

## **PORTLAND TOWN COUNCIL**

### **MINUTES OF THE ANNUAL TOWN MEETING HELD ON WEDNESDAY, 5<sup>TH</sup> APRIL 2017 AT EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**

**PRESENT:** Councillors R. Nowak (Chairman), Ms J. Atwell, Mrs S. Cocking, J. Draper, C. Flack, Ms S. Lees, Mrs S. Reynolds, A. Sergison and R. Wild

**IN ATTENDANCE:** Ian Looker (Town Clerk), Cllr. Paul Kimber (Dorset County Council and Weymouth & Portland Borough Council) and two members of the public.

#### **17/1 – APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C. Gover, D. Thurston and Mrs S. West, together with Councillor Kate Wheller (Dorset County Council and Weymouth & Portland Borough Council) and PC Mike Holman (Dorset Police).

#### **17/2 – MINUTES OF THE ANNUAL TOWN MEETING, 6<sup>TH</sup> APRIL 2016**

The minutes having already been formally agreed, they were noted.

#### **17/3 – MATTERS ARISING FROM THE MINUTES**

##### **Minute 16/8, para 3 – Mayors' Plaque**

Cllr. Wild asked what was the present situation regarding the plaque. From the chair Cllr. Nowak said the plaque was still in storage with Albion Stone. The Council was in the process of obtaining quotes for removing it and setting it in a new permanent location at the Peter Trim Hall. Cllr. Nowak also referred to the new, succeeding plaque in wood, which Cllr. Wild was currently arranging to be inscribed with the names of recent Mayors.

#### **17/4 – CHAIRMAN'S REPORT, 2016/17**

Cllr. Nowak's written report with financial addendum was formally received.

#### **17/5 – TOWN MAYOR'S REPORT, 2016/17**

Cllr. West's written report was received.

#### **17/6 – FINANCIAL REPORT FOR 2016/17**

The report was received without comment.

#### **17/7 – TOWN CRIER'S REPORT, 2016/17**

A written report had not been provided and Mr Cave was not present.

#### **17/8 – ELECTORS' ITEMS**

Paul Snow thanked the members and officers for their work in the past year. He observed with regret an apparent lack of transparency from the Council in its operations by not keeping the electorate informed.

Cllr. Nowak said Mr Snow's past comments to this effect had been noted. His own Chairman's report would be passed to the Free Portland News for

publication and he intended submitting further quarterly reports. These would deal with the administrative work of the Council rather than the civic side, which was already reported on by the Mayor.

Roger Luther said he had attended a meeting of the Town Council Planning Committee for the first time in March. He had been much impressed by the depth of knowledge of the Councillors and the diligence with which they dealt with the business.

Cllr. Nowak responded that although the Planning Committee was only an advisory body it was a statutory consultee, whose comments were generally heeded and agreed with by the Borough Planning Committee.

Cllr. Kimber thanked the Council for its work in connection with the Memory Stones.

**17/9 – DATE OF NEXT ANNUAL MEETING**

The next Annual Town Meeting is due to take place on Wednesday, 4<sup>th</sup> April 2018.

The meeting ended at 7.15 pm.

Signed ..... Dated .....

# Agenda Item 6

## Portland Town Council - Financial Report, 4.4.18

	<b>Budget 2017/18</b>	<b>Expend. 2016/17</b>	<b>Expend. to 27.3.18</b>	<b>Paid / Rec'd to Date (%)</b>
<b>EXPENDITURE</b>				
Salaries	30,500	30,152	34,157	111.99
Advertising	286	229	465	162.59
Audit	1,326	890	651	49.10
Bank Charges	70	185	61	87.14
Civic Expenditure	2,020 <sup>1</sup>	579	2,060	101.98
Computer Equipment	306	236	0	0.00
Computer Software	367	21	155	42.23
IT Support	255	0	454	178.04
Contingency	2,400	0	0	0.00
Council Offices	12,000	25,019	13,788	114.90
Elections	4,000	4,209	0	0.00
Furniture & Equipment	624	365	891	142.79
Hire of Halls	857	990	886	103.38
Honorarium	100	100	100	100.00
HR Support	1,600 <sup>3</sup>	0	1,525	95.31
Insurance	1,530	1,250	863	56.41
Legal Fees	0	703	0	-
Mayoral Allowance	1,000	1,000	1,000	100.00
Postage	500	545	284	56.80
Publications	20	114	0	0.00
Stationery	700	684	617	88.14
Subscriptions	1,632	1,638	1,526	93.50
Telephone / Internet	510	605	614	120.39
Training / Conferences	800	285	380	47.50
Travelling & Subsistence	102	142	12	11.76
<b>Sub-Total</b>	<b>63,505</b>	<b>69,941</b>	<b>60,489</b>	<b>95.25</b>
BEACH	0	0	95	-
Cheyne Weares	0	236	0	-
Gifts and Donations	102	93	190	186.27
Grants	1,400 <sup>2</sup>	1,915	1,525	108.93
Landscape Maintenance	6,000	1,284	1,785	29.75
Lottery-Funded Events	500	901	3,428	685.60
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan	3,000	3,923	13,135	437.83
Office Move	800	4,298	1,463	182.88
Projects	5,000	1,400	2,606	52.12

Town Crier	50	35	35	70.00
Website	1,224	1,290	1,346	109.97
<b>Sub-Total</b>	<b>19,076</b>	<b>15,375</b>	<b>25,513</b>	<b>133.74</b>
<b>TOTAL</b>	<b>82,581</b>	<b>85,316</b>	<b>86,002</b>	<b>104.14</b>
<b>INCOME</b>				
Precept	76,132	63,679	76,132	100.00
Discount Grant	549	2,007	549	100.00
Compensation	0	50,000	0	-
Council Offices Rent	3,000	0	0	0.00
Fair	1,000	1,000	1,000	100.00
Grant Income	0	0	798	
Hire of Halls Refund	0	1,350	0	-
Interest	0	192	1	-
Lottery-Funded Events	900	5,800	1,177	130.78
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan Grant	0	3,375	10,500	-
Sale of Council Furniture	0	1,909	0	-
Other	0	231	0	-
<b>TOTAL</b>	<b>82,581</b>	<b>129,543</b>	<b>90,157</b>	<b>109.17</b>
<b>SURPLUS / DEFICIT (-)</b>	<b>0</b>	<b>44,227</b>	<b>4,155</b>	
<b>FOR YEAR</b>				
<b>RESERVES RELEASED</b>				
Lottery Fund				
Neighbourhood Plan	3,000		2,635	
<b>TOTAL</b>	<b>3,000</b>		<b>2,635</b>	
<b>Net Total after Reserve Release</b>	<b>3,000</b>		<b>6,790</b>	

<sup>1</sup> £1,000 vired from Contingencies to Civic Expenditure, 20.9.17

<sup>2</sup> £400 added to budget from Events income, ref RN 9.10.17

<sup>3</sup> £1,600 vired from Contingencies to HR Support, 15.11.17

**Council Offices**                      **Expend. to**  
**27.3.18**

Council Tax	1,273
Electricity	1,681
Refuse Sacks	49
Rent	10,500
Water & Sewerage	150
Building Materials	21
Contractor Payments	95
Equipment	95
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
<b>Total</b>	<b>£13,789</b>

**Lottery Events**                      **Expend. to**  
**27.3.18**

Advertising	199
Catering Expenses	690
Equipment (inc Hire)	850
First Aid	92
Flags	450
Furniture	66
Insurance	78
Licence	71
Materials	120
Performamce Fee	450
Pony Rides	85
Printing	82
Prizes	182
Stationery	12
Total Expenditure, 2017/18	3,427
Total Expenditure, 2016/17	901
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	4,328
Projected Additional Expenditure	1,370
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	5,698
Lottery Grant	-5,800
Projected Refund	-102
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Income (less £40 donation)	-1,137
<b>Total</b>	<b>£2,290</b>

**Neighbourhood Plan**                      **Expend. to**  
**27.3.18**

Advertising	275
Computer Software	403
Consultant's Fee	11,100
Printing	875
Staff Overtime	282
Website	200
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	13,135
Grant Received	-10,500
Reserves Released	-2,635
<b>Total</b>	<b>£0</b>