

**Will Austin
Town Clerk**

Mountfield
Bridport
DT6 3JP
Phone 01308 456722

To all Town Councillors

e.mail: will.austin@bridport-tc.gov.uk

20 November 2024

Dear Councillor

You are summoned to a meeting of the Town Council, to be held at **Bridport Town Hall on Tuesday 26 November 2024 at 7.00pm**, when it is proposed to transact the business shown in the agenda below.

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

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:

- 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. No specific topic has been agreed for this discussion.
- 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 under this section will not exceed three minutes in duration.

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 Town Council held on 24 September 2024 [\(copy herewith\)](#).
4. STANDING ORDER 4(k)(vi)
Questions from members, if any, received by the Clerk at least two days prior to the meeting, in accordance with Standing Order 4(k)(vi).
5. COMMITTEES
To receive and consider the minutes of the following meetings:
 - a. **Planning** **22 July 2024** [\(copy enclosed\)](#)
 - b. **Planning** **04 November 2024** [\(copy enclosed\)](#)
 - c. **Finance and General Purposes** **11 November 2024** [\(copy enclosed\)](#)

Including the following recommendations:

(Min. No. 45) **FINANCIAL ESTIMATES 2024/25 – 2nd REVISION**
RECOMMENDED: that the 2nd revision of the estimates for the year 2024/25 be approved.

(Min. No. 49) **REPRESENTATIVES TO OUTSIDE BODIES**
RECOMMENDED: that Full Council be asked to elect representatives to Bridport Local Food Group and Bridport Millennium Green Trust.

(Min. No. 50) **INTERNAL AUDIT ENGAGEMENT 2024/25**
RECOMMENDED: that Lightatouch be appointed as the council's independent internal auditor for 2024/25.

 - d. **Environment and Social Wellbeing** **06 November 2024** [\(copy enclosed\)](#)
6. REMOTE ATTENDANCE AND PROXY VOTING
To consider a report of the Town Clerk, [ENCL: 3945](#).
7. TOWN COUNCIL FIVE-YEAR PLAN
To consider a report of the Town Clerk, [ENCL: 3946](#).

8. REPRESENTATIVES TO OUTSIDE BODIES
 - (i) To receive any reports, relevant to the Full Council, from councillor representatives to outside bodies; and
 - (ii) If not considered under item 5(c)(Min. No. 49) above, to agree councillor representatives to Bridport Local Food Group and Bridport Millennium Green Trust.

9. PUBLIC OPEN FORUM
To agree issue for discussion at the next Open Forum.

10. TOWN CRIER'S REPORT
To receive details of the Town Crier's engagements from 1 November 2023 to 31 October 2024, [ENCL: 3947](#).

11. COMMUNICATIONS
To receive such communications as the Town Mayor, [ENCL: 3948](#), Leader of the Council and the Town Clerk may wish to report to Council.

The next full meeting of Bridport Town Council will be held on 21 January 2025.