



Will Austin
Town Clerk

To: Members of the Finance and General
Purposes Committee - Cllrs:
Rose Allwork, Sandra Brown, Karen Hunt,
Julian Jones, Gill Massey, Maggie Ray,
Martin Ray, Anne Rickard and Sarah Williams

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

(Copy for information to other members of the
Town Council)

e-mail: Will.Austin@bridport-tc.gov.uk

29 February 2024

Dear Town Councillor,

You are summoned to a meeting of the Finance and General
Purposes Committee, to be held at **Mountfield, Rax Lane, Bridport,
DT6 3JP** on **Thursday 7 March 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 for members of the public,
provided a request is received by the Clerk, by midday on the day
preceding the meeting.

Yours sincerely

Town Clerk

This meeting is open to the press and public

AGENDA

PUBLIC FORUM

Immediately preceding the Committee's meeting a period of up to 30
minutes, or less as the case may be, will be allowed for members of the
public present, who are electors or residents in the parish of Bridport or
adjoining parishes, to ask questions and make statements in respect of
items on the agenda of this Finance and General Purposes Committee
meeting.



1. **APOLOGIES**
To receive apologies for absence submitted by members.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest by members.
3. **MINUTES**
To confirm the minutes of the meeting of the committee held on 15 January 2024 (previously circulated but enclosed for members of the Committee).
4. **BEST VALUE AND SCRUTINY SUB COMMITTEE**
To receive the minutes of the meeting held on 5 March 2024 (to be tabled at the meeting), and to approve any recommendations therein.

Unless otherwise resolved by the sub-committee, the recommendations are expected to include:
 - **West Bay Car Boot Sale Grants Panel** – to approve the recommendations of the panel for grant awards.
 - **Internal Audit** – to approve the latest interim report of the Internal Auditor.
 - **Investment Review 2023/24 and Strategy 2024/25** – to note investments made in 2023/24, and approve a strategy for 2024/25.
 - **Asset Register** – to approve the Asset Register and delegate any final amendments to the Town Clerk and the Chairman of Finance & General Purposes Committee.
 - **Annual Town Meeting arrangements** – to approve the draft agenda for the Annual Town Meeting (19 March).
 - **Standing Orders** – to approve an amendment to incorporate revised Neighbourhood Plan JCC governance arrangements from 1 April 2024.
 - **Media Policy and Social Media Policy** – to approve draft policies.
 - **Menopause Policy** – to approve a draft policy.
5. **MARKET & BUSINESS LIAISON WORKING GROUP**
To receive the notes of the meeting held on 6 February 2024 (copy enclosed) and to consider any recommendations therein.
6. **ENVIRONMENT & SOCIAL WELLBEING COMMITTEE**
To consider any recommendations arising from the meeting of 6 March 2024 (to be reported at the meeting).
7. **WEST BAY DISCOVERY CENTRE**
To consider a report of the Town Clerk, ENCL: 3890, and agree any actions arising.
8. **SERVICES ADMINISTERED BY THE TOWN SURVEYOR**
To receive a verbal update from the Town Clerk, including, but not limited to:
 - Plottingham Field – planning application
 - Bridport WI Hall improvements
 - Mountfield – replacement windows



- Bridport Football Club Car Park enhancements
- Court Orchard Green enhancements
- St Mary's Field – refurbishment of shelter
- UK Shared Prosperity Fund bids – Bridport Futures Learning Hub and Bridport FC Car Park

and to agree any actions arising.

9. **COMMUNITY GOVERNANCE REVIEW**
To consider any urgent matters that require decisions prior to the implementation of community governance changes on 1 April 2024, ahead of the pre-election period beginning on 11 March 2024.
10. **FEES AND CHARGES**
To consider and re-confirm fees and charges for 2024/25, [ENCL: 3891](#), and to approve a delegation to vary fees for community or financial benefit.
11. **BUDGET 2023/24 – EARMARKING**
Finance & Office Manager to report on the delegation of potential funds to be earmarked from 2023/24 budgets. Members to agree ad hoc delegations as appropriate.
12. **PENSIONS DISCRETIONS POLICY - REVIEW**
To consider a report of the Town Clerk, [ENCL: 3892](#).
13. **REPORTS FROM OUTSIDE BODIES**
To receive any updates within the remit of this Committee.
14. **COMMUNICATIONS**
To receive any updates for information.
15. **PAYMENT OF ACCOUNTS**
List number 5 - 2022/2023 will be laid on the table.
16. ***PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960***
"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."
17. **REVIEW OF STAFFING**
To consider a review of staffing, ENCL: 3893, and agree any actions arising.
18. **PROPERTY MATTERS**
To report on Town Council tenancies, and members to agree any actions arising.

The next meeting of the Committee will be on 10 June 2024