

11. Copy of minutes of meetings in the financial year 2022-23 considering risk management and insurance coverage



Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE of
Bridport Town Council held on Monday 16 January 2023 at 7.00pm.

PRESENT: Cllr: Sarah Williams (Chairman)

Cllrs: Geoffrey Ackerman Maggie Ray
Karen Hunt Martin Ray
Julian Jones (from 7.30pm) Anne Rickard
Gill Massey

Also in attendance: Cllr Dave Rickard.

PUBLIC FORUM

There were no members of the public present.

48. APOLOGIES

Apologies for absence were received from Cllr Rose Allwork.

49. DECLARATIONS OF INTEREST

There were no declarations of interest.

50. MINUTES

RESOLVED: that the minutes of the meeting of the Committee held on 14 November 2022 be confirmed as a true and correct record and signed by the Chairman.

51. BEST VALUE AND SCRUTINY SUB COMMITTEE

RESOLVED: that the minutes of the meeting of the Sub Committee held on 6 December 2022 be received and adopted.

The Town Clerk advised that the West Bay Car Boot Fund Grants Panel would meet in early February 2023.

52. FINANCIAL ESTIMATES 2022/2023 – 3rd REVISION

Consideration was given to a report of the Town Clerk, ENCL:3774. The Finance & Office Manager summarised the position, including a significant reduction in balances as a consequence of project delivery in the current year, and other unforeseen expenses.

RECOMMEND: that the 3rd revision of the estimates for the year 2022/2023 be approved.

53. BUDGET AND ESTIMATES 2023/24

Consideration was given to a report of the Town Clerk, ENCL: 3775.

SW

In considering this item, members noted:

- The position of the current year 2022/23 revenue budget estimates
- The position on the Town Council's finances held in reserves and proposed Capital Budget
- Use of Reserves
- The recommended revenue budget (estimates) for next year (2023/24) with a commentary on recommended significant variations from this year
- The recommended fees and charges for 2023/24
- Comments of the Budget Working Group
- Medium Term Financial Forecasts
- Carbon Budget
- Summary of Budget Considerations
- Options on the level of precept to fund the budget for 2023/24

The estimates and projects had been considered at the Best Value and Scrutiny Sub Committee and the Budget Working Group.

The Town Clerk highlighted the considerations for members, which included to:

- present a balanced budget
- cater for the impact of inflation on services, expenditure and income
- maintain and develop existing services provided by the Council
- maintain appropriate levels of reserves insofar as this is possible during the pandemic, and continue to earmark reserves to support project delivery, including a capital programme
- make provision for salary increases, including an estimated national pay award
- make provision to continue to deliver Town Council Plan projects
- provide continuing support for town events
- maintain grant funding for community projects and support of key organisations through service level agreements – Arts Centre, Museum, Leisure Centre, CAB, Youth & Community Centre, West Bay Discovery Centre, the Indoor Skate Park and the Literary & Scientific Institute
- through the delegated services budget, seek to make ongoing revenue provision to meet some of the costs of discretionary services that are likely not to be delivered by Dorset Council and that the Town Council may need to manage

The Town Clerk drew members' attention to the options on the precept and advised that whilst the officer recommendation was to set a balanced budget, it was open to members to consider any level of precept. The options put forward were:

- Option 1: increase the precept by £68,449. In total, this would raise £834,484 and provide a deficit budget (i.e. funded from general reserves) of £10,000.
- Option 2: increase the precept by £78,449. In total, this would raise £844,484 and provide a balanced budget.
- Option 3: increase the precept by £88,449. In total, this would raise £854,484 and provide a contribution of £10,000 to general reserves.

The current Band 'D' Town Council charge was £249.81, resulting in the following annual and weekly increases in Council Tax for a Band 'D' Council Tax Payer:-

	<u>Annual</u>	<u>Weekly</u>	<u>Band 'D'</u>
Option 1	£21.47	£0.42	8.60%
Option 2	£24.72	£0.48	9.90%
Option 3	£27.97	£0.54	11.20%

Members discussed the report in detail, including:

- The impact of the budget proposals and inflation on the level of Council Tax;
- The possible implications of the ongoing review of community governance;
- The contribution made to the budget proposals by a reduction in the level of councillors' allowances;
- The need for careful management of project priorities, given the pressures on reserves;
- An expected increase in energy costs;
- The calculation of the share of income from the Football Club Car Park paid to Bridport Football Club; and
- The challenge of achieving the external income targets set out in the Capital Programme.

Following consideration of the report, it was unanimously RECOMMENDED to Full Council:

- that the draft estimates for 2023/24 be approved as set out in Appendix A.
- that the proposed fees and charges for 2023/24 be approved as set out in Appendix B, with further discussions to take place in relation to certain elements, for consideration again if necessary, at the March meeting of this committee.
- 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.
- that the draft capital programme and proposed use of reserves for 2023/24 and future years, as set out in section 4 of the report and at Appendix D.
- that in terms of the precept, Option 2 be approved, as set out above and in section 12 of the report, which would increase the precept to £844,484 with the annual Band 'D' charge increasing from £249.81 to £274.53, the increase being equivalent to 9.9% or 48p per week.

The Town Clerk and Finance & Office Manager were congratulated on the preparation of these figures, in what had been a difficult year.

A discussion followed regarding budget and precept planning for the new Town Council arrangements from April 2024.

Cllr Julian Jones joined the meeting at this point (7.30pm)

54. MEETINGS CALENDAR

Consideration was given to a report of the Town Clerk, ENCL: 3776, who thanked Claire Peters-Way for drafting the proposed meetings calendar for 2023/24.

RESOLVED: that the meetings calendar be approved as tabled.

55. ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE

The Town Clerk reported that there were no recommendations from the meeting of the committee held on 11 January 2023.

56. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT AND APPOINTMENT OF AN INTERNAL AUDITOR FOR 2023/24

Consideration was given to a report of the Town Clerk, ENCL: 3777, setting out the arrangements for internal audit, and recommending the retention of the existing auditor, Lightatouch Internal Audit Services.

RECOMMEND: that the existing internal audit arrangements continue for 2023/24.

57. RISK ASSESSMENT AND MANAGEMENT: ANNUAL REVIEW

Consideration was given to a report of the Town Clerk, ENCL: 3778.

The report set out the Council's approach to risk management, and included a corporate risk assessment covering the major risks applying to the Council.

RECOMMEND: that the Corporate Risk Assessment, and the management strategy as noted in the report, be approved as tabled.

58. SERVICES ADMINISTERED BY THE TOWN SURVEYOR

The Town Surveyor reported on the following matters:

- Car Park pay and display machines and surfacing. Machines at the Council's car parks were in need of replacement and a further report would be provided, following discussions with Dorset Council about collaborative procurement. Options for resurfacing of Bridport FC Car Park were under consideration. Members asked that consideration be given to ensuring that machines accepted cash, and to external funding to assist with the cost of resurfacing.
- Old Dairy site. A proposed building on the site would be considered by the planning authority on 19 January 2023, and there would be discussions about options for use thereafter, prioritising Bridport Museum.
- Mountfield office moves. Town Council officers would shortly move to the ground floor, to overcome lone working issues following the relocation of Dorset Council's reception to the Library. A meeting room and additional tenancies on the first and second floor would be facilitated by this change.
- Changing Places Toilet. Prices had risen since government funding was agreed for this facility, and a further report would be provided to consider how the additional cost might be met.
- Public toilets at The Mound, West Bay. These had been closed in January 2023 by Dorset Council, for a minimum period of six months, to allow repair of the harbour wall. Discussions were ongoing about a location for temporary alternative toilets.

The Town Clerk reported on a proposal by Bridport Community Kitchen to install three emergency homeless pods in Bridport. Detailed arrangements had been discussed

by the Council's Environment & Social Wellbeing Committee, and by Bridport Local Area Partnership. A potential issue for the committee would be a request that Town Council land be considered as possible locations.

RESOLVED: that agreement of potential locations for emergency homeless pods be delegated to the Town Surveyor.

RESOLVED: that the report of the Town Surveyor be noted and that the thanks of the committee be recorded in respect of the hard work carried out.

59. REPORTS FROM OUTSIDE BODIES

Cllr Gill Massey reported on a very successful Wassail at the Community Orchard on Sunday 15 January 2023, which approximately 200 people attended and that the Friends of the Millennium Green Trust held a very successful twelfth night evening at the Town Hall on Friday 6 January 2023.

Cllr Dave Rickard updated members on the current arrangements at the Arts Centre and that their 50th anniversary would be celebrated in the Summer of 2023.

Members considered future arrangements for reporting by representatives to outside bodies, noting the small number of reports, and that non-committee members were less able to engage.

RESOLVED: that the Town Clerk should table a report to Full Council on possible future arrangements for reporting from outside bodies.

60. COMMUNICATIONS

The Town Clerk reported a letter from AScape, asking to repurpose a West Bay Car Boot sale grant. He advised that as the change was required before a formal opportunity to consider as an agenda item, the matter would be dealt with by the Chairman under delegation, subject to any informal indications from members.

Members indicated support for the repurposing of the grant.

The Town Clerk further reported that despite significant complexities, the solar car ports project was nearing completion.

61. PAYMENT OF ACCOUNTS

The Finance & Office Manager presented Payments List 4 of the 2022/23 accounts, in the sum of £329,295.75, which had been authorised for payment since the last meeting.

RESOLVED: that List 4 of the 2022/23 accounts be approved and signed by the Chairman.

62. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

63. STAFFING MATTERS

The Town Clerk reported on proposed current and future arrangements for the post of Town Surveyor.

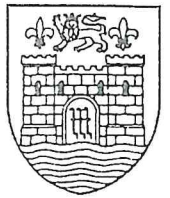
RESOLVED: that the arrangements for the post of Town Surveyor be approved as proposed.

The meeting closed at **9.08pm**.

The next meeting of the Committee will be held on 13 March 2023

Chairman SS Miller

Date 13 03 22



FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE AND SCRUTINY
SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on
Tuesday 7 June 2022 at 11.00am. /

PRESENT Cllr Sarah Carney (Chairman from item 2)

Cllrs:	Sandra Brown	Anne Rickard
	Maggie Ray	Dave Rickard (Leader ex officio)
	Martin Ray	Steve Williams

Also present: Paul Fuszard (Finance & Office Manager) and Will Austin
(Town Clerk).

1. ELECTION OF CHAIRMAN

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

RESOLVED: that Cllr Sarah Carney be elected as Chairman of the Sub
Committee for the ensuing municipal year 2022/2023.

PUBLIC FORUM

There were no members of the public present.

2. APOLOGIES

Apologies for absence were received from Cllrs Geoff Ackerman, Barry Irvine
and Ros Kayes.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

Subject to the addition of Cllr Sandra Brown as attending, the minutes of the
meeting of the Best Value and Scrutiny Sub Committee held on 1 March 2022
were confirmed as a correct record and signed by the Chairman.

5. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2021/22

The Finance and Office Manager reported that the Internal Auditor's final visit
for 2021/22 had taken place on 1 June 2022. No issues had been raised and
with sub committee approval, the report would be recommended to the Finance
and General Purposes Committee, along with the annual accounts.

The Finance and Office Manager further summarised the annual accounts for 2021/22, highlighting a lower than anticipated deficit, and a slight reduction in the overall level of reserves. He reported that income had recovered well following the relaxation of pandemic restrictions. The Town Clerk reminded members that after two years of the pandemic, there would now be a need to rebuild the level of general reserves, which would present an additional challenge for the 2023/24 budget setting process. He congratulated the Finance and Office Manager for his conscientious work, and members for supporting the community through Covid-19, whilst managing the financial impact.

RESOLVED: that the Finance and Office Manager be thanked for his effective stewardship.

RECOMMEND: that the report of the internal auditor be approved.

6. ANNUAL REPORT

Councillors considered the Town Councils draft Annual Report, ENCL: 3716.

The Town Clerk stated that the report would be published by the middle of June 2022.

Members highlighted some minor typographical errors, and

RESOLVED: that subject to typographical amendments, the Annual Report be approved for publication.

7. COMMUNITY GOVERNANCE REVIEW

The Town Clerk reported that the Town Council had made its submission in response to Dorset Council's second consultation on the Community Governance Review, reaffirming its support for proposals to establish a new council, based on the built-up area of Bridport. The proposals had been recommended by Dorset Council, who would be making a final decision at its Full Council meeting on 14 July 2022.

RESOLVED: that the update be noted.

8. GRANTS 2022/23 AND SLA REVIEWS

The Town Clerk reported that it was proposed to publicise the opening of the annual community grants scheme later in June. The West Bay Car Boot Sale grants scheme would be opened for applications in November 2022 and both would ask that consideration be given, though not exclusively, to projects that consider Climate Change, Rights Respecting, community resilience and social inclusion.

Discussions would take place in August and September 2022 with the SLA bodies, regarding their current Service Level Agreements, and reported to the sub committee in September 2022.

RESOLVED: that the arrangements for the 2022/23 grants schemes be noted.

RESOLVED: that the guidance be amended for 2022/23 to advise that applications that address the climate emergency, Rights Respecting, community resilience, and social inclusion are particularly welcomed.

9. INSURANCE RENEWAL

The Finance and Office Manager reported that a review will take place with the Town Council's insurers, prior to the renewal date of 1 September 2022. This was the fifth year of a five-year agreement, and there would be a need next year to test the market, before establishing a new agreement.

Members highlighted the need to incorporate ethical decision-making, and possibly community governance changes, into the procurement of a new agreement in 2023.

RESOLVED: that the update be noted.

10. FUTURE REPORTS

The Town Clerk advised that the next meeting in September 2022 was normally reserved for consideration of community grant applications, and that a separate additional meeting might be required to begin consideration of any changes to community governance affecting Bridport.

The meeting closed at **12.06pm**

The next meeting of this Sub Committee will be held on 6 September 2022 at the earlier time of 10.00am. This meeting will recommend community grant awards and may be followed by a sub committee business agenda.

Chairman Sarah Crag

Date 6/9/22

12. Copy of minutes recording consideration of the external auditor's report from 2021-22



Minutes of the meeting of **BRIDPORT TOWN COUNCIL** held in the Town Hall on Thursday 6 October 2022 at 7.00pm.

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

Cllr	Geoffrey Ackerman	Gill Massey
	Sandra Brown	Maggie Ray
	Sarah Carney	Martin Ray
	Kelvin Clayton	Anne Rickard
	Julian Jones	Dave Rickard
	Ros Kayes	

Also present: Will Austin (Town Clerk), Paul Fuszard (Finance and Office Manager) and 5 members of the public.

OPEN PUBLIC FORUM

Mr Chima Nwankwo spoke of his experiences of racism. He had lived in Bridport for over seven years and it had generally been a positive experience, but with some issues of race and indifference. Chima reported that he had been racially profiled twice by the Police and that his photograph had been taken without his consent. There had been an unwarranted implication of involvement in drug dealing, and an inadequate response to his concerns. He had involved the local MP at the time. He further reported a second instance of racism experienced when working for a local employer, when he had been wrongly implicated in an incident involving a different black person. He had also been told that he would not fit in.

Members thanked Chima for his openness in bringing forward these experiences, and discussed:

- The need to challenge Dorset Police in respect of their approach to people of colour;
- The importance of union membership in the workplace as a source of support;
- Work by Dorset Race Equality Council to train employers in unconscious bias and inclusivity;
- Other reported incidents of racism in Bridport;
- Engaging the Police in Bridport's Rights Respecting agenda;
- The limited statistics available on incidents in Bridport; and
- Defensive responses from organisations when concerns are highlighted.

Eddie Rose and Toby Pitfield, students at The Sir John Colfox Academy set out their views on the issue of racism. Eddie advised that:

- He had been involved in the school's and the town's Rights Respecting work, and this could be used as a basis for embedding rights in the local community;
- Training should be explored;
- Young people were active in addressing human rights, for example in relation to the climate crisis and Black Lives Matter;
- The limitations of the curriculum and resources in tackling racism;
- The challenges involved in addressing racism locally, given that most involved are white; and

- The potential for an event as part of an anti-racism campaign, possibly involving Stand Up 2 Racism and Complete Freedom of Truth, organisations that had previously engaged in the Black Lives Matter campaign locally.

Toby added that:

- There were issues at both a school and an individual level;
- The current generation of young people had the will to make things better; and
- A lack of diversity was hindering learning.

Members considered:

- Making funds available for an event;
- The ongoing activities of the Black Lives Matter campaign, including every Wednesday evening in Bucky Doo Square;
- A series of racist incidents witnessed in the past three years by local resident Dawn Mason, which the Mayor reported to the meeting; and
- A commitment by the Mayor to further address the issues raised at the meeting.

Nathalie Sherring, the Chief Executive Officer of the Dorset Race Equality Council (DREC), said that the organisation would support an event in Bridport, and that it was important to reinforce the message that it was everyone's responsibility to report racist incidents and to support victims.

The Mayor thanked all present for their engagement in this issue.

Bridport resident Gavin Fryer spoke of the benefits of introducing a 20mph speed limit across the wider Bridport area, and provided supporting statistics, including a study carried out by the University of Edinburgh.

The Mayor thanked My Fryer for his address.

The Town Clerk read out a statement from Ken Hussey, the Council's Market Superintendent and a local resident, who considered that a 20mph speed limit in Bridport would be of benefit to the market and to the North Allington area where he lived.

25. APOLOGIES

Apologies for absence were received on behalf of Cllrs Rose Allwork, Karen Hunt, Sarah Williams, Steve Williams and Barry Irvine, who had been granted a six-month leave of absence from 6 September 2022.

Council officers Daryl Chambers and Terri Foxwell had also submitted apologies.

26. DECLARATIONS OF INTEREST

Cllr Sandra Brown declared an interest in agenda item 6 (Motion – Twenty's Plenty) as a resident of North Allington. The Town Clerk advised of his view that, as the effect of the motion would be no greater on Cllr Brown than on any other resident in the area, she need not excuse herself from discussion and voting on the issue.

27. MINUTES

RESOLVED: that the minutes of the meeting held on 28 June 2022 be agreed as a correct record, and signed by the Town Mayor (Chairman).

28. QUESTIONS, IF ANY, PURSUANT TO STANDING ORDER 14 (a and b)

There were no questions pursuant to standing order 14 (a and b).

29. MINUTES OF COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 27 June 2022 were presented by the Committee Vice Chairman, Councillor Ian Bark.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 27 June 2022 be received.

(b) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 25 July 2022 were presented by the Committee Vice Chairman, Councillor Ian Bark.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 25 July 2022 be received.

(c) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 5 September 2022 were presented by the Committee Vice Chairman, Councillor Ian Bark.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 5 September 2022 be received.

(d) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 26 September 2022 were presented by the Committee Vice Chairman, Councillor Ian Bark.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 26 September 2022 be received.

(e) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 27 September 2022 were presented by the Committee Vice Chairman, Councillor Gill Massey.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 27 September 2022 be received and the recommendations therein be adopted, as set out below (each recommendation was moved, seconded and declared to be carried):-

(Minute 21) FINANCIAL ESTIMATES 2022/23 – 1ST REVISION

RESOLVED: that the 1st revision of the estimates for the year 2022/23 be approved.

(Minute 22) BUDGET PLANNING 2023/24 ENCL: 3746

RESOLVED: that the membership of the Budget Working Group includes Cllrs Sarah Carney, Julian Jones, Gill Massey, Maggie Ray, Martin Ray, Anne Rickard, Dave Rickard and Sarah Williams.

(Minute 28) APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

RESOLVED: that this be considered further at minute 36.

(Minute 29) COMMUNITY GOVERNANCE REVIEW

RESOLVED: that this be considered further at minute 37.

(f) **ENVIRONMENT AND SOCIAL WELLBEING COMMITTEE**

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 7 September 2022 were presented by the Committee Chairman, Councillor Kelvin Clayton.

RESOLVED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 7 September 2022 be received.

30. MOTION – TWENTY'S PLENTY

Cllr Kelvin Clayton presented the following motion, submitted in accordance with Standing Order 11 and worded as follows:

Bridport Town Council:

- Supports the *20's Plenty for Dorset* campaign;
- Calls on Dorset Council to implement 20mph across Bridport; and
- Will write to Dorset Council to request 20mph speed limits on streets throughout Dorset where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Cllr Clayton summarised a policy announced that day by Dorset Council, which he considered presented too many restrictions on implementing 20mph limits, including a focus on individual streets, or smaller groupings of streets. He considered that in Bridport, as an urban area, a wider application of the limit was needed as set out in the motion.

Members discussed:

- General support for the motion with a proviso that additional provisions might be needed in future;
- An expectation that there would be support and only be minor opposition to the proposal from within the community, and that the change would transform Bridport and address aggressive driving;
- The restrictive procedure adopted by Dorset Council, which unreasonably placed the onus on the local community;
- Excessive speeding in residential areas such as West Allington, with dangers exacerbated by narrow pavements;
- Successful implementation of 20mph zones in other places, such as Beaminster and London;
- Satellite navigation systems showing a 20mph limit in areas of Bothenhampton, where the limit was actually 30mph;
- A suggestion that all councillors should drive at 20mph and display car stickers to reinforce the message; and
- The pioneering of 30mph limits in the 1990s in the Piddle Valley.

Following the discussion, it was unanimously

RESOLVED: that the motion be approved.

31. POLICE REPORT

Consideration was given to a report from Inspector Mike Brown, ENCL: 3754.

Cllr Sarah Carney requested that future reports should include data on stop and search, and should show the ethnic breakdown.

RESOLVED: that a request be made in accordance with Cllr Carney's proposal.

RESOLVED: that the update be noted.

32. COMMITTEE MEMBERSHIPS

The Town Clerk reported that Cllr Barry Irvine had resigned his membership of the Environment & Social Wellbeing and Planning Committees, due to his extended absence from Council duties. There was an expectation that he would be re-elected to these committees on his return, but there was no legal option for a time-limited resignation and re-election would require a further decision of the Council. In the meantime, members were asked to consider nominations to replace Cllr Irvine on these committees.

Following discussion, it was

RESOLVED: that the vacant positions not be filled at this time, and that any volunteers to fill committee positions in the interim should contact the Town Clerk.

33. EXTERNAL AUDIT 2021/22

Consideration was given to a report of the Town Clerk, ENCL: 3755.

The Town Clerk summarised the report that set out a 26th consecutive year in which the external audit report contained no matters of concern, either major or minor.

RESOLVED: that the Finance & Office Manager be thanked for his work and diligence.

RESOLVED: that the report of the external auditor for the year 2021/22 be approved.

34. OPEN PUBLIC FORUM

RESOLVED: that the topic for discussion at the next full Council meeting shall be entitled "Conservation versus Energy Crisis".

35. BUDGET WORKING GROUP

The Town Clerk summarised a request from the Finance & General Purposes Committee that Full Council agree any nominations for membership of the Budget Working Group, over and above the eight members already approved by the Committee.

RESOLVED: that the membership for the 2022/23 Budget Working Group shall be Cllrs Sarah Carney, Julian Jones, Gill Massey, Maggie Ray, Martin Ray, Anne Rickard, Dave Rickard and Sarah Williams.

36. APPOINTMENTS & REPRESENTATIVES OF THE COUNCIL

The Town Clerk summarised a report to the Finance & General Purposes Committee, ENCL:3750, requesting that appointments to certain external bodies be agreed. The committee had resolved that this matter be referred to Full Council.

RESOLVED: that the additional appointments be made, as follows: -

- Bridport Museum Trust – no further appointments required
- Bridport Twinning Association – Cllr Ian Bark
- Bridport Charities – Cllr Sandra Brown
- Bridport Arts Centre – Cllr Dave Rickard
- Bridport & District Citizens Advice – Cllr Ian Bark
- Bridport Local Area Partnership – Cllr Sandra Brown
- Bridport FC – Cllr Dave Bolwell and Cllr Ros Kayes as a reserve

37. COMMUNITY GOVERNANCE REVIEW

Consideration was given to a report of the Town Clerk, ENCL: 3751.

The Town Clerk reported that following the outcome of the Community Governance Review, the role of the Community Governance Working Group would now change from one of proposing changes, to one of implementing change. Members were asked to confirm the membership going forward.

RESOLVED: that membership of the Community Governance Working Group be Cllrs Ian Bark, Sarah Carney, Kelvin Clayton, Julian Jones, Ros Kayes, Anne Rickard, Dave Rickard and Sarah Williams.

38. COMMUNICATIONS

The following items were reported for information:

- (1) The Town Mayor reported the list of engagements, ENCL: 3756, including work on youth as one of his Mayoral priorities for the year, and a very successful Civic Day. The Clerk advised he would consider the Youth and Community Centre as a possible venue for a future council meeting and for a presentation on the Centre's youth work.
- (2) The Leader reported that Dorchester had a community radio station and he had been asked if Bridport could replicate this. The Town Clerk agreed to investigate.
- (3) The Town Clerk reported that the Streetscape and Heritage Study had been completed, and that he had written to Dorset Council regarding support for business and the need for flexibility in allowing energy reduction measures, following the sad news of the closure of Leakers Bakery, an iconic and longstanding independent retail outlet in Bridport.

The meeting closed at **9.04pm**.

The next meeting of Bridport Town Council will be held on 22 November 2022

Chairman Ian Bark,
Date 22/11/22.

13. Explanation of change in declaration in respect of trust funds



BDO LLP
Arcadia House
Maritime Walk, Ocean Village
Southampton SO14 3TL
(councilaudits@bdo.co.uk)

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

will.austin@bridport-tc.gov.uk

28 June 2023

Dear Sir / Madam

Explanation of change in declaration in respect of trust funds

The following are changes in the Annual Governance Statement, the Accounting Statements, and the Annual Internal Audit Report for 2022/23, compared with the previous year 2021/22:

- **Annual Governance Statement.** The declaration at Section 1 (9) has changed from 'N/A' in 2021/22 to 'Yes' in 2022/23. This reflects the fact that the first meeting of the Bridport Communities Trust, to which the Town Council is the sole trustee, held its inaugural meeting on 9 January 2023.
- **Accounting Statements.** The declaration at Section 2 (11) changed from 'No' in 2021/22 to 'Yes' at 11a in 2022/23, reflecting the newly established sole trustee responsibility noted in Section 1 (9) as explained above. The declaration at Section 2 (11) changed from 'No' in 2021/22 to 'Yes' at 11b in 2022/23. In the year 2022/23 there were no Trust transactions.
- **Annual Internal Audit Report.** The declaration at O changed from 'Not applicable' in 2021/22 to 'Yes' in 2022/23, reflecting the information above and the auditor's satisfaction with the Council's compliance.

Please contact me should you require any further information.

Yours sincerely

Will Austin
Town Clerk

