

Will Austin  
Town Clerk

Mountfield  
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DT6 3JP  
Phone 01308 456722

To: Members of the Finance and General  
Purposes Committee - Cllrs:  
Nigel Amor, Rob Casey, Andrew Holdridge,  
Anna Killick, Ann Langridge, Paddy Mooney,  
Nigel Rawlings, Anne Rickard and Sarah  
Williams.

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(Copy to other Town Council Members)

4 June 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 **Monday 10 June 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**

1. ELECTION OF CHAIRMAN  
To elect a Chairman for the municipal year 2024/25.

### **PUBLIC FORUM**

Prior to the remainder of 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 committee meeting.

2. APOLOGIES  
To receive apologies for absence submitted by Members.

3. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest by members.
4. **ELECTION OF VICE-CHAIRMAN**  
To elect a Vice-Chairman for the municipal year 2024/25.
5. **MINUTES**  
To confirm the minutes of the meeting of the Committee held on 7 March 2024 (previously circulated but enclosed for members of the Committee).
6. **BEST VALUE AND SCRUTINY SUB COMMITTEE**  
To receive the minutes of the meeting held on 4 June 2024 and to consider the recommendations therein (enclosed).
7. **ENVIRONMENT & SOCIAL WELLBEING COMMITTEE**  
To consider recommendations arising from the meeting of the Environment & Social Wellbeing Committee held on 5 June 2024.
8. **SERVICES ADMINISTERED BY THE TOWN SURVEYOR**  
Town Surveyor to report on projects, including, but not limited to:
  - Bridport WI Hall improvements
  - Plottingham Fields regeneration
  - St Mary's Fields footpaths
  - Sale of land at the Old Railway Line
  - Mountfield roof, decoration and windows
  - Council wards – tree surveys and verges
  - Court Orchard Green improvements
  - Community events
  - Town centre bunting
  - Works to graves at Bridport Cemetery
  - West Bay Discovery Centre (excluding confidential matters to be considered under agenda item 16)

and to agree any actions arising.

9. **MARKET AND BUSINESS LIAISON WORKING GROUP**
  - (i) To confirm the existing Working Group remit – “to take forward issues relating to the market and local business promotion” – and note the scheduled dates for meetings: 18 June 2024, 15 October 2024, 4 February 2025 and 8 April 2025, all at 4pm; and
  - (ii) To agree any changes to the membership and representatives of Bridport Business Chamber, Bridport and District Tourism

Association, Federation of Small Businesses, Bridport Local Area Partnership, Totally Locally, and Bridport Market.

10. APPOINTMENTS & REPRESENTATIVES OF THE COUNCIL  
Town Clerk to report. Members to agree any actions arising.
11. PAYROLL GIVING  
Town Clerk to report on, and members to consider, a proposal to agree to enter into a contract with an approved payroll giving agency.
12. COMMUNICATIONS  
To receive any correspondence for urgent communication.
13. PAYMENT OF ACCOUNTS  
To approve List Number 6 – 2023/2024, [ENCL: 3909.](#)  
To approve List Number 1 – 2024/2025, [ENCL: 3910.](#)
14. *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."*
15. STAFFING MATTERS  
Town Clerk and Town Surveyor to report on staffing matters.  
Members to agree any actions arising.
16. WEST BAY DISCOVERY CENTRE  
Town Clerk and Town Surveyor to report on employment, contractual, and operational matters relating to the transfer of the Centre. Members to agree any actions arising.
17. THE GROVE  
Town Surveyor to report on tenancy matters. Members to agree any actions arising.
18. MOUNTFIELD  
Town Surveyor to report on the proposed renewal of a tenancy agreement with Dorset Council. Members to agree any actions arising.

**The next meeting of the Committee will be held on 9 September 2024**