

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

E-mail:- office@portlandtowncouncil.gov.uk
Tel: 01305 821638

9th March 2016

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY, 16TH MARCH 2016**, commencing at **7.00 pm** when the business set out below will be transacted.

It should be noted that it is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

AGENDA

1. **Chairman's Welcome**
2. **Prayers**
3. **Apologies for Absence**
4. **Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
5. **Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
6. **Minutes of the Town Council Meeting, 17th February 2016**
(attached)
7. **Minute Update and Matters Arising from the Minutes** (see attached)
8. **Written Questions for the Chairman**
9. **Town Mayor's Announcements**
10. **Financial Matters**
 - a) **Payments for Authorisation** (to follow)
 - b) **2015/16 Financial Report to 29th February 2016**
(attached)
11. **Chairman of the Council, Town Mayor and Deputy Mayor, 2016/17** – to receive nominations and vote upon them (see attached)
12. **Council Offices** – to receive update reports and consider any actions necessary
13. **West Weares** – to consider taking responsibility for proposed stone seats on the site (see attached)

- 14. Reports from Representatives to Outside Bodies and Voluntary Posts** (no written reports received)
- 15. Councillors' News from the Wards** – to receive reports
- 16. Items for Future Agendas** – to receive suggestions
- 17. Correspondence Concerning Former Member of the Council** – to receive updates
- 18. Exclusion of Press & Public** (discretionary)
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
- 19. Date of Next Meeting**
The next scheduled meeting of the Town Council is due to take place at Peter Trim Hall, St. George's Centre, Reforme on Wednesday, 20th April 2016, starting at 7.00 pm.

MINUTE UPDATE

a) Minute 3097 – West Weares Seating

See Agenda Item 13.

b) Minute 3099 – Queen’s Accession and Freedom Ceremony

This was done.

c) Minute 3102 – Staffing

At the time of writing I have not written. I have contacted SLCC for advice on the situation and am awaiting a final reply.

d) Minute 3104 – Budget and Precept, 2016/17

The Borough Treasurer was informed of the Council’s decision on 18th February.

e) Minute 3106 – Calendar, 2016/17

The revised calendar has not been circulated yet.

f) Minute 3108 – Armed Forces Day Grants

Match funding would be required from the Council to go ahead with an event, so it was provisionally agreed not to proceed.

g) Minute 3113 – Correspondence Concerning Former Member of the Council

We have written to the solicitor and his reply has been circulated to members.

2015/16 FINANCIAL REPORT TO 29TH FEBRUARY 2016

Changes to Projections

Expenditure

Salaries	Decrease £600	Adjustment for loss of staff member
Civic Expenditure	Increase £200	Adjustment for recent spending
Computer Equipment	Decrease £500	Decision on purchase delayed
Computer Software	Decrease £200	Decision on purchase delayed
IT Support	Decrease £50	Adjustment to current spending level
Furniture & Equipment	Increase £30	Likely final expenditure
Hire of Halls	Decrease £50	Adjustment to current spending level
Legal Fees	Increase £1,900	New budget heading
Miscellaneous	Decrease £600	Item reassigned to Legal Fees
Postage	Decrease £110	Adjustment to current spending level
Publications	Decrease £10	Adjustment to current spending level
Stationery	Increase £140	Adjustment to current spending level
Training & Conferences	Decrease £120	Adjustment to current spending level
Travelling & Subsistence	Increase £10	Adjustment to current spending level
Landscape Maintenance	Increase £30	Item transferred from Projects
Neighbourhood Plan	Decrease £2,600	Adjustment to current spending level
Projects	Decrease £40	Item transferred to Landscape Maintenance
Website	Decrease £150	Adjustment to current spending level, but large invoice pending

IncomeNeighbourhood Plan
Grant

Decrease £1,100

No more funding likely
this year**Projected Deficit**

Reduced £1,620

Net Total

Increase £1,620

Agenda Item 10(b)

Portland Town Council - Financial Report, 16.3.16

	Budget 2015/16	Expend. 2014/15	Expend. to 29.2.16	Projected 2015/16	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	23,824	23,033	27,818	30,000	116.76
Advertising	280	358	205	220	73.21
Audit	1,070	1,234	1,377	1,380	128.69
Civic Expenditure	1,000	1,525	680	1,000	68.00
Computer Equipment	300	636	0	0	0.00
Computer Software	360	21	39	40	10.83
IT Support	200	295	175	200	87.50
Contingency	12,803	0	0	0	0.00
Elections	6,000	5,850	4,210	4,210	70.17
Furniture & Equipment	612	600	733	900	119.77
Hire of Halls	840	0	992	1,080	118.10
Honorarium	100	100	100	100	100.00
Insurance	1,300	1,298	1,309	1,310	100.69
Legal Fees	0	0	1,896	1,900	-
Mayoral Allowance	700	700	700	700	100.00
Miscellaneous	0	144	0	150	-
Postage	790	739	945	1,030	119.62
Publications	0	18	5	10	-
Stationery	710	786	719	790	101.27
Subscriptions	1,440	1,468	1,471	1,500	102.15
Telephone / Internet	300	605	579	600	193.00
Training / Conferences	1,000	95	388	400	38.80
Travelling & Subsistence	100	57	89	100	89.00
Sub-Total	53,729	39,562	44,430	47,620	82.69
Cheyne Weares	5,000	0	200	4,800	4.00
Gifts and Donations	50	50	70	70	140.00
Grants	2,645	0	2,232	2,230	84.39
Landscape Maintenance	0	3,884	52	50	-
Neighbourhood Plan	6,600	6,335	3,115	4,000	47.20
Projects	144	1,216	1,375	1,380	-
Town Crier	50	35	35	40	70.00
Website	1,200	1,200	1,451	1,450	120.92
Sub-Total	15,689	12,720	8,530	14,020	54.37
TOTAL	69,418	52,282	52,960	61,640	76.29
INCOME					
Precept	50,723	50,222	50,723	50,723	100.00
Discount Grant	3,390	4,051	3,390	3,390	100.00
Fair	1,375	2,000	1,375	1,375	100.00
Hire of Halls Refund	840	0	801	801	95.36
Interest	220	238	69	70	31.36
Neighbourhood Plan Grant	3,600	700	2,500	2,500	69.44
Other	0	81	70	70	-
TOTAL	60,148	57,292	58,928	58,929	97.97
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	5,968	-2,711	
RESERVES RELEASED					
Cheyne Weares	5,000			4,800	
Grants	1,270			1,270	
Neighbourhood Plan	3,000			3,000	
TOTAL	9,270			9,070	
Net Total after Reserve Release	0			6,359	

ELECTION OF DIGNITARIES FOR 2016/17

Existing policy guidelines are as follows:-

- (a) The seniority list to be made up with Past Mayors' seniority taken from the date of Mayoral Year end
- (b) If several Councillors are eligible with identical seniority, then seniority will be determined in alphabetical order
- (c) The Deputy would proceed to Mayor after one year as Deputy
- (d) Cumulative service counts towards seniority.

Councillor	Commencement of Service	Cumulative Service up to 1st May 2016 (Years - Months)	Years of Service for Mayoral Purposes
S West	7 May 2015*	10-9	4-11
R Nowak	18 November 2015*	2-11	2-11
S Reynolds	14 August 2013	2-8	2-8
D Symes	7 May 2015*	2-1	2-1
G Chadwick	16 April 2014	2-0	2-0
J Draper	7 May 2015*	3-11	1-10
S Lees	14 August 2014	1-8	1-8
J Atwell	7 May 2015	0-11	0-11
S Cocking	7 May 2015	0-11	0-11
C Flack	7 May 2015	0-11	0-11
C Gover	7 May 2015	0-11	0-11
D Thurston	7 May 2015*	7-6	0-11
A Sergison	18 November 2015	0-5	0-5
R Wild	6 May 2011	4-11	0-0

* not including previous period of service

March 2016