

**Will Austin
Town Clerk**

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To all Town Councillors

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17 January 2024

Dear Councillor,

You are hereby summoned to a meeting of the Town Council to be held at **Bridport Town Hall on Tuesday 23 January 2024 at 7.00pm**, when it is proposed to transact the following business. Limited spaces will be available for public attendance.

Virtual attendance can be made available, provided a request is received by the Clerk, by midday on the day preceding the meeting.

Yours sincerely



Town Clerk

The meeting is open to the public

AGENDA

OPEN PUBLIC FORUM

Prior to the start of each ordinary Council meeting, there will be an Open Public Forum of up to 45 minutes for electors or residents in the parish of Bridport or adjoining parishes. This will be in two parts:

1. A public discussion on a particular issue of current interest. Items for discussion, which shall be introduced by a councillor, shall be agreed by a previous Council meeting. There will be no time limits on public contributions in this section of the Open Forum. The topic for discussion is "young people's experience of living in Bridport, and ideas for improvement".
2. Public questions or statements, primarily in respect of other items on the agenda of the Town Council meeting, but also in the interests of wider public discussion. Each question/contribution by a member of the public will not exceed three minutes in duration.

1. **APOLOGIES**
To receive apologies for absence submitted by Members, and to consider any new or extended leave of absence arrangements.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from members.
3. **MINUTES**
To approve the minutes of the meeting of the Town Council held on 21 November 2023 ([copy enclosed](#)).
4. **STANDING ORDER 14(b)**
Questions, if any, pursuant to Standing Order 14(b).
5. **COMMITTEES**
To receive and recommend adoption of the minutes of the following meetings:-
 - a. **Planning** **4 December 2023** **(previously circulated)**
 - b. **Planning** **8 January 2024** **[copy enclosed](#)**
 - c. **Finance & General Purposes** **15 January 2024** **[copy enclosed](#)**

Including the following recommendations:

(Minute No. 51) **Financial Estimates 2023/24 – 3rd Revision [ENCL: 3866](#)**
 RECOMMEND: that the 3rd revision of the estimates for the year 2023/24 be approved.

(Minute No. 52) **Budget and Estimates 2024/25 [ENCL: 3867](#)**
 RECOMMEND: (a) that the draft estimates for 2024/25 be approved as set out in Appendix A.
 (b) that the proposed fees and charges for 2024/25 be approved as set out in Appendix B.
 (c) 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.
 (d) that the draft capital programme and proposed use of reserves for 2024/25 and future years, as set out in section 4 of the report and at Appendix D.
 (e) 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 £1,032,114 with a consequent annual Band 'D' charge of £189.21.

(Minute No. 55) **Review of the Effectiveness of Internal Audit and Appointment of an Internal Auditor for 2024/25** ([ENCL: 3869](#))

RECOMMEND: that the existing internal audit arrangements continue for 2024/25.

(Minute No. 56) **Risk Assessment and Management: Annual Review** ([ENCL: 3870](#))

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

d. **Environment and Social Wellbeing** **10 January 2024** ([copy enclosed](#))

6. **COMMUNITY GOVERNANCE REVIEW**

To receive updates on the Community Governance Review, including a submission by Bradpole Parish Council, [ENCL: 3872](#), and a request from Bothenhampton & Walditch Parish Council, [ENCL: 3873](#), and to agree any actions arising.

7. **CIVIC EVENTS**

Town Clerk to report on matters for consideration for Commonwealth Day, Mayor Making, the 80th anniversary of D-Day, the 50th anniversary of the Town Council, and the end of the council term.

8. **URGENT REQUESTS**

Town Clerk and Town Surveyor to report on:

- (i) a request to expand the existing beach matting at West Bay;
- (ii) a request to stage a new annual event at Asker Meadows; and
- (iii) matters relating to the repair of West Bay harbour wall.

9. **DORSET TOWN OF CULTURE**

To agree a representative to the advisory group for this project.

10. **REPORTS FROM OUTSIDE BODIES**

To receive such reports from member representatives to outside bodies as may be relevant to the Full Council (other committee-specific reports to be made to the appropriate committee).

11. **OPEN PUBLIC FORUM**

To recommend the issue for discussion at the next Open Public Forum at the Council meeting to be held on 26 March 2024.

12. **ANNOUNCEMENTS & COMMUNICATIONS**

To receive such announcements and communications as the Town Mayor, Leader of the Council or the Town Clerk may wish to report.

The next meeting of Bridport Town Council will be on 26 March 2024