield.

**Bridport Green Route** This three-mile walking route links green open spaces in and around Bridport, and connects with other existing footpaths leading away from the town. The project aims to promote health and encourage a connection with nature and heritage, and is supported by a leaflet and interactive map.

**Tree Planting** In partnership with local groups and volunteers, the Town Council planted over 1,200 whips in Asker Meadows and Riverside Gardens. Tree planting is an important contribution to our Climate Emergency Action Plan, which the Council approved in November 2019.

**US Memorial** In May 2019 we unveiled a memorial to US service personnel based in Bridport during WWII. Further information above and at <https://vimeo.com/337293963>.

**Public Art** This year the Town Council worked with partners and local artists to deliver sculpture installations at Mounfield and the Borough Gardens, and a mural at St Mary's Play Area.

**The Grove** The Town Council took over this beautiful Georgian building on Rax Lane, to bring it back into use after it lay empty for four years. Commercial lease of parts of the property provide income that enables us to use the remainder for community use. The Grove now provides a home for Bridport Museum, Bridport Heritage Forum and Bridport Musical Theatre Company.

**Bridport Area Neighbourhood Plan** The Plan, produced in partnership with neighbouring councils and over 100 volunteers, was approved at a local referendum and became a statutory part of the local planning framework on 5 May 2020.

**Coronavirus Response** The Town Council led the development of a co-ordinated community response, and provided the supporting helpline.

## Town Council Services 2019-20

**Allotments:** The Town Council has 209 allotment plots and at the current time there are 47 people in the parish on the waiting list. The Town Council works closely with the Bridport and District Allotments Society on all aspects of the management of the allotments.

**Asker Meadows:** The open space and adjoining New Zealand site are overseen by a well supported community group. In the last year the showground has been used by the Circus, Action Challenge, Folk Festival, Jurassic Fields Music Festival and the Food Festival.

**Asset Transfers:** The Town Council has negotiated the transfer of several areas of land from Dorset Council, which we will use for community benefit. In addition we have taken a long lease on The Grove, a grade 2 listed building on Rax Lane, which provides a combination of community use and commercial rent income.

**Borough Gardens:** The Borough Gardens community group, supported by the Town Council, has met regularly on site, making continued improvements to the Gardens. The Gardens were also used for events during the year.

**Bridport Football Club:** The Town Council has the freehold ownership of this land and the Football Club has an existing lease. Dorset Council manages the car park on behalf of the Town Council, with the proceeds split equally between the Football Club and Town Council. The multi use games arena on the site is free to use during the day and continues to be very popular.

**Bridport Local Area Partnership (BLAP):** The Town Council continues to support BLAP and receives a £6,000 annual funding contribution from Dorset Council. In the past year, BLAP has continued to work on projects, looking at homelessness and health & wellbeing. It has also worked with parish and town councils, to look at the options to work together on delivering services, and on future town and parish council engagement with the new Dorset Council.

**Car Parking:** The Town Council continues to work with Dorset Council to seek to provide additional car parking capacity in Bridport and West Bay. During the year the Town Council resurfaced its pay and display car park at Plottingham

**CCTV:** The town centre CCTV contract with Weymouth and Portland Borough Council has continued over the past year, with funding from the Town Council and the District Council.

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**Cemetery:** The Town Council manages Bridport Cemetery, which is such an important and highly regarded asset for the town.

**Civic and Ceremonial:** The Town Council elects and supports the Town Mayor, who carries out formal and informal civic roles on behalf of the town. In the last year the Mayor attended 79 engagements, and led commemorative events to mark the unveiling of a memorial to US service personnel based in Bridport, the 75th anniversary of D-Day, and the 75th anniversary of VE Day.

**Coastal Community Team:** The Town Council supports the Bridport and West Bay Coastal Community Team (CCT), which is a local partnership formed to produce an Economic Plan for the area. The CCT includes representatives from the Bridport Local Area Partnership, Bridport Area Development Trust, Bridport & District Tourism Association, Bridport Chamber of Trade and Commerce, West Bay Community Forum, and Dorset Council. The West Bay 'Welcome Hub' – enhancements to the community space at Harbour Green was delivered in 2019 along with the cycle/pedestrian path along the former railway line and free public WiFi in West Bay.

**Communication:** The Town Council issues an annual report on its work, which is widely available throughout the town, along with a supporting video presentation and newsletters for events. An occasional Market Newsletter is also issued for market traders. The Town Council hosts its own web site and a community web site, and the TIC has long had a social media presence. We added to this with a Town Council-specific Facebook page in April 2020. The Council, through the TIC, is able to take online bookings for events on the community web site. A weekly Town Council bulletin is issued to all town councillors. All of our formal council meetings are open to the public, and town councillors and the Town Clerk regularly attend meetings of other organisations and groups to provide updates on our work.

**Community Transport:** The Town Council's round-Bridport bus continued to operate this year after its launch in 2018, with financial support from Allington and Bradpole Parish Councils, and a stakeholder working group that provides professional and community input.

## Town Council Services 2019-20

**Consultation:** The Town Council has responded to a number of consultation exercises from national and local government over the past year, ensuring that the views of the town are taken into consideration on a variety of matters. The Council continues to provide a Public Open Forum at its full Council meetings. The Town Council undertook consultations on play area provision, Riverside Gardens, the Town Council Plan and the Climate Emergency Action Plan in 2019-20.

**Coronavirus (COVID-19):** The Town Council has set up a support helpline – phone 01308 808900 – that provides access to help with food provision, medication, health including mental health support, legal and financial advice and social wellbeing support. The helpline gives direct access to help provided by 20+ organisations, all coordinated by the Council.

**Democracy - Working with Young People:** The Town Council continues to support the Bridport Youth and Community Centre, and engages local schools in the Rights Respecting project, which is led by the Town Council. Schools have been involved in other Town Council initiatives, such as Commonwealth Day and the Mayoral Christmas card. We are also working with local volunteers on the provision of an indoor skate park.

**Events:** The Town Council was represented at the Food Festival, Melplash Show and the Community Fair, as well as providing support for a host of events including the Carnival, Jurassic Fields Music Festival, Christmas Cheer, Onion Jack and the Hat Festival. We continue to process road closure applications for all community events in the year. We also organised the Remembrance Parade in November. The Town Council provides flags and bunting for the town centre in summer, puts up Christmas lights and enables event organisers to have banners on town centre lamp posts.

**Environment and Social Wellbeing Committee:** This committee's main business this year has been to develop a Climate Emergency Action Plan, for which it has established a new sub committee. It has also provided continued support for the Rights Respecting project, oversaw a tree planting programme, and delivered the 'Bridport Festival Cup' – a reusable cup that aims to reduce reliance on single-use plastic at local events, and to promote Bridport as 'Dorset's Eventful Town'.

**External Funding:** During 2019/20, the Town Council secured external funding for the Rights Respecting project, its Coronavirus support initiative, the Neighbourhood Plan, a sculpture trail, tree planting and a range of other projects.

**Finances:** The Best Value and Scrutiny Sub Committee received reports during the year on all aspects of the financial management of the Town Council, including reports from the Council's Internal Auditor. The Town Council receives regular budget monitoring reports and the Town Council's Budget Working Group looked in detail at the budget.

The Town Council agreed its budget for 2020/21, taking into account a number of factors including increased responsibility for assets and services, greater grounds maintenance capacity reduced reliance on reserves for meeting the costs of the TIC, and the ongoing need to make provision for further devolution of services from the new Dorset Council.

The Council's Internal Auditors make three visits during the year and it was pleasing that there were no issues reported, either as part of the internal or external audits. The Auditors also work with the Council to update an annual Corporate Risk Assessment, which is reported to members.

The Town Council has also agreed a capital budget to support the delivery of projects in the next 3 years.

**Governance:** The Town Council has a series of policies that regulate its proceedings, including a Code of Conduct for Councillors, Financial Regulations, Standing Orders etc. It also has a number of other key documents that it reviews each year, including its Asset Register, Risk Management Policy, Health and Safety Policy and Investment Strategy.

**Grants:** The Town Council agreed to continue funding the Leisure Centre, Citizens' Advice Bureau, Museum, Arts Centre and Youth and Community Centre under Service Level Agreements at existing levels, which run until 2024. This year, a new support agreement was agreed for the West Bay Discovery Centre. It also provides one off funding for community groups to support the delivery of projects – through its community and car boot sale schemes. In total, the Town Council awarded over £54,000 in 2019/20.

**Highways and Transportation:** The Working Group, which reports to the Planning Committee, considers local public highway and transport matters. We are grateful for the support it receives from Alan Williams of the Western Area Transport Action Group.

## Town Council Services 2019-20

**Highway Verge Maintenance:** The Town Council continued to maintain the highway verges, as part of a Service Level Agreement with Dorset County Council. The SLA states that the work, including in adjoining parishes, is for a minimum of 7 cuts a year and the Town Council receives a grant from Dorset County Council to assist with the work.

**Lengthsman:** The post of Lengthsman is funded by the Town Council and the local councils participating in the scheme - Bothenhampton & Walditch, Symondsbury, Litton Cheney and Bradpole Parish Councils. The work of the Lengthsman includes gully clearing, repairing notice boards, removing fly posting, grass cutting, removal of weeds, repairing benches throughout the town and similar tasks. The Town Council receives good feedback from the parishes in the scheme and has also taken on some additional 'one-off' work on behalf of other organisations.

**Market:** The Town Council manages the street market, a major tourist draw and an important local facility. In 2019/20 there has been a slight reduction in revenue, mainly attributable to poor weather conditions on market days and latterly the impact of the Coronavirus outbreak.

**Market & Business Liaison Working Group:** The Working Group includes representatives from the Bridport & District Tourism Association, Chamber of Trade and Commerce, Market Traders and the Bridport Local Area Partnership. The Working Group considers reports on the Tourist Information Centre, the market, town events and co-ordinates town publicity and promotion.

**Mountfield/Millennium Green:** The Town Council continues to work with the Millennium Green Trust on the delivery of its management plan for the area, and general grounds maintenance. In 2019/20 this included improvements to footpaths, the installation of a sculpture and the establishment of a 'happy to chat' bench. The grounds continue to be well used for events, including the Hat and Folk Festivals.

**Neighbourhood Plan:** The Town Council works with Allington, Bothenhampton and Walditch, Bradpole and Symondsbury Parish Councils on the development of the Bridport Area Neighbourhood Plan. The delivery of the Plan is being co-ordinated by a community-led Steering Group, overseen by a Joint Committee of all the participating councils, supported by the Project Manager and Community Initiatives Officer. In February 2020 the plan passed its last significant hurdle as it was agreed for adoption by 87% of voters in a local referendum. The formal adoption is due to be agreed by Dorset Council in May 2020.

**Priory Lane - Community Orchard:** The Bridport Community Orchard Group manages the Orchard site and hosts a number of popular events during the year, including the Apple Day and Wassailing events. The Orchard Group also manages the land at the top of Park Road. The sites are managed in partnership with the Town Council.

**Partnership Working:** The Town Council continues to work with a large number of partners, including local community groups, Bridport Local Area Partnership, Bridport Collaboration Group, the Police, Chamber of Trade, Tourism Association, Dorset Council, Magna Housing, the Western Area Transport Advisory Group, other local councils and many other organisations. During the year a new partnership emerged – the Bridport Coronavirus Community Support Network – to deliver help to the vulnerable during the pandemic.

The Town Council appoints representatives to a large number of local and regional bodies and officers also attend networking meetings, including the Dorset Association of Parish and Town Councils (DAPTC), Society of Local Council Clerks etc.

**Planning:** The Town Council is a consultee for planning applications. Over the past year, 114 applications were reported to its Planning Committee and comments passed to Dorset Council. The committee also responds to relevant planning policy consultations on behalf of the council, and members of the Committee also attend and speak at meetings of the District Council's Planning Committee, when significant Bridport items are considered.

**Play Areas:** The Town Council maintains a number of play areas, including the fully accessible West Bay Play Area, which added to earlier awards in 2019 with a bronze at the Dorset Tourism Awards. The Town Council participates in a Steering Group looking at the options for an indoor skate park. A programme of improvements began in 2019.

**Riverside Gardens:** The Town Council owns and maintains the Gardens and over the last year has developed a management plan in consultation with the community. A tree planting programme in 2020 saw 500 whips planted at the north end of the gardens.

**Salt House:** This venue continues to be well used. During the summer, the popular West Bay Wednesday evening markets were held once again on the Green and in the Salt House.

**Staff:** The Town Council has 22 members of staff, who support the delivery of our services and are listed overleaf.

The Town Council is a Living Wage Council, and receives an annual review of staffing at its Finance and General Purposes Committee.

## Town Council Services 2019-20

**Tourist Information Centre:** The Town Council runs Bridport TIC, having taken it over from the District Council in 2017. As well as providing a huge range of information and services to visitors and residents, the TIC provides Box Office services to local organisations, and manages the Town Hall, Bucky Doo Square, the Bridport and West Bay web site and the production of the Town Guide. The TIC is very popular and visitor numbers remain very high. We are very proud that in 2019/20, the TIC won a silver award in 2019 at the Dorset Tourism Association Awards, adding to three awards in the previous year.

**Town Centre Working Group:** The Town Council operates a stakeholder working group to consider the future of the town centre, with a focus on vehicular and pedestrian access/circulation, and the public realm. The group oversaw a town centre 'health check' in 2019 as the basis for a strategy, and as a baseline for future comparison.

**Town Council Five-Year Plan:** The plan was refreshed in 2019 to cover the period to the next election in 2024, and provides a framework for the development of the Town Council's future policies, schemes and the formulation of budgets. The priority projects are reviewed each year and the Council receives regular progress reports on their delivery.

**Town Hall:** The Town Hall is open to the public six days a week. The venue is being well used and bookings are taken through the Tourist Information Centre.

**US Memorial Working Group:** The Town Council established this temporary working group in January 2019, to oversee the provision and unveiling of a memorial to US Army personnel stationed here during WWII, in the months before the D-Day landings. The memorial was unveiled in May 2019 at a ceremony attended by the Lord Lieutenant, the High Sheriff and a representative of the US Embassy.

**Weather:** The Town Council is part of the West Dorset District Council Emergency Planning arrangements, allowing it to play a part in responding to severe weather events such as flooding or heavy snowfall. In addition, the Town Council provides and fills a number of grit bins around the town.

**West Bay:** The Water Sports Centre is owned by the Town Council and used by the Canoe Club and the Gig Club. The Council has continued to support the West Bay Forum and West Bay Days, and the Coastal Community Team (CCT) which is helping to bring funding and new projects into West Bay. We also work closely with the Harbour Master on events in West Bay. In October 2019 we delivered free public WiFi in West Bay, and were a key partner in the provision of a new cycle/foot path and the 'welcome hub' seating and event area.

**West Bay Car Boot Sale:** The Town Council took control of this popular weekly summer event for the first full year in 2019-20. The income from pitch fees is distributed in the form of grants to community groups across the Bridport area.

**Youth and Community Centre:** The Town Council continues to provide funding for the running costs of the Centre and also to support the provision of a Youth Club. The Centre continues to be very well used.

### Coronavirus (COVID-19)

In addition to our day-to-day services, the Town Council responded to the Coronavirus outbreak in the following ways:

- We led a partnership of over 20 local organisations and community groups, supported by over 170 volunteers to provide an integrated support network for the most vulnerable in our community. We also set up an integrated phone network so that all of the support could be accessed via a single helpline number.
- We distributed a leaflet to 11,500 addresses in the Bridport area highlighting the sources of support locally, and provided further information via our website, social media feeds, postcards in retail outlets and posters around the town.
- In support of key workers locally, the Council installed a thank you banner on the Town Hall, the town clock cycled through rainbow colours at night, and the NHS flag flew on the Town Hall.
- We supported the development of a community archive of images and stories from the 2020 coronavirus pandemic, both during lockdown and beyond – see <https://www.bridportlockdown.org/>.
- We moved all of our office-based staff to home working, equipped with laptops and supported by a virtual phone system that mirrored those used at the Town Council offices and the Tourist Information Centre.
- The Council continued to hold its meetings, virtually rather than at a physical location.
- Although the Town Council offices and TIC were closed, the Council continued to operate both facilities by remote means, and retained its main services including grounds and highway verge maintenance, Bridport Market, Bridport Cemetery, and seven allotment sites.



## Report of the Town Mayor

I am honoured to have served as Town Mayor for Bridport for a second year, a year that perhaps towards the end made it one of the most challenging in our history.

Over the past twelve months I have attended 79 engagements both within and outside the town. The 'lockdown' in March meant that all events from mid-March that I was due to attend were cancelled.

Nonetheless, I was privileged to play a part in some important civic events in the period up to March 2020. My year began with the unveiling in May of a memorial to US service personnel stationed in Bridport during WWII, accompanied by the Lord Lieutenant, the High Sheriff and a representative of the US Embassy. The event was both moving and celebratory and the memorial is a wonderful fitting tribute.



WWII has been a theme over the past year, with the 75th anniversary of the D-Day landings in June 2019, and the same anniversary of VE Day in May 2020. Although we had to cancel the many planned events for VE Day, I was proud to be able to record a Mayoral address as part of the alternative 'virtual' commemorative activities.

As ever, Bridport's major annual events provided much enjoyment to visitors and the local community. I am very grateful to the organisers of – to name a few of the larger events – the Food Festival, Jurassic Fields Festival, Folk Festival, Carnival, Torchlight Procession, Hat Festival, Charter Fair, Melplash Show, Apple Day, Onion Jack, Bonfire on the Beach and Christmas Cheer. There are far too many others to mention individually here, but I want to thank all those organisations and individuals who do so much to make Bridport 'Dorset's Eventful Town', and for inviting me to be a part of their events in the last year. Bridport and West Bay will miss much of its vibrant programme this year, but when in time the terrible effects of the Coronavirus outbreak are behind us, I hope we will celebrate its return in style.

I was also delighted to be involved in some of the one-off celebratory events we saw in 2019, such as the wonderful Turner Exhibition at the Museum, the 40th anniversary of our twinning partnership with St Vaast La Hougue, and the marking of 400 years since the proclamation of one of our most important town charters by King James I.

Over the course of the Mayoral year I have attended several 'civic days' in other towns in Dorset. As with so many other events, our own day – which would have shown off our schools, Leisure Centre and the Electric Palace to visiting dignitaries – fell victim to the lockdown. This has prompted a discussion about a promotional video to highlight what Bridport and West Bay have to offer, and I hope this will come to fruition under the incoming Mayor.

Of course, the final weeks of my term as Mayor have been dominated by the COVID-19 crisis. Whilst this has been a terrible time for the town in so many ways, I was proud and humbled by the community response – so many local groups and individual volunteers doing so much to help the most vulnerable in our society. I was also proud to see the Town Council playing a prominent leadership role in bringing together many different types of support and advice under a single helpline for the Bridport area.

There are, of course, many issues our Town Council is working on, and many services the Council provides, but I will leave it to our Leader and our Town Clerk to report on those. I want to thank councillors for their determination to support the town in so many different ways, at such a challenging time.

During the last year I have raised over £1,150 for my chosen charities – Bridport Young Performers and The Living Tree. My thanks to everyone who has supported the fundraising effort, particularly at my charity quiz and concert.

I want to place on record, as I did last year, my sincere thanks to all those organisations and people who support our community and make Bridport the special place it is. Please keep up the good work!

And finally, I want to thank officers of the Town Council, especially Linda Bullock as the Mayor's secretary, my wife Carol as my consort, and our Deputy Mayor, Cllr Anne Rickard, who has attended events for which I was unavailable. It all goes to show that while I am the face of the Town Mayor, it really is a team effort.

**Barry Irvine**  
Bridport Town Mayor 2019/20

## Report of the Leader of the Council

Little did I know that when I took the position of Leader in May 2019, the latter part of the ensuing year would prove to be perhaps the most challenging period in the Town Council's history.

I should say at the outset of this report that I am incredibly proud of how the Council has responded to the Coronavirus crisis, and the restrictions that came with it. We showed leadership, an unswerving commitment to our community, and to democracy and accountability. Within a week of the lockdown being introduced in March, we had put in place a helpline system that coordinated the support being offered by over 20 organisations and 170 volunteers to the most vulnerable in the area, and the Council had set up remote working arrangements for all of its office-based staff whilst maintaining all of our services that could be provided within the Government's regulations. Within a few weeks we had implemented a virtual meetings system that allowed councillors to meet in public view. At the time of writing the situation remains one of great concern, and I am grateful to councillors and officers for their continued determination that the Town Council should respond in any way it can to meet the needs of the community.

There was of course a time before Coronavirus, and the Town Council achieved much in the period before March 2020. April 2019 saw the merger of the former District and County Councils to form a unitary Dorset Council. Much of what we do – for example with regard to highway verge and other grounds maintenance, and planning – involves partnership working with the new council, and we have had to adapt to their new structure and staffing changes over the course of the year. We have also taken on responsibilities from the new Council – land and a building have been transferred to us to look after, and we've taken over the running of the West Bay Car Boot Sale, the latest in a long line of devolved services.

In May 2019, Town Council elections were held and these saw six new councillors elected. My thanks to the six whose terms as councillors came to an end at that time. The new council immediately made its mark by declaring a climate emergency. An action plan was developed over a six month period and its delivery is being overseen by a new sub committee.

Also in May the Council unveiled a memorial to US service personnel based in Bridport during WWII. These brave men and women made their home here when preparing for the D-Day landings and 75 years on, in a moving and uplifting ceremony, we marked their contribution to our community as well as to the war effort. The last year has also seen events and activities supported by the Council to mark the 75th anniversary of the D-Day landings and the end of the war in Europe.

Our support for town events has continued in 2019-20 – we provide logistical, promotional and financial support to events to maintain our reputation as 'Dorset's Eventful Town'. The programme – which in 2019 included the unmistakably French 'Onion Jack' Festival in addition to the host of standing annual festivals – is hugely enjoyed by the local community and helps to boost our tourism 'draw'.

The Town Council has continued to support and fund key town organisations, including the Arts Centre, Museum, Citizens' Advice Bureau, Leisure Centre, West Bay Discovery Centre and the Youth and Community Centre. As well as supporting these larger organisations, the Town Council's annual grants programme also provides funding for smaller one-off projects. This year saw the addition of a new grant scheme – the West Bay Car Boot Sale Fund – which we took over Dorset Council. In total our annual grant support to local organisations now exceeds £50,000.

The Town Council continues to support the Bridport Local Area Partnership (BLAP), a key body for coordinating the activity of community groups in the area. We understand that the BLAP Chair, Maureen Jackson is to stand down this year and I would like to place on record my thanks to her for steering the Partnership so well in recent years. Thank you too to the very many volunteers involved.

This has also been an important year for the Neighbourhood Plan. In February 2020 a referendum saw an overwhelming 87% vote in favour of approving the plan, which was then formally adopted as part of the local planning framework in May. This is a remarkable achievement by the five councils and over 100 volunteers involved in developing the document since 2014.

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I was pleased to see various projects come to fruition over the past year. The new cycle/pedestrian path from Burton Road to West Bay, the West Bay 'Welcome Hub', free public WiFi in West Bay, the Green Walking Route, tree planting at Asker Meadows and Riverside Gardens, the Mountfield building extension, and the acquisition of The Grove for community use are all examples of Town Council or partnership initiatives stemming from our Town Council plan that have been delivered in 2019-20. The plan itself was refreshed this year for the period to 2024. We are continuing to work on other major projects like the Bus Station, the indoor skate park, our climate emergency plan and a sculpture trail. We also deliver other one-off projects when opportunities arise, and this year these included sculpture installations at Mountfield and the Borough Gardens, a mural at St Mary's Play Area, and the acquisition of a new ride-on mower to improve verge maintenance and promote wild flower growth.

Most of what I have described above are the significant milestones in the Council's year. It's also important to remember the hard work that goes into maintaining our existing day-to-day services like the Tourist Information Centre (TIC), maintenance of outdoor spaces and verges, allotments, the Cemetery, Bridport Market, hire and lease of facilities, the administration of council meetings and finances, and of course our civic and ceremonial role in providing the Town Mayor. I'm pleased that we received two awards this year, for the TIC and West Bay Play Area, and I was delighted that one of our councillors, Sarah Williams, was announced as the nation's Councillor of the Year last October.

As always, I am grateful for the support of the Council and the hard work of all of our staff and also, for the support and dedication of our many partner organisations and community volunteers.

**Dave Rickard**  
**Leader of the Council 2019/20**

**Bridport Town Council**

The Town Council, as a democratically elected body, works in partnership with other agencies and community bodies to represent and promote the town, ensure the delivery of high quality services in response to local needs and improve the economic, social, and environmental well-being of its area.

**The Town Council offices** are located at:

Mountfield, Rax Lane, Bridport, Dorset DT6 3JP.  
Tel. no. 01308 456722  
Email address: enquiries@bridport-tc.gov.uk  
Website: www.bridport-tc.gov.uk

**The Mountfield offices are open:**

Mon to Thurs, 8.30am to 5.00pm  
Friday, 8.30am to 4.30pm

**The Tourist Information Centre is open:**

Monday to Saturday,  
April to Oct, 9am - 5pm  
Nov to Mar, 10am - 3pm

**Staff:**

**Town Clerk:** Will Austin  
**Town Surveyor:** Daryl Chambers  
**Finance & Office Manager:** Paul Fuszard  
**Project Manager & Community Initiatives Officer:** David Dixon  
**Administrative Officer:** Linda Bullock  
**Clerical Officer:** Claire Peters-Way  
**Clerical Assistant:** Steven Yarde  
**TIC Manager:** Terri Foxwell  
**TIC Assistant Manager:** Rebecca Jones  
**TIC Assistants:** Jill Beed, Millie Webber-Cox, Grace Mynard, and Emily Wright  
**Grounds Supervisor:** Sean Coombs  
**Groundsman:** Tim Smith  
**Groundsman:** Paul Sanderson  
**Groundsman:** Andrew Hansford  
**Market Superintendent:** Ken Hussey  
**Cemetery Superintendent:** Paul Violet  
**Lengthsman:** Ed Wootton  
**Town Hall Caretaker:** Darryl Hills  
**Mountfield Cleaner:** Clare Violet



## Bridport Town Councillors



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Bridport North

### How the Council Works

The Council comprises 18 councillors - 9 to represent the South ward and 9 to represent the North ward. All Councillors meet as the full Council to take the major decisions and oversee all activities of the Town Council. The Council appoints three main committees - Planning, Finance & General Purposes and Environment & Social Wellbeing. These are supported by a number of sub committees and working groups. Councillors are also appointed to serve on local outside organisations.

The Town Council meets six times a year at 7.00 pm on a Tuesday. The Planning Committee meets monthly on Mondays. The Finance and General Purposes and Environment and Social Wellbeing committees meet four or five times a year. The Council's Best Value and Scrutiny Sub Committee meets quarterly. Agendas are normally issued a week before the meetings and are posted on public notice boards and on the Council's website.

The press and public are welcome to attend all committee, sub committee and full Council meetings and the public may put questions or make statements on any matter on the agenda, in public forums at the beginning of all of these meetings. The minutes are published on our website and can also be viewed at the library or at our Mountfield office.

The Calendar of Meetings for the Year is on the Town Council's web site ([www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)) and on notice boards. Please contact the Town Council for any information regarding Council meetings.

**BALANCE SHEET AS AT 31 MARCH 2020****INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

<b>CURRENT ASSETS</b>	<b>£</b>	<b>£</b>	<b>INCOME</b>	<b>£</b>	<b>£</b>
Payments in advance		10,709	Precept		684,179
Debtors		35,286	Interest and investments		16,504
Stock		5,842	Allotments		5,714
Money Market Deposits		208,059	Cemetery		26,100
Cash at Bank		564,074	Frontages		390
Cash in Hand		<u>93</u>	Sitting Out Licences		2,082
			Market		81,354
<b>TOTAL ASSETS</b>		<b>824,063</b>	Amenity Areas/Playing Fields		36,142
			Mountfield		48,540
<b>CURRENT LIABILITIES</b>			The Grove		15,812
			Salt House		8,896
Creditors		<u>116,118</u>	Town Hall		20,348
			Tourist Information Centre		295,213
<b>NET ASSETS</b>		<b><u>707,945</u></b>	Transfer from reserves		30,000
			Parish Clustering		11,953
<b>REPRESENTED BY:</b>			Events		3,089
			CCTV		16,837
General reserve at 1 April 2019	227,602		Town Plan Projects		34,939
Long Term Investment	0		West Bay Car Boot		12,677
Net surplus for the year	<u>8,535</u>		Salary Contributions		<u>6,000</u>
					1,356,769
General reserve 31 March 2020		236,137	<b>EXPENDITURE</b>		
Climate Emg reserve 1 April 2019	0		Administration	307,141	
T/F from larger project reserve	<u>100,000</u>		Office Expenses	8,084	
Climate Emg reserve 31 Mar 2020		100,000	Mountfield	41,845	
Earmarked reserve at 1 April 2019	100,594		The Grove	27,335	
Contribution to reserves	105,265		Salt House	4,895	
Earmarked funds released	<u>-63,887</u>		Town Hall	26,461	
Earmarked reserve at 31 Mar 2020		141,972	Tourist Information Centre	397,837	
Larger project reserve 1 April 2019	147,569		Cemetery	23,704	
T/F to climate emergency reserve	<u>-100,000</u>		Civic	6,294	
Larger proj. reserve 31 Mar 2020		47,569	Members' Allowances	14,184	
TIC reserve as at 1 April 2019	90,000		Market	10,804	
Contribution to running costs	<u>-30,000</u>		Amenity Areas/Playing Fields	278,883	
TIC reserve at 31 March 2020		60,000	Grants and Donations	54,627	
Capital reserve as at 1 April 2019	205,329		Community Bus	14,896	
Payments during the year	<u>-83,062</u>		CCTV	21,862	
Capital reserve at 31 March 2020		<u>122,267</u>	Town Plan Projects	28,007	
<b>TOTAL RESERVES</b>		<b><u>707,945</u></b>	Other Services	<u>81,375</u>	1,348,234
			<b>NET SURPLUS FOR THE YEAR</b>		<b><u>8,535</u></b>

The above statement represents fairly the financial position of Bridport Town Council as at 31 March 2020 and reflects its income and expenditure during the year.