

Minutes of the meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Monday 11 September 20223 at 7.00pm.

PRESENT: Cllr: Sarah Williams (Chairman)

Cllrs: Rose Allwork            Anne Rickard  
          Julian Jones            Dave Rickard  
          Gill Massey

Also in attendance: Cllr Ian Bark, Will Austin (Town Clerk), Paul Fuszard (Finance and Office Manager) Daryl Chambers (Town Surveyor) and Terri Foxwell (Tourist Information Centre Manager).

## **PUBLIC FORUM**

There were no speakers in the public forum.

### **15. APOLOGIES**

Apologies for absence were received on behalf of Cllrs Geoff Ackerman, Karen Hunt, Maggie Ray and Martin Ray.

### **16. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **17. MINUTES**

RESOLVED: That the minutes of the Finance and General Purposes Committee held on 12 June 2023 be confirmed as a correct record and signed by the Chairman.

Members noted that Full Council would be requested to consider changes to membership of the Best Value & Scrutiny Sub-Committee and the Finance & General Purposes Committee.

### **18. BEST VALUE AND SCRUTINY SUB COMMITTEE**

RESOLVED: that the minutes of the meeting of the Sub Committee held on 5 September 2023 be received and the following recommendations be approved.

#### **(Min. 15) Town Council Grants to Smaller Bodies 2023/24**

(a) that the following grants be approved under the General Power of Competence:

	£
Opera Circus – International Day of Democracy activities	300
Bridport Millennium Green Trust – Restoring entrance leading to meadow and wood	300
The Living Tree – Replace table tennis tables	300

The Stepping Out Cancer Rehabilitation Group – Group exercise and wellbeing scheme	500
Bridport Young Performers – room hire	300
The Bank of Dreams and Nightmares – Creative writing project	300
Bridport Literary Festival – Childrens event	300
Bridport Food Matters – Enhancing information between community food organisations	300
Bridport Heritage Forum – A house and a Street in Time project	500
***The meeting paused for a comfort break at 11:40am and resumed at 11:48am.***	
Equintervention CIC – 10 therapy pony sessions for people with learning difficulties	300
Bridport Local Food Group – Monthly breakfasts and after-school snack bar	300
Bridport Community Orchard Group – Create a shelter on the Community allotment site	500
The Burrough Harmony Centre – And Breathe...Bridport project	500
Bridport Youth Dance – Education programme	500
Bridport Youth Dance - Art and Dance in the land project	500
AsCape – Afterschool art club	500
Bridport Bandits – Re-kit the workshop * subject to the provision of the appropriate financial information	300
Bridport Gig Club – New seats for the new gig	300
Bridport Sea Cadets – Two-seater sit on kayak	350
Bridport Arts Centre – Archive display * subject to the provision of the appropriate financial information	450
Home-Start West Dorset – Travel support for volunteers who help support the families.	400
<b>Total Small Grants</b>	<b>£8,000</b>

RSEOLVED: that

- (i) the above grants be approved under the General Power of Competence, subject to conditions in three cases:
  - a. Bridport Local Food Group – provision of evidence as to how delivery of free meals will be targeted at those in need.
  - b. Bridport Bandits – provision of financial and other documentation as required by the application process.
  - c. Bridport Arts Centre – completion of missing elements from application form.
- (ii) The following applications be not supported at this time:
  - a. Pymore Village Management Company – proposal for annual funding arrangement to be developed by the Town Clerk and Town Surveyor.
  - b. Bridport Community Charter Fair – to be considered as part of the Town Council's overall funding for this event.
  - c. Bridport Community Shed – this initiative is receiving Town Council support in the form of a reduced-cost planning application.
  - d. Sustainable Bridport – to be considered as part of the Town Council's funding for improvements at Bridport Football Club Car Park.
  - e. B Sharp – due to level of funds held.

- f. Bridport Dance Festival – further information on the event, extent of partnership working, and evidence of a constituted organisation with a bank account are required.
- (iii) Unsuccessful applicants be reminded that the West Bay Car Boot Sale grants scheme opens for applications in November 2023.

**(Min. 16) Town Council grants to larger bodies 2023/24**

RESOLVED: that, subject to the approval of the Council Leader following Service Level Agreement review meetings, the grants under a one-year Service Level Agreement be awarded for 2023/24 as follows:

Bridport Arts Centre	Bridport Leisure Centre	Citizens Advice Bureau	Bridport Museum	Bridport Youth & Community Centre	West Bay Discovery Centre (BADT)	2020 Skate & Ride	Literary & Scientific Institute (BADT)	Total
£6,000	£4,000	£5,000	£6,000	£15,000	£3,000	£5,000	£5,000	£49,000

RESOLVED: that

- (i) review meetings with existing SLA recipients, and meetings with organisations currently funded by Allington, Bothenhampton & Walditch, and Bradpole Parish Councils consider funding options following the Community Governance Review.
- (ii) A meeting be arranged with The Lyric Theatre to discuss potential funding supported by a Service Level Agreement.

**19. FINANCIAL ESTIMATES 2023/24 – 1<sup>ST</sup> REVISION**

Consideration was given to a report of the Town Clerk, ENCL: 3832.

The Town Clerk and the Finance & Office Manager summarised the report, noting that significant expenditure to date on the Changing Places toilet facilities would be reimbursed by Dorset Council.

Cllr Julian Jones asked for clarification of the make-up of the Grants and Donations budget. The Finance & Office Manager advised that this included expenditure and income relating to West Bay Car Boot Sale and its grants scheme, in addition to the grant payments approved by the committee earlier in this meeting.

RECOMMENDED: that the 1<sup>st</sup> revision of the estimates for the year 2023/24 be approved.

RESOLVED: that the Finance & Office Manager for his work in the effective management of the Council's accounts.

**20. BUDGET PLANNING 2024/25**

Consideration was given to a report of the Town Clerk, ENCL 3833.

The Town Clerk reported on the proposed process and timetable for setting the Council's budget for 2024/25, and key issues for consideration. He further advised

that membership of the Budget Working Group would need to be reviewed. Following discussion, it was: -

RECOMMENDED: that

- (i) membership of the Budget Working Group shall be Cllrs Rose Allwork, Ian Bark, Sarah Carney, Julian Jones, Gill Massey, Anne Rickard, Dave Rickard and Sarah Williams; and
- (ii) further nominations be invited at the next Full Council meeting.

## **21. EXTERNAL AUDIT 2022/23**

The Town Clerk reported that while an initial query had been resolved with BDO LLP in respect of the year ending 31 March 2023, the audit was yet to be concluded.

RESOLVED: that the update be noted and that a response should be received by 30 September 2023.

## **22. SERVICES ADMINISTERED BY THE TOWN SURVEYOR**

The Town Surveyor updated members on:

- Replacement of town centre bunting
- Water repair at Mountfield
- Riverside Gardens path and sculptures
- Donated benches
- Millennium Green 'Ice House'
- Old Dairy Site
- New Zealand Footbridge
- Bridport WI Hall
- Changing Places Toilets
- Community Events
- Bridport FC and Plottingham Car Parks
- Solar Car Ports
- Boldwood House/Asset Transfers
- Water Refill Stations
- Morrisons Field Ramp
- Vehicle replacement

Members considered these and thanked Daryl Chambers, Town Surveyor, for all his hard work in progressing these so skillfully, and to Terri Foxwell, Tourist Information Centre Manager, for her work in delivering the Changing Places project.

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

## **23. COMMUNICATIONS**

The Town Clerk reported that traffic signals would be in place from that evening, for several days in the Magdalene Lane and North Allington areas, to allow for surveying in respect of the Foundry Lea development.

## **24. PAYMENT OF ACCOUNTS**

The Town Clerk presented List 2 of the 2023/24 accounts, in the sum of £471,831.41, which had been authorised for payment since the last meeting.

RESOLVED: that Payment List 2 of 2023/24 be approved and signed by the Chairman.

**25. 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.

**26. STAFFING MATTERS**

The Town Clerk updated members on a proposed staffing structure once the Community Governance review comes in to being, and an individual staffing matter.

RESOLVED: that the update be noted.

**27. PROPERTY MATTERS**

The Town Surveyor reported on the situation at one Town Council property.

RESOLVED: that the update be noted.

The meeting closed at **8.55pm**

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