

Minutes of the BRIDPORT COMMUNITIES TRUST MANAGEMENT COMMITTEE held at Mountfield, Bridport on Thursday 26 October 2023 at 11.00am.

PRESENT:

Cllrs: Ian Bark (Chairman from item 2), Sandra Brown and Sarah Williams.

Other members: Phyllida Culpin (Bridport Area Community Housing Trust)  
John West (Bridport Area Development Trust)  
Tim Crabtree (Wessex Community Assets)

ALSO PRESENT: Will Austin (Town Clerk) and Terri Foxwell (Tourist Information Centre Manager).

### **PUBLIC FORUM**

No members of the public attended for the Public Forum.

### **9. ELECTION OF CHAIRMAN**

RESOLVED: that Cllr Ian Bark be elected Chairman of the Committee for the municipal year 2023/24.

Cllr Bark took the Chair.

### **10. APOLOGIES**

Apologies for absence were received from Geoff Jones (Bridport & District Citizens Advice) and Bridport Business Chamber.

### **11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **12. MINUTES OF PREVIOUS MEETING**

RESOLVED: That the minutes of the Bridport Communities Trust Management Committee held on 27 April 2023 be confirmed as a correct record, and be signed by the Chairman.

### **13. ADMINISTRATIVE MATTERS**

The Town Clerk apologised for capacity pressures that had resulted in little progress with banking arrangements, Charity Commission registration, and a management agreement with Bridport Town Council

Members discussed:

- The need to determine the optimal trust structure for Charity Commission registration.

- The timetable for Charity Commission registration.
- The importance of an agreement setting out the respective roles of the Trust and Bridport Town Council.
- A preference for an ethical banking option.
- The urgency of the matters discussed given that the Trust could soon take on a second property, the West Bay Discovery Centre.

RESOLVED: that these administrative matters be pursued.

RESOLVED: that the Trust's preferred option for banking is Unity Trust.

#### 14. **PROPERTY MATTERS**

In respect of Bridport WI Hall, the Tourist Information Centre Manager reported that:

- Bookings were positive and regular hirers were happy with the arrangements following the transfer of the building to the Trust, and its management by the Town Council.
- New bookings had been attracted, including by the Town Council for indoor markets.
- A regular Saturday use was being sought.
- A programme of improvements was being developed, including a fire alarm, UPVC double glazing, a new suspended ceiling and insulation, and courtyard accessibility improvements. A full measured survey would be carried out shortly, and grant aid would be sought for the improvements.

Members discussed:

- Problems with the main door lock which meant the door could not be opened from the outside and had to be kept open at times. It was reported that this would be resolved by replacing the doors at the same time as the windows.
- The need for a competitive quotation/tendering process.
- Consideration of embodied carbon, for example in the insulation and windows chosen.
- The potential of the courtyard to improve the facility.
- Desirable technical improvements such as with the audiovisual equipment.
- The need for a maintenance programme and management plan for the building.

In respect of West Bay Discovery Centre, the Town Clerk reported that a draft transfer document had been provided by the Trust's solicitors, and this would be developed and agreed with the Bridport Area Development Trust alongside an agreement on the operation of the Centre by the Town Council.

Members discussed:

The development of a maintenance programme for the building.  
The relationship between, and respective roles of the Bridport Area Development Trust, the Town Council, and Bridport Communities Trust.  
The future arrangements for the Literary and Scientific Institute.

RESOLVED: that the property reports be noted.

**15. COMMUNICATIONS AND ONGOING ISSUES**

Cllr Sarah Williams highlighted the importance of an actions list, and registration of the Trust with the Charity Commission as a priority.

**16. FUTURE MEETINGS**

RESOLVED: that the scheduled dates for the next meeting of the Committee: 22 February 2024 (11.00am at Mountfield), be noted.

The meeting closed at **11.50am**.