



Bridport Town Council

Why work in Bridport?

Bridport is an exceptional place to live and work, offering natural beauty, community spirit, and creative energy. With its strong sense of local pride, Bridport is a friendly and welcoming town where you'll instantly feel connected, whether you're participating in community groups, attending local events, or simply enjoying the town's vibrant atmosphere. As the UK's only Rights Respecting Town, Bridport is deeply committed to human rights, environmental sustainability, and community health.

Located on the Jurassic Coast, Bridport is surrounded by stunning landscapes, including scenic walking routes and the picturesque West Bay beaches, all part of the town's charm. The town combines the best of both worlds—independent shops, a twice-weekly street market, and four supermarkets—alongside a range of small, family-run restaurants and cafes offering diverse cuisine, from British to South East Asian, Italian to Indian, and of course, the popular fish and chips of West Bay.

Culturally, Bridport is thriving, with a lively arts scene that includes the famous Bridport Literary Festival and a wide array of live events, films, and exhibitions at venues like the Bridport Arts Centre, the Electric Palace, and the Lyric Theatre. The town is home to a large creative community that celebrates local talent and welcomes innovation. The town has a fascinating history, particularly known for its rope-making industry that dates back to medieval times. You can explore this heritage at Bridport Museum and West Bay Discovery Centre.

Despite its small size, Bridport is well-connected to nearby towns and cities like Dorchester, Weymouth, and Exeter, offering easy access to larger hubs while maintaining its charm. The nearest train stations in Axminster, Dorchester and Crewkerne take you to Southampton, London, Exeter and beyond.

Living and working in Bridport means being part of a dynamic, forward-thinking community in one of the UK's most beautiful and inspiring locations. Whether you're seeking a fulfilling career or a peaceful, purposeful lifestyle, Bridport offers the perfect balance.

Why work for Bridport Town Council?

Bridport Town Council offers a supportive and forward-looking environment for those looking to make a real impact in a thriving, engaged community. Despite a small population of just 13,500 people and a dedicated team of 20 Councillors and 28 employees, we consistently deliver at a level comparable to much larger organisations, thanks to our proactive and collaborative approach.

We are outward-focused, building strong partnerships and fostering relationships that expand our influence and enhance community life. We work with Dorset Council to deliver services, local businesses to seek joint funding opportunities, and the Bridport Local Area Partnership (BLAP) which brings together around 100 community groups to address key issues like homelessness, health, and wellbeing.

We manage a wide array of services that enrich the community, including:

- Allotments
- Bridport Cemetery
- Charity fundraising car boot sale
- Community buildings for hire
- Community grants
- Civic/community events
- Highway verge maintenance
- Parks, open spaces, and play areas
- Planning and the Neighbourhood Plan
- Public foot/cycle paths
- Round-town bus service
- Sitting-out licensing and A-boards
- Tourist Information Centre
- Twice weekly market
- West Bay Discovery Centre

These services are guided by a five-year corporate plan, developed in consultation with residents, to ensure alignment with the town's priorities.

We place a strong emphasis on community engagement, with numerous opportunities for residents to get involved, such as:

- Over 6,000 people participating in our Access & Movement Study
- A comprehensive consultation on Community Governance Review proposals
- Hosting and engaging at numerous public events, including the popular Community Charter Fair
- Offering hybrid meetings to increase accessibility, both in person and virtually
- Regular councillor engagement sessions out and about in the community

Here at Bridport Town Council, we go above and beyond to support the community, embracing our role as a proactive and compassionate organisation:

- Proudly declared the UK's only Rights Respecting Town, advocating for human rights within the community
- Managing services beyond the parish boundary, benefiting neighbouring areas
- Leading the drive to achieve more affordable housing in Bridport
- Saving community assets, including the Tourist Information Centre, Youth & Community Centre and WI Hall, ensuring vital local resources remain available

With our diverse and innovative approach, Bridport Town Council is an inspiring place to work, where every team member plays a key role in shaping a vibrant and resilient community.

All About BTC!



A summary guide to Bridport Town Council

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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 Chair 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 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 and will be commencing a pilot Bridport to West Bay bus service from June 2025.
- 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 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/>

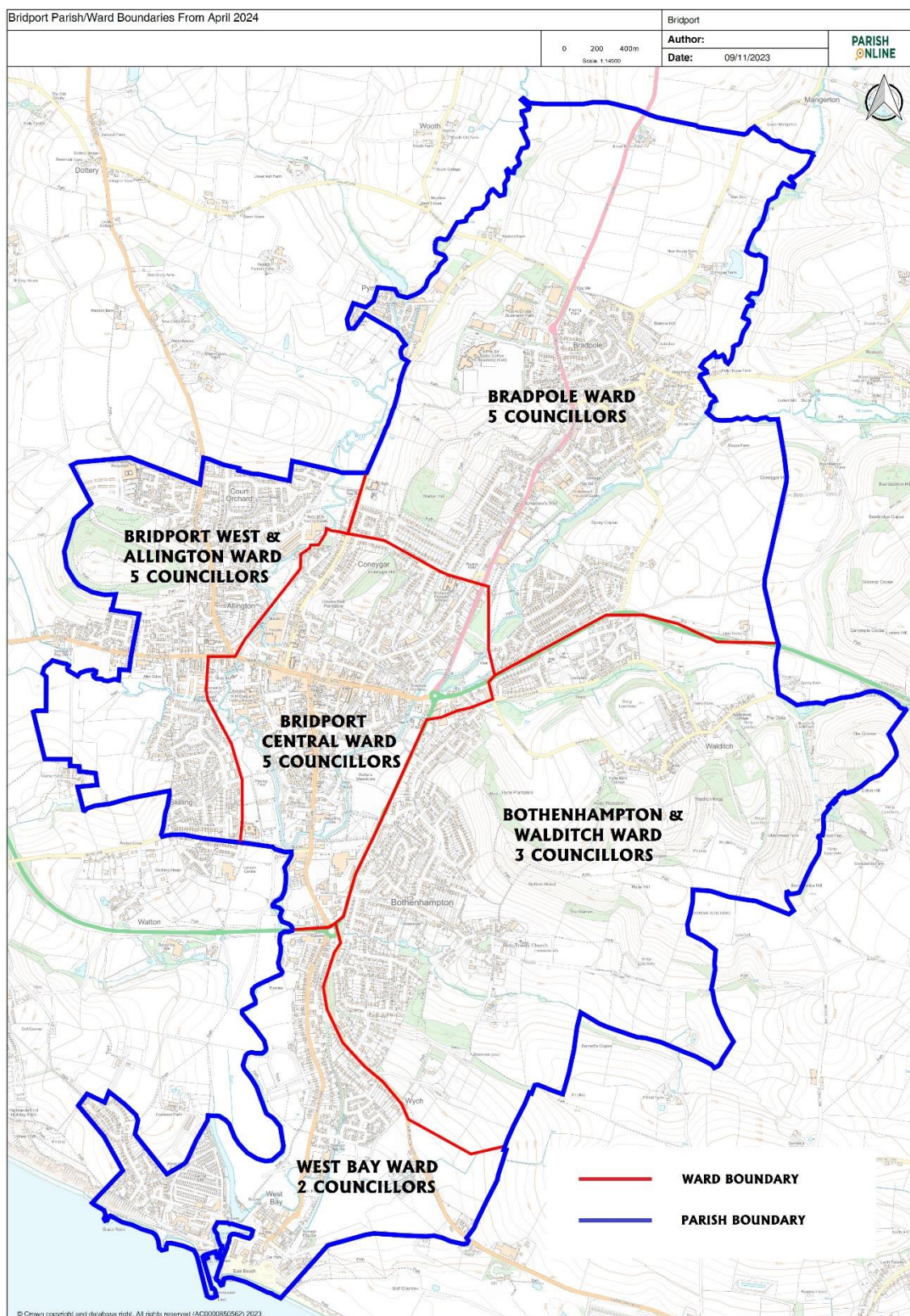
A team of 28 staff led by the Town Clerk delivers these services. Our work is governed by councillors who make decisions at Full Council meetings, Council committees, and Sub-Committees.

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



What area does the Town Council cover?

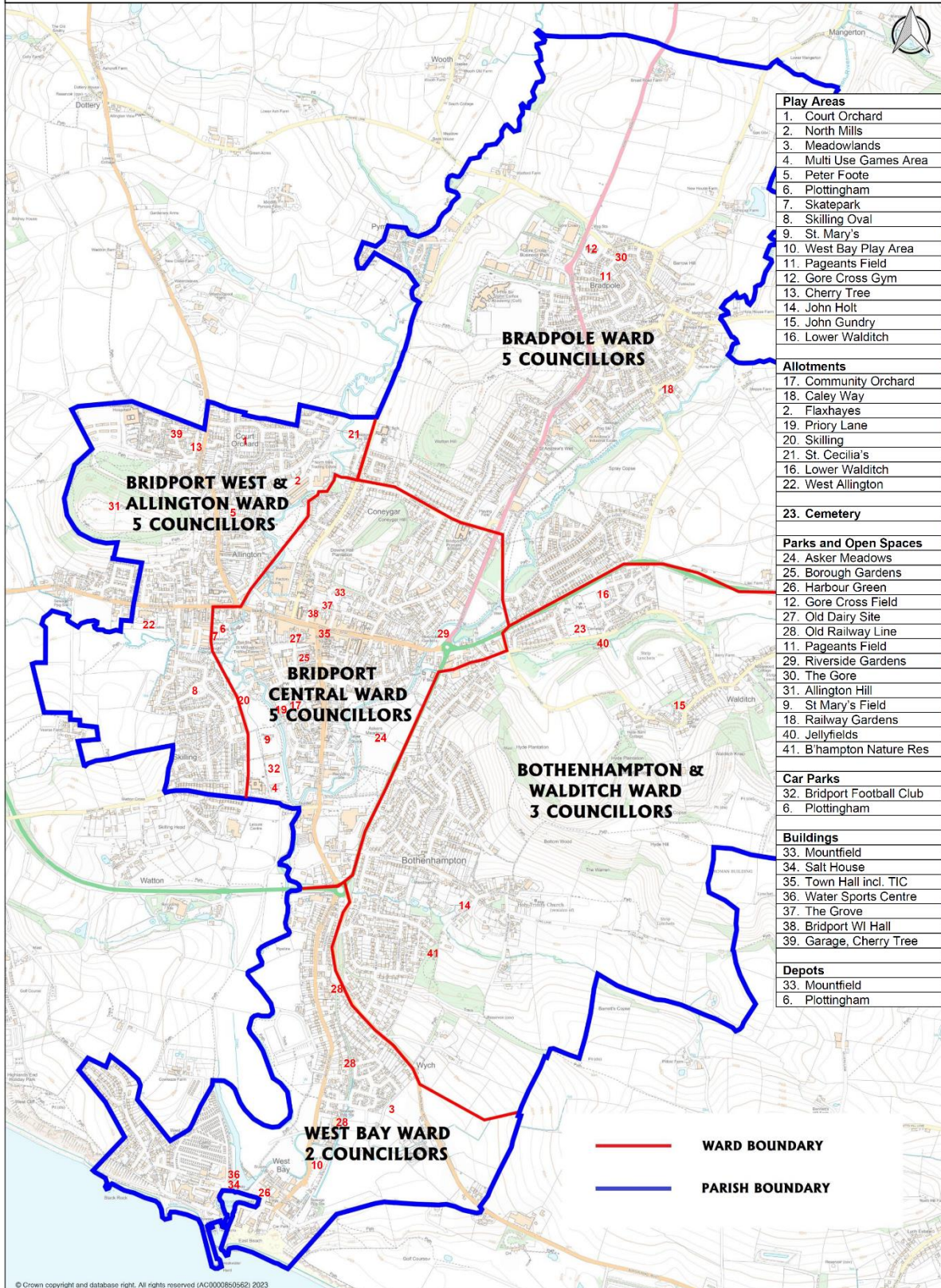
The map below shows the Bridport parish boundary (blue) and the five 'wards' represented by town councillors:



What land and buildings is the Town Council responsible for?



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

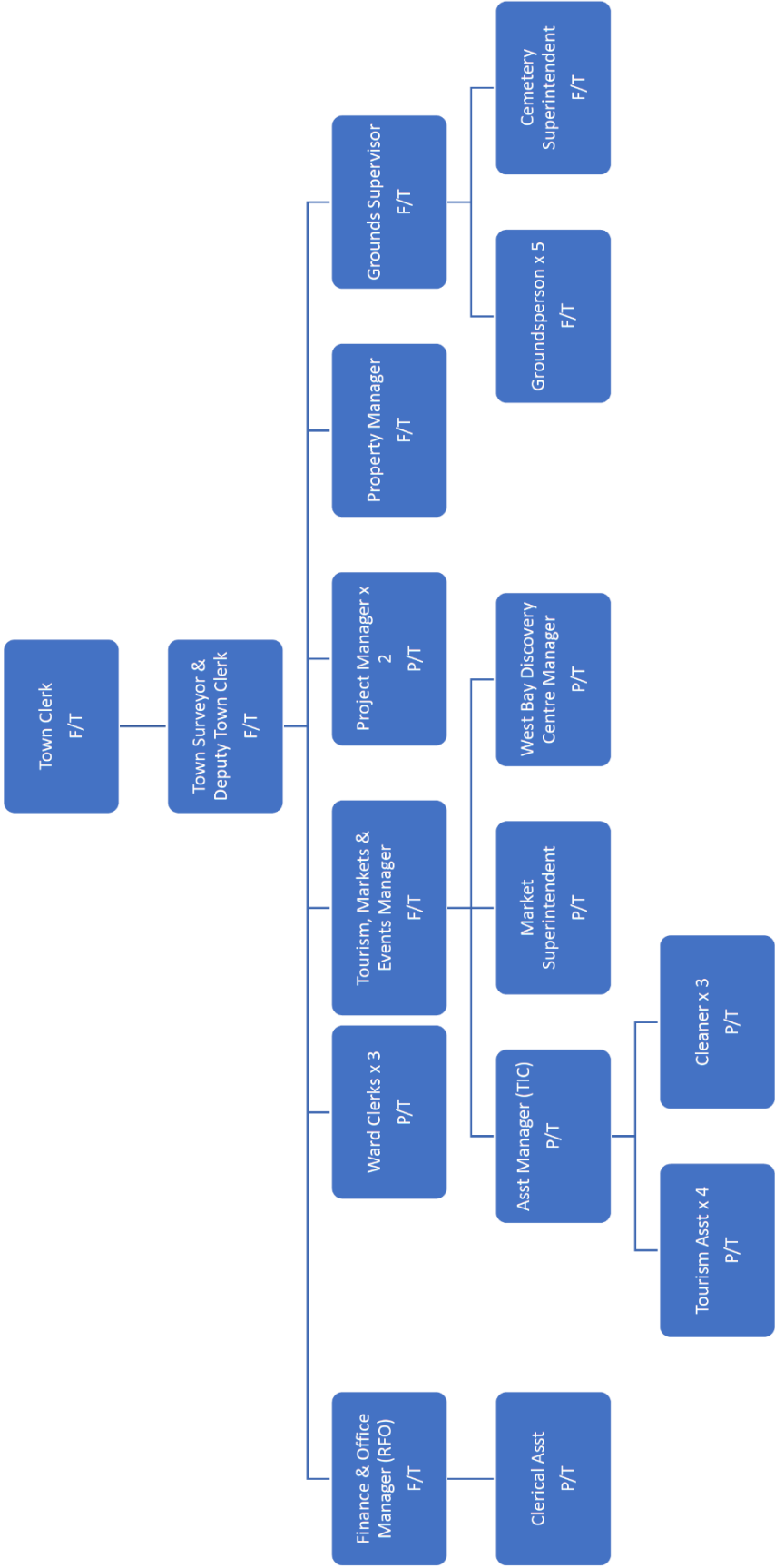


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Town Council staffing structure:



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
- Visitor/Community website: www.bridportandwestbay.co.uk
- Rights Respecting website: www.bridportrightstown.org
- Town Council Facebook: www.facebook.com/BridportTownCouncil
- TIC Facebook: www.facebook.com/BridportTIC
- TIC Instagram: www.instagram.com/bridport.tic
- TIC BSKy: www.bridporttic.bsky.social

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



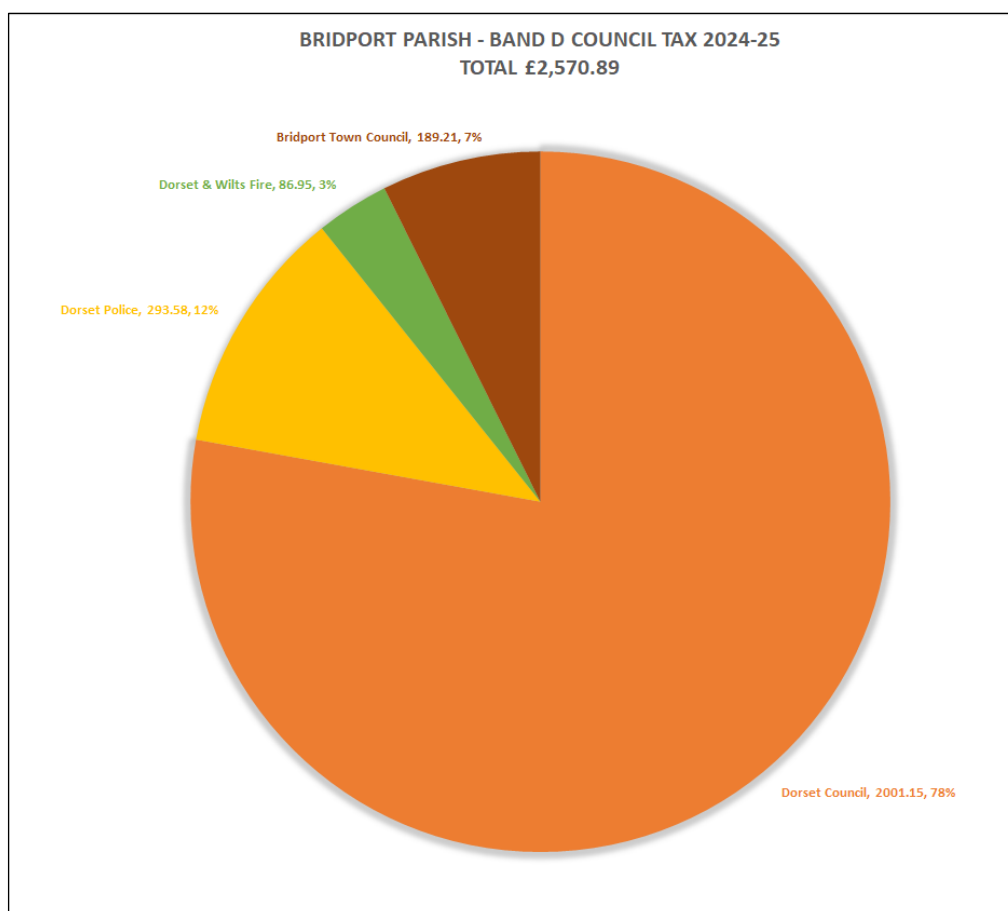
Key corporate policies

- [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
TOTAL	£1,604,783	£1,604,783

























When does the Town Council meet?

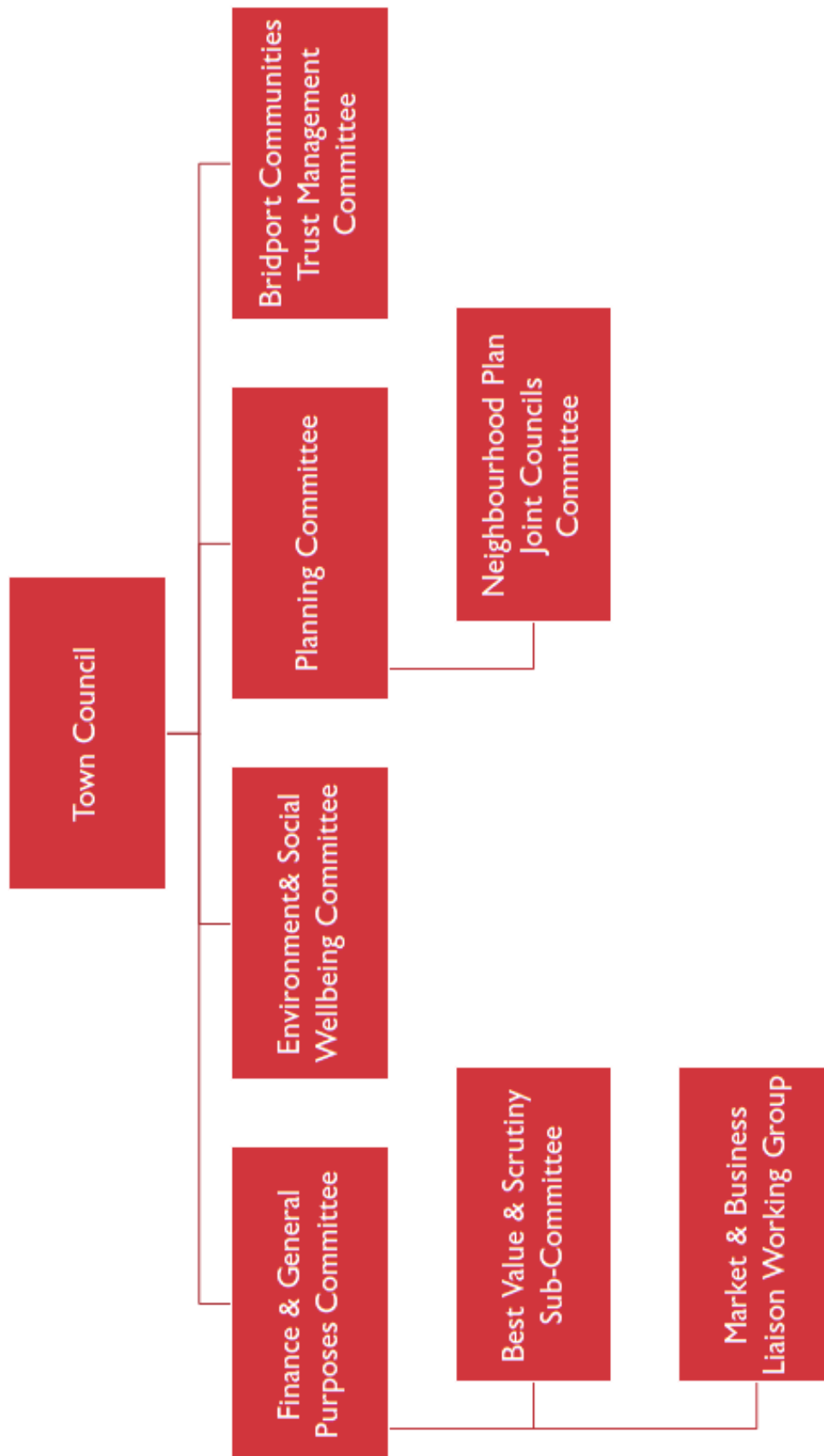
The Full Council meets six times a year in the evening. The Council committees variously meet either monthly, every two months or quarterly, again mainly in the evenings. Councillors sometimes agree to set up working parties or other groups to meet on an ad hoc basis for particular issues. These ad hoc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

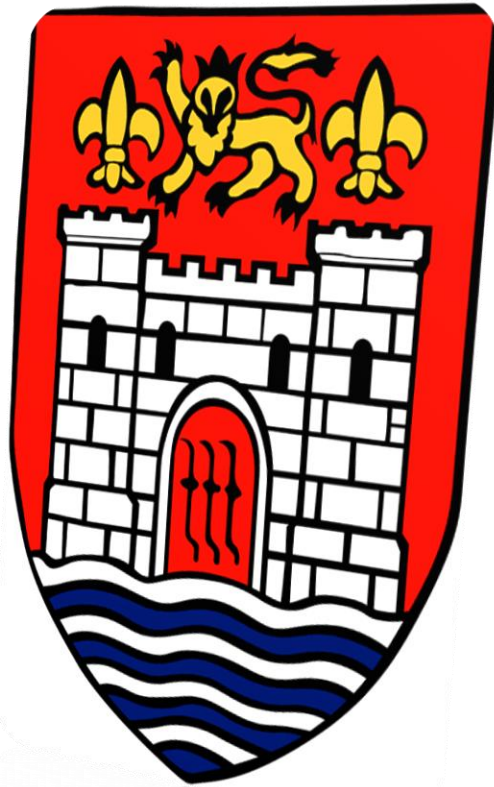
Our meetings schedule, available from a link on our website home page at <https://www.bridport-tc.gov.uk/>, shows the calendar of formal council meetings for the current municipal year (the year starting with the Annual Town Council meeting in May).

 <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 & 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 & 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 & Walditch Ward</p>	 <p>Julian Jones j.jones@bridport-tc.gov.uk West Bridport & Allington Ward</p>	 <p>Bev Thornton b.thornton@bridport-tc.gov.uk West Bridport & 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 & 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 & Allington Ward</p>
 <p>Sarah Carney s.carney@bridport-tc.gov.uk West Bridport & 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

www.bridport-tc.gov.uk