

**Sally Freemantle
Town Clerk**

To all Town Councillors

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15 September 2026

Dear Councillor,

You are hereby summoned to a meeting of the Town Council to be held at **Mountfield, Rax Lane** on **Tuesday 22 September 2026 at 6.30pm**, when it is proposed to transact the following business. Limited spaces will be available for public attendance.

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 overall time limit on public contributions in this section of the Open Forum. The topic for discussion is the Farming Community Network.
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 23 June 2026 ([copy enclosed](#)).
4. STANDING ORDER 4(k)(vi)
Questions, if any, pursuant to Standing Order 4(k)(vi) – Receipt and consideration of any questions from councillors, provided such questions are notified to the Proper Officer, in writing, at least two clear days before the meeting.
5. COMMITTEES
To receive the minutes of the following meetings, and adopt the decisions therein:

a. Planning	20 July 2026	(copy enclosed)
b. Planning	7 September 2026	(copy enclosed)
c. Finance & General Purposes	14 September 2026	(copy enclosed)

Including the following recommendations:

Min No.28 (ii)	Best Value and Scrutiny Sub Committee minute 11
RECOMMENDED:	that an earmarked reserve be created for the remaining £4,670 for grant funding should any application be made during the remainder of the financial year.
Min No.34	Banking Arrangements
RECOMMENDED:	(i) that Councillors [names redacted] remain as signatories, Councillor [names redacted] to be removed as signatory and Councillors [names redacted] are agreed as additional signatories. (ii) that a timescale of 48hours for approval of payments. (iii) that it be agreed to continue with the current method of payment for non-electronic payments. (iv) to update of the Financial Regulations to reflect the new authorisation process (see agenda item 16 below).
Min No.38	Mountfield Top Floor Accommodation
RECOMMENDED:	(i) the resolution of June 2026 to market the top floor accommodation at Mountfield, Rax Lane as a commercial let be reversed pursuant to Standing Order 7(a);

- (ii) the top floor accommodation at Mountfield, Rax Lane be let as a residential accommodation on an Assured Periodic Tenancy, subject to the Town Clerk being authorised to finalise the necessary legal, compliance and tenancy arrangements.

d. Environment and Social Wellbeing 9 September 2026

(copy enclosed)

6. AGAR / COMPLETION OF EXTERNAL AUDIT
Consideration be given to [ENCL: 4172](#) showing that the external auditor's opinion is that Bridport Town Council has completed the Annual Governance and Accountability Return (AGAR) in line with Proper Practices and that there are no matters which give cause for concern or that regulatory requirements have not been met.
7. SLADES GREEN AND GREEN LANE MANAGEMENT PLAN 2026-2031
To adopt the Management Plan, [ENCL: 4168](#).
8. REPORTS
To receive any reports from:
 - Dorset Police
 - Dorset Council members
 - Bridport Town Council ward members
9. PUBLIC OPEN FORUM
To decide the topic for the next (November) meeting of the Town Council. To consider the proposed topic of Youth Voice by Dorset Council (Jayne Browne) for the January meeting of the Town Council.
10. COMMUNICATIONS
To receive such communications as the Town Mayor, [ENCL: 4169](#), Leader of the Council and the Town Clerk may wish to report to Council.
11. 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 public be temporarily excluded and they are instructed to withdraw.
12. FRAMPTONS BUTCHERS LEASE
To consider a report of the Town Clerk, ENCL: 4170.

13. BRIDPORT TENNIS CLUB LEASE
To consider a report of the Town Clerk, ENCL: 4171.
14. MOUNTFIELD TOP FLOOR ACCOMMODATION
To consider a report of the Town Clerk, ENCL: 4173.
15. BANKING ARRANGEMENTS
To consider a report of the Finance and Office Manager, ENCL: 4174.
16. FINANCIAL REGULATIONS
To agree the proposed new Town Council's Financial Regulations (yellow highlights indicate changes), ENCL: 4175.
17. ELECTRIC PALACE
To consider a report of the Town Clerk (to follow).
18. STAFFING MATTERS
To consider a report of the Town Clerk, ENCL: 4176.

The next meeting of Bridport Town Council will be on 24 November 2026