

# All About BTC!



## A summary guide to Bridport Town Council

<b>Contents:</b>	<b>Page</b>
What is a Town Council?	2
What does Bridport Town Council do?	3-4
What area does the Town Council cover?	5
What land and buildings is the Council responsible for?	6
Staffing structure	7
Town Council officers	8
Websites and social media	9
Key employment information	9
Key corporate policies	10
Financial information	11
Town councillors and council meetings	12
Committee Structure	13

# Bridport Town Council

## We hope this document will help you:

- Understand how the council works
- Find key policies and rules
- Find other key information



## What is a Town Council?

Parish and Town Councils are one and the same in most respects. They are statutory bodies and are local authorities in their own right. They have a range of statutory powers and so act within a body of legislation. They are the most local level of government and are sometimes described as the tier of local government closest to the people. Such councils can represent the concerns and aspirations of a genuine local community. Town Councils are different in that their Chairman can take on the role of Mayor – a figurehead for the town and a focus for civic pride. Some smaller Parish Councils do not have a permanent office or full-time staff and will meet in the local hall or school. Some larger councils such as Bridport Town Council can cover quite large populations and will often provide or help provide a wide range of services, such as local facilities, giving grants to local groups and maintaining allotments. The range of powers of local councils continues to change and grow and are many and varied including:

- the purchase of land and buildings
- providing and maintaining parks, other green areas and highway verges
- provision of community and recreational facilities
- crime prevention measures including provision of CCTV
- provision of grants to local organisations

Did you know that your parish/town councillors are responsible for, take an active part in, or are consulted on nearly everything happening in the local area that affects residents in that area?

Town Councils are funded through the Council Tax, although additional income can be raised through the services they provide or through delegation of funding from other bodies. Town Councils are strictly audited each year. Councillors must adhere to a Code of Conduct and complete a Register of Interests. This means that they are fully accountable to the public and assures the community that decisions are always taken in the public interest.

## What does Bridport Town Council do?

Our website at [www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk) will tell you all you need to know about our services.



The main areas we are involved in are:

- Allotments – we provide and manage over 200 allotment plots across Bridport.
- Beach Wheelchairs and Matting – we are responsible for these, and work in partnership with volunteers and other local organisations to deliver the service.
- Bridport Local Area Partnership – we provide clerical and administrative support to the partnership, which brings together nearly 100 local organisations.
- Capital Projects – we deliver and support projects for community benefit. Recent examples include our solar car ports at Plottingham Car Park, Changing Places toilets, public WiFi in West Bay, and support for the refurbishment of the Literary and Scientific Institute, West Bay Discovery Centre and Bridport Youth & Community Centre.
- Car Parks – we own and manage two of Bridport's public car parks, at Bridport Football Club and Plottingham.
- Cemetery – The Town Council manages Bridport Cemetery, which is such an important and highly regarded asset for the town.
- Charity Collection Licences – we process licences to collect for charity in Bridport, via the Tourist Information Centre.
- Civic and Ceremonial – the Town Mayor and Deputy Mayor are elected from Bridport's Town Councillors, and they attend a wide range of events as the town's representatives.
- Community Bus – we launched a round-Bridport bus service in 2018 to enable residents to access the town centre and other parts of the town following withdrawal of support for similar services by the County Council.
- Community Representation and Leadership – although the smallest of the councils that provide services in Bridport, our position as a statutory public body gives us a strong voice in representing the community to other local and national public sector bodies. We also take a lead on issues of importance to the community, including recently establishing Bridport as a 'Rights Respecting' town.
- Environmental – we look after all public highway verges and various other green and open spaces in Bridport (including Asker Meadows, and Bucky Doo Square), manage sites and a range of footpaths, and hold events to promote environmental, health and wellbeing issues. Our grounds maintenance work is expanding quickly, as we take on work on behalf of Dorset Council and other local organisations. Our environmental work includes community leadership in areas such as climate change.



- Events – The Town Council is represented at the Food Festival and Melplash Show, as well as providing logistical and other support for a host of local events each year. These include Christmas Cheer, Carnival, Torchlight Procession, Folk Festival and the Hat Festival. We also organise the Community Charter Fair in May, and the Remembrance Sunday Parade in November.
- Grants – the Town Council currently awards over £90,000 a year in grant support to community organisations.
- Hire/Lease of Facilities – we have conference, meeting and events venues at Mountfield, the WI Hall, the Salt House and the Town Hall, which are available for private hire. We also offer long leases at Council-owned properties for office, commercial and community uses.
- Markets – We manage Bridport Market, West Bay Summer Market, other one-off speciality markets, and West Bay Car Boot Sale. We are also the market authority for Bridport – no-one else should stage a market without our permission.
- Planning – the Town Council is a statutory consultee on planning applications, and a partner with other local councils in developing the Bridport Area Neighbourhood Plan.
- Play Areas – The Town Council maintains a number of play areas, including the fully accessible West Bay Play Area.
- Public Toilets – we are responsible for the public conveniences at East Street Car Park, and the Changing Places toilets at the Bus Station and West Bay Road Car Park.
- Sitting Out Licences and A-Boards – we manage these on behalf of Dorset Council.
- Tourist Information Centre – As well as its tourism and community information services, the TIC manages the Town Hall, Bucky Doo Square, the Bridport and West Bay web site and the production of the Town Guide. It provides a Box Office Service to a range of local organisations and events including the Electric Palace and the BridLit Festival.
- West Bay Discovery Centre – an interpretation and information facility for visitors and residents alike, located in the former Methodist Chapel.

<https://www.westbaydiscoverycentre.org.uk/>

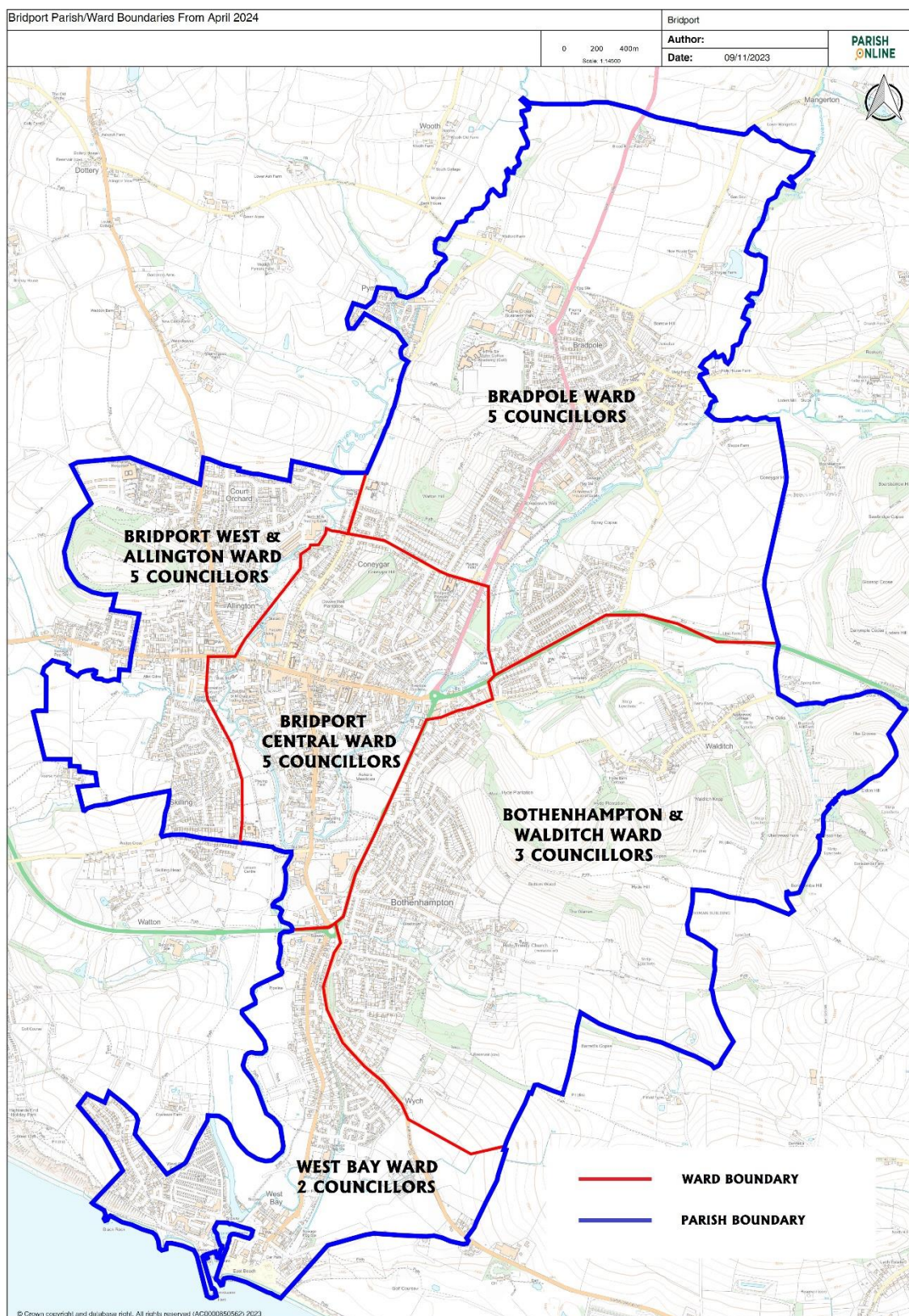
A team of 28 staff led by the Town Clerk delivers these services. Our work is governed by councillors who make decisions at Full Council meetings, Council committees, and Sub-Committees.

**Every year we add to this list of services and responsibilities!**



## What area does the Town Council cover?

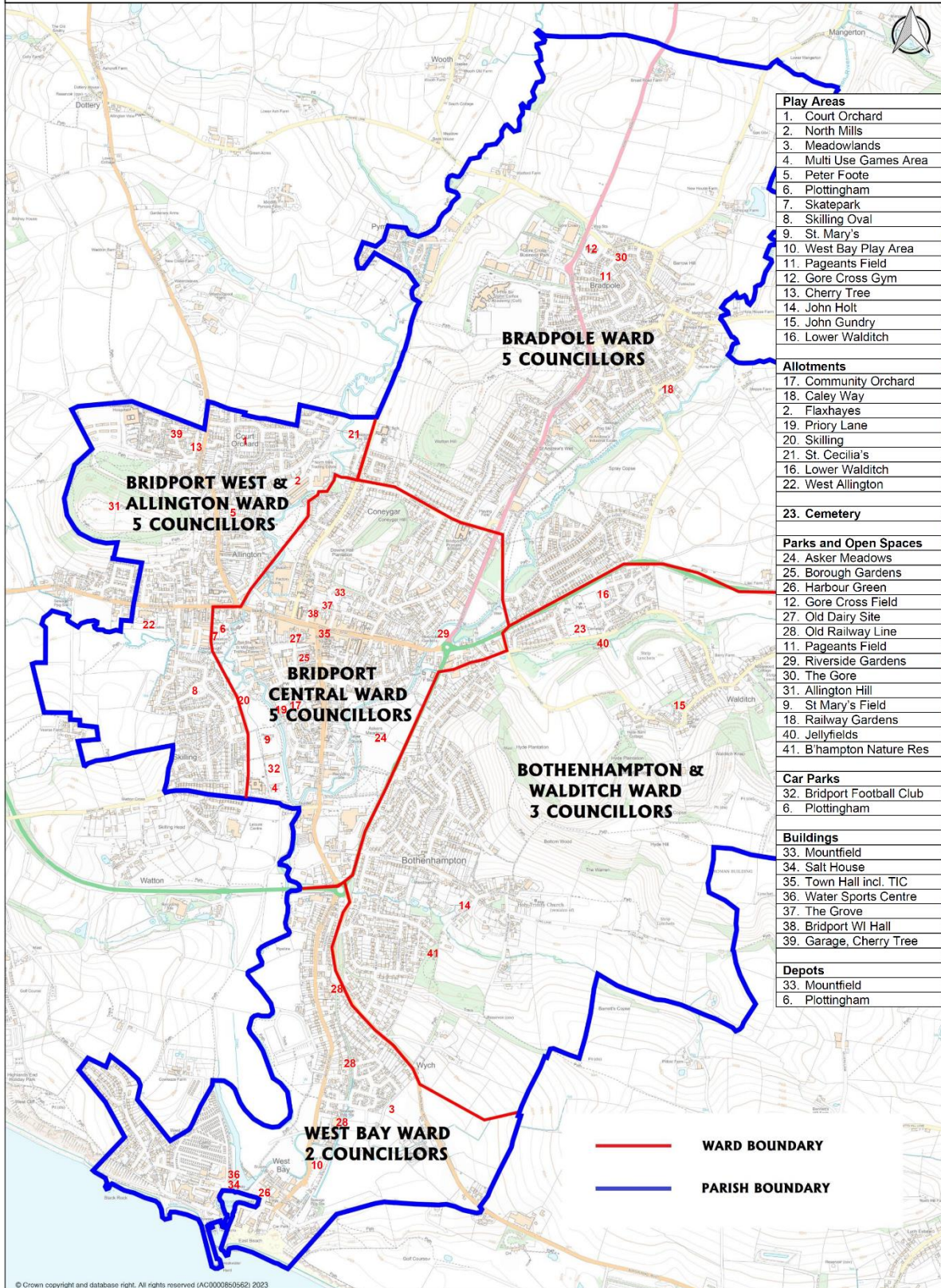
The map below shows the Bridport parish boundary (blue) and the five 'wards' represented by town councillors:



# What land and buildings is the Town Council responsible for?



## Land and Buildings Owned, Leased or Managed by Bridport Town Council (2024)

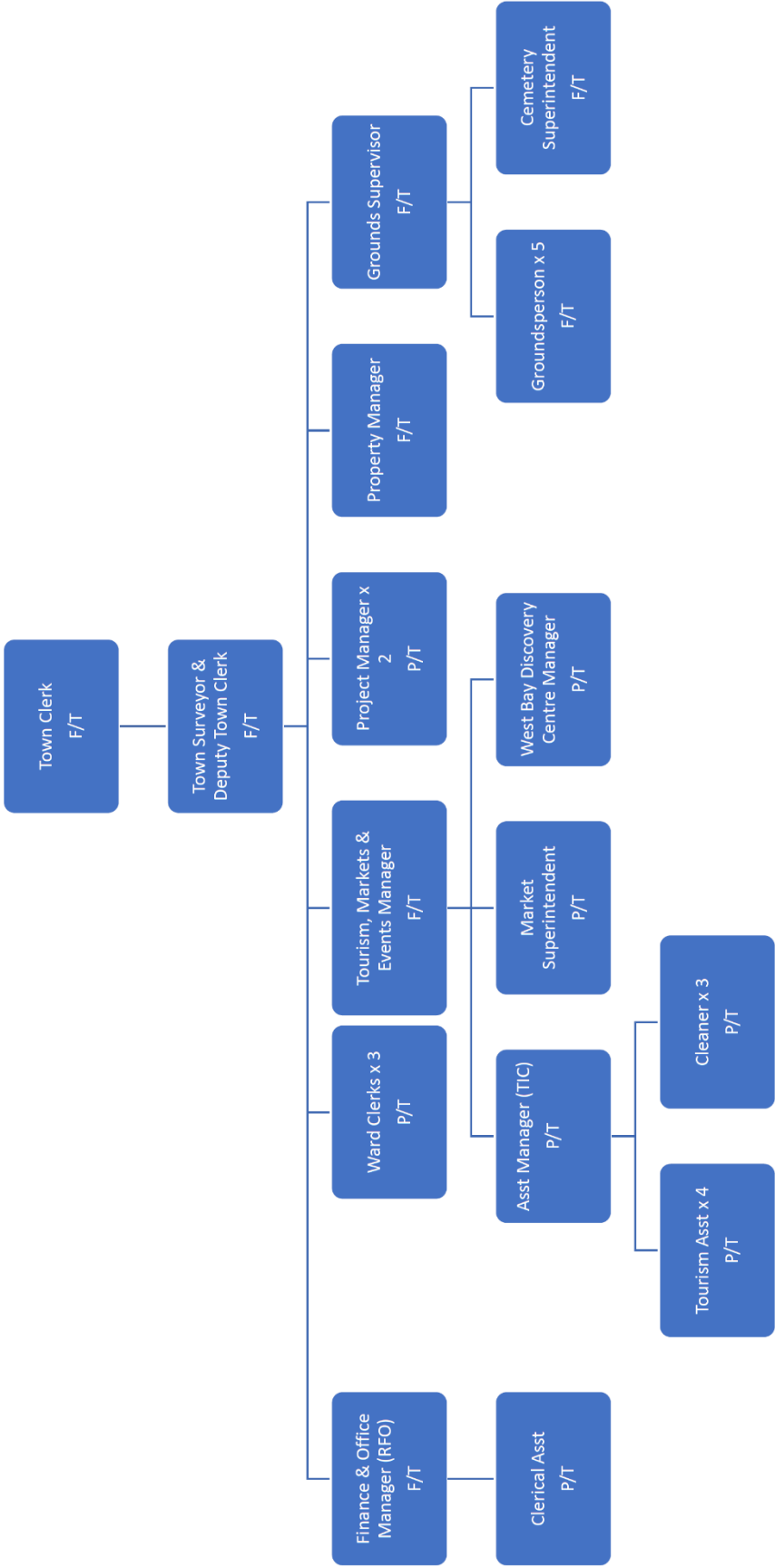


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**Town Council staffing structure:**



**Staffing Structure**



**Staff:**

**Town Clerk:** Will Austin  
**Town Surveyor:** Daryl Chambers  
**Finance & Office Manager:** Paul Fuszard  
**Project Managers:** Caroline Pearce, David Dixon  
**Property Manager:** Claire Peters-Way  
**Ward Clerks:** Sandy Goldsmith, Jo Hughes, and Amy Stephenson  
**Tourism, Markets & Events Manager:** Terri Foxwell  
**TIC Assistant Manager:** Rebecca Jones  
**TIC Assistants:** Jill Beed, Grace Mynard, Billy Shearer, and Charlotte Hicks  
**West Bay Discovery Centre Manager:** Macarena Styles

**Clerical Assistant:** Steven Yarde  
**Market Superintendent:** Ken Hussey  
**Cemetery Superintendent:** Paul Violet  
**Lengthsman:** Ed Wootton  
**Grounds Supervisor:** Sean Coombs  
**Groundsman:** Tim Smith  
**Groundsman:** George Foster-Grellis  
**Groundsman:** Pete Ward  
**Groundsman:** Jake Brook  
**Town Hall Caretaker:** Darryl Hills  
**Mountfield Cleaner:** Clare Violet  
**East Street Cleaner:** Lisa Craig



## Websites, Social Media and ICT

- Main Town Council website: [www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)
- Visitor/Community website: [www.bridportandwestbay.co.uk](http://www.bridportandwestbay.co.uk)
- Rights Respecting website: [www.bridportrightstown.org](http://www.bridportrightstown.org)
- Town Council Facebook: [www.facebook.com/BridportTownCouncil](http://www.facebook.com/BridportTownCouncil)
- TIC Facebook: [www.facebook.com/BridportTIC](http://www.facebook.com/BridportTIC)
- TIC Twitter: [www.twitter.com/BridportTIC](http://www.twitter.com/BridportTIC)
- TIC Instagram: [www.instagram.com/bridport.tic](http://www.instagram.com/bridport.tic)

## Key employment information

This information sits alongside (i) the contract of employment, (ii) the Council's Staff Handbook, and (iii) Council policies and procedures.

**Accident reporting** – via the Town Clerk

**Annual leave** – as per the contract of employment. Standard contractual provision, in addition to bank/public holidays, is 24 days for new employees, rising to 29 days after five years' service. Two extra-statutory days also given and to be taken at times convenient to the Council.

**Expenses** – payable for business costs subject to authorisation. Mileage at 45p per mile, other expenses on provision of receipts.

**First aid** – trained First Aiders at all work locations.

**Parking** – by prior arrangement with your line manager.

**Pay** – monthly on the last Wednesday of the month

**Pension** – all officers are enrolled in the Local Government Pension Scheme on commencement, unless an 'opt out' form is completed.

**Professional subscriptions** – paid/reimbursed if a requirement of the role, or at the discretion of the Council.

**Training & development** – training as required for the role and/or for employee development, with the approval of the Town Clerk. Annual appraisal by line manager.

**Union membership** – the Town Council recognises the right of employees to join a trade union.

## Work locations:

- Mountfield, Rax Lane, Bridport DT6 3JP
- Bridport TIC, Bucky Doo Square, South Street, Bridport DT6 3LF
- Plottingham Depot, Rear of Boldwood House, West Allington, Bridport DT6 5BJ
- Bridport Cemetery, East Road, Bridport DT6 4SE
- Some officers also work from home



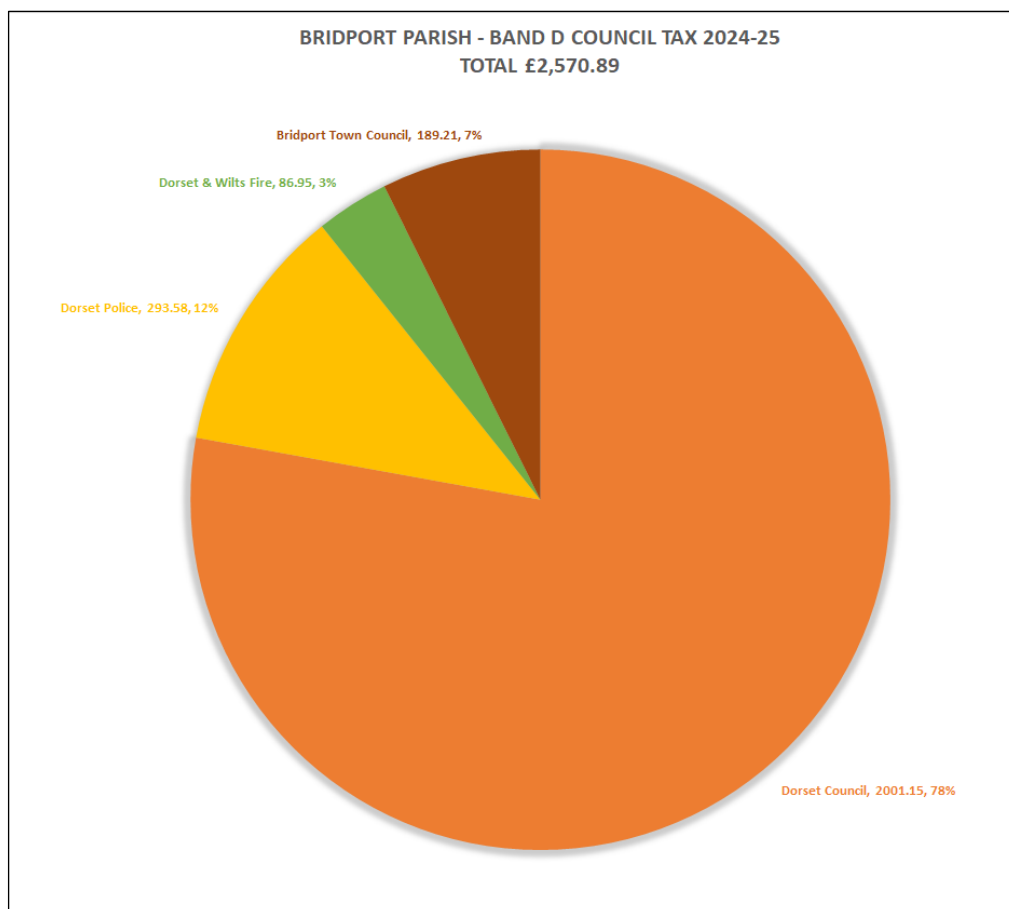
## Key corporate policies

- [Climate Emergency Action Plan](#)
- Council Constitution and other corporate policies – <https://www.bridport-tc.gov.uk/about/town-council-policies-and-financial-information/>
- [Emergency & Resilience Plan](#)
- [Environmental Policy](#)
- [Equal Opportunities Policy](#)
- [Ethical Decision-Making Policy](#)
- [Health & Safety Policy](#)
- [Information & Data Protection Policy](#)
- [Media Policy](#)
- [Menopause Policy](#)
- [Rights Respecting Charter](#)
- [Safeguarding Policy](#)
- [Social Media Policy](#)
- [Town Council Five-Year Plan](#) (update due 2024)



## Town Council financial information

Budget 2024-25	2024/2025	
	Expenditure	Income
Administration	£451,760	£15,956
Precept		£1,032,114
Office Expenses	£21,750	£0
Mountfield	£41,490	£64,100
The Grove	£27,950	£38,000
W.I. Hall	£15,000	£15,000
Town Hall	£17,785	£23,000
Tourist Information Centre	£385,445	£215,900
Civic	£7,518	
Cemetery	£24,125	£25,375
Amenity Areas & Playing Fields	£416,590	£49,088
Market	£16,015	£93,000
Miscellaneous	£21,190	
Grants and Donations	£75,970	£6,000
Salt House & Fisherman's Green	£3,925	£18,000
Other Council Services	£78,270	£9,250
<b>TOTAL</b>	<b>£1,604,783</b>	<b>£1,604,783</b>

























## When does the Town Council meet?

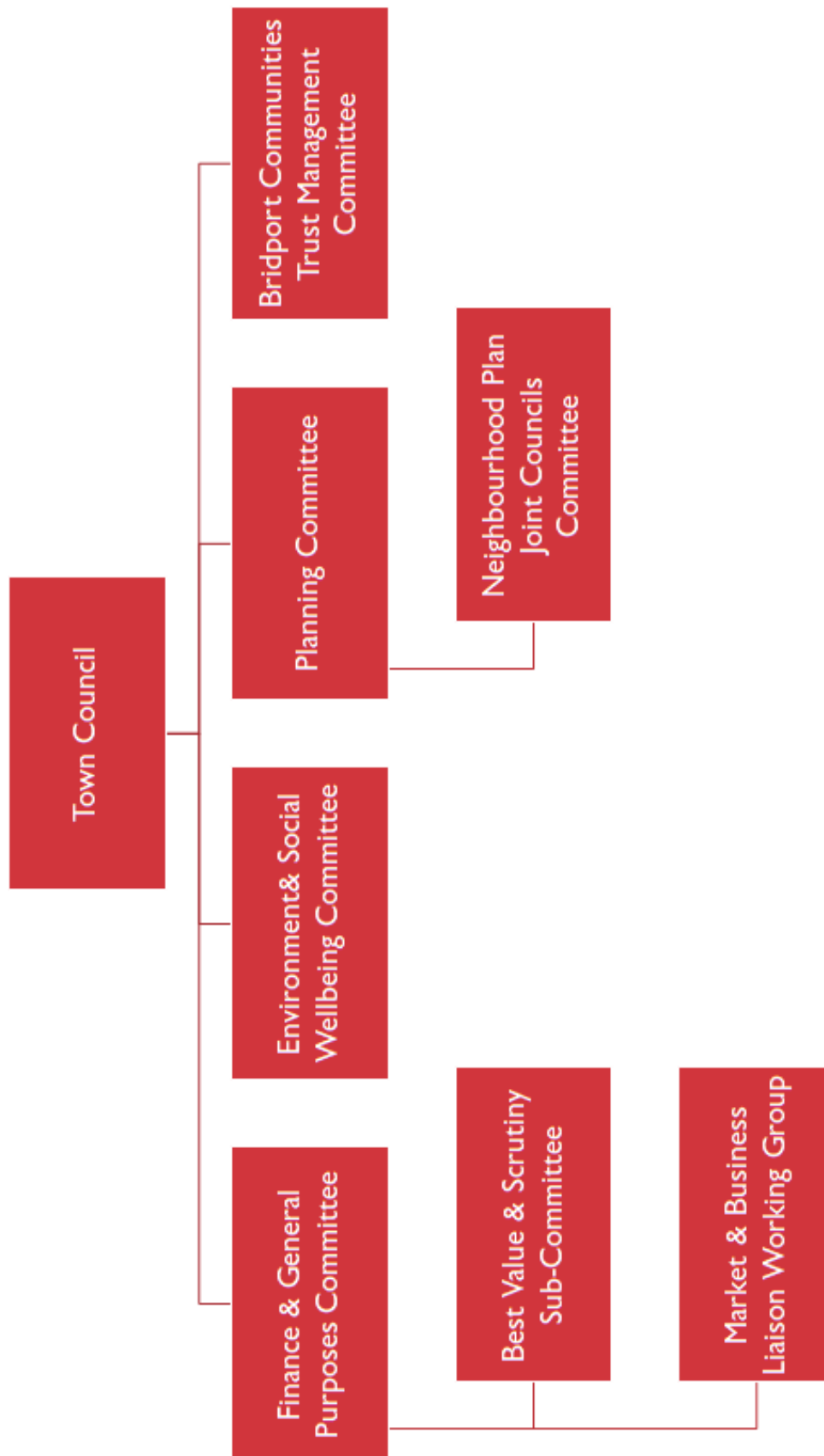
The Full Council meets six times a year in the evening. The Council committees variously meet either monthly, every two months or quarterly, again mainly in the evenings. Councillors sometimes agree to set up working parties or other groups to meet on an ad hoc basis for particular issues. These ad hoc groups generally meet in the daytime.

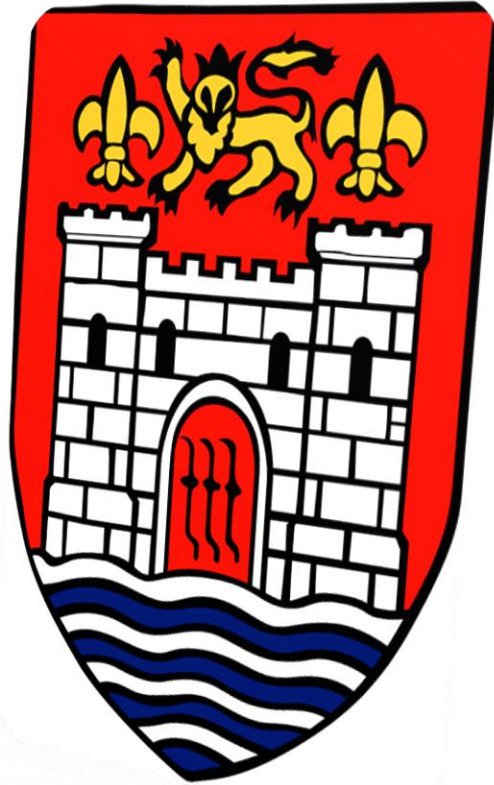
Our meetings schedule, available from a link on our website home page at <https://www.bridport-tc.gov.uk/>, shows the calendar of formal council meetings for the current municipal year (the year starting with the Annual Town Council meeting in May).

 <p>Nigel Amor n.amor@bridport-tc.gov.uk Bradpole Ward</p>	 <p>Kelvin Clayton k.clayton@bridport-tc.gov.uk Bridport Central Ward</p>	 <p>Anne Rickard a.rickard@bridport-tc.gov.uk Bothenhampton &amp; Walditch Ward</p>
 <p>Ian Bark i.bark@bridport-tc.gov.uk Bradpole Ward</p>	 <p>Andrew Holdridge a.holdridge@bridport-tc.gov.uk Bothenhampton &amp; Walditch Ward</p>	 <p>Dave Rickard d.rickard@bridport-tc.gov.uk Bridport Central Ward</p>
 <p>Bridget Bolwell b.bolwell@bridport-tc.gov.uk Bothenhampton &amp; Walditch Ward</p>	 <p>Julian Jones j.jones@bridport-tc.gov.uk West Bridport &amp; Allington Ward</p>	 <p>Bev Thornton b.thornton@bridport-tc.gov.uk West Bridport &amp; Allington Ward</p>
 <p>Dave Bolwell d.bolwell@bridport-tc.gov.uk West Bay Ward</p>	 <p>Anna Killick a.killick@bridport-tc.gov.uk Bradpole Ward</p>	 <p>Sarah Williams sj.williams@bridport-tc.gov.uk Bridport Central Ward</p>
 <p>Jonathan Bourbon j.bourbon@bridport-tc.gov.uk West Bridport &amp; Allington Ward</p>	 <p>Ann Langridge a.langridge@bridport-tc.gov.uk West Bay Ward</p>	 <p>Steve Williams sc.williams@bridport-tc.gov.uk West Bridport &amp; Allington Ward</p>
 <p>Sarah Carney s.carney@bridport-tc.gov.uk West Bridport &amp; Allington Ward</p>	 <p>Paddy Mooney p.mooney@bridport-tc.gov.uk Bradpole Ward</p>	 <p>David Worthington d.worthington@bridport-tc.gov.uk Bridport Central Ward</p>
 <p>Rob Casey r.casey@bridport-tc.gov.uk Bradpole Ward</p>	 <p>Nigel Rawlings n.rawlings@bridport-tc.gov.uk Bridport Central Ward</p>	

Councillors guide our work through debate and decision-making at council meetings. To do this effectively they should also engage with their community.

## Committee Structure





Bridport Town Council March 2025

Mountfield  
Rax Lane  
Bridport  
Dorset  
DT6 3JP

01308 456722

[enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk)

[www.bridport-tc.gov.uk](http://www.bridport-tc.gov.uk)