

## PORTLAND TOWN COUNCIL

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17<sup>th</sup> June 2015

Dear Councillor

You are hereby summoned to attend an **ADDITIONAL MEETING** of **PORTLAND TOWN COUNCIL**, to be held in the **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY, 24<sup>TH</sup> JUNE 2015**, commencing at **6.30 pm**, when the business set out below will be transacted.

The scheduled Planning Committee meeting will take place at 7.00 pm or as soon as the Town Council meeting has finished.

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

## **A G E N D A**

- 1. Prayers**
- 2. Apologies for Absence**
- 3. Declarations of Interest** – to receive from Councillors or Officers any declarations of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement of the nature of those interests
- 4. Public Participation** – to hear and consider comments and questions from members of the public for up to three minutes each for each speaker. These should refer to agenda items only.
- 5. Annual Return, 2014/15** – to consider the details presented, approve the year ending figures on the Return, agree responses to the annual governance statement and approve the supporting statement
- 6. Exclusion of Press and 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.”
- 7. Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place on Wednesday, 15<sup>th</sup> July 2015, starting at 7.00 pm.

## PORTLAND TOWN COUNCIL

### RECEIPTS

2013/14		2014/15
£		£
644	Interest	237.79
47,910	Precept	50,222.00
11,026	Grants	4,751.00
750	Portland Fair	2,000.00
46	Other	81.06
0	VAT	621.69
<b>60,376</b>		<b>57,913.54</b>

### PAYMENTS

2013/14		2014/15
£		£
23,112	Salaries	23,032.79
449	Advertising	357.80
521	Audit	1,233.96
1,603	Civic Expenditure	1,525.40
0	Computer Equipment	635.58
62	Computer Software	20.79
200	IT Support	295.00
0	Contingency	0.00
738	Elections	5,850.32
376	Furniture & Equipment	513.01
100	Honorarium	100.00
1,287	Insurance	1,297.85
700	Mayoral Allowance	700.00
144	Miscellaneous	0.00
822	Postage	739.00
689	Stationery	786.09
1,676	Subscriptions	1,467.90
116	Sundries / Publications	17.88
632	Telephone	604.50
105	Training / Conferences	95.00
110	Travel Expenses	57.15
50	Gifts and Donations	50.00
1,994	Grants	0.00
7,915	Island Caretaker	3,883.96
4,234	Neighbourhood Plan	6,335.20
0	Projects	1,215.99
35	Town Crier	35.00
1,051	Website	1,200.00
782	VAT	2,618.20
<b>49,504</b>		<b>54,668.37</b>

## **Explanation of Differences Between 2013/14 and 2014/15**

### **RECEIPTS**

#### **1) Interest**

The reduction in interest is due to less favourable rates being available, 0.8% last year compared to 2.4% previously.

#### **2) Grants**

The 2013/14 figure included a sum of £6,300 for the Neighbourhood Plan. The other sums involved both refer to discount grant payments from the government via the Borough Council.

#### **3) Portland Fair**

The Fair contract has been a matter of dispute in the last couple of years, leading to the negotiated sums not being paid promptly nor in full. The 2013/14 figure is payment for one spring fair at £750, the 2014/15 one for two autumn fairs at £1,000 each.

#### **4) VAT**

Because of staff resource problems with the processing of VAT reports has been delayed significantly in recent years. The sum of £621.69 was the tax paid amount for 2012/13. The figure for 2014/15 of £2,635 included £1,170 for elections and other significant tax sums relating to the website, audit and computer equipment.

### **2) PAYMENTS**

#### **1) Audit**

Expenditure rose in 2014/15 because of delays in appointing a replacement for the internal auditor who retired in 2013/14 and extra help being required for the clerk in preparing the final accounts.

#### **2) Computer Equipment**

A new desktop was bought in 2014/15. Expenditure on such items is intermittent.

#### **3) Elections**

A by-election was held in 2014/15, an expensive item for the Council and the first for several years.

#### **4) Furniture & Equipment**

Photocopier charges rose in 2014/15, mainly because of political difficulties, which generated extra meetings and agendas requiring a much greater number of copies to be provided.

#### **5) Grants**

A lack of decision-making by the Council in 2014/15 regarding grant procedures led to delays in the call for applications and the whole process was very late, stretching into the new financial year.

**6) Island Caretaker**

The Caretaker resigned abruptly in June and it was decided not to appoint a successor at least in the short term.

**7) Neighbourhood Plan**

Activity and associated costs have increased generally in the past year with £4,000 alone being paid to a consultant.

**8) Projects**

Payments were made last year for consultants to conduct a staffing review and also to deputise for the clerk on two occasions.

**Ian Looker**

## PORTLAND TOWN COUNCIL

### Bank Reconciliation as at 31.3.15

Bank Balances at 1.4.14	
Current	500.00
Premier Interest	37,079.60
Fixed Term	26,000.00
Nationwide 900 Years	2,460.45
Petty Cash	100.00
	<u>66,140.05</u>
Less cheques for 13/14 presented in 14/15	<u>1,499.34</u>
	64,640.71
Plus receipts	<u>57,913.54</u>
	122,554.25
Less payments	<u>54,668.37</u>
	<u><u>£67,885.88</u></u>
Bank and Other Balances at 31.3.15	
Current	500.00
Premier Interest	38,995.62
Fixed Term	27,000.00
Nationwide 900 Years	2,463.41
	<u>68,959.03</u>
Less cheques drawn but not presented	
Cheque no. 3241	378.27
Cheque no. 3247	33.60
Cheque no. 3249	370.39
Cheque no. 3251	189.85
Cheque no. 3252	12.24
Cheque no. 3261	88.80
	<u>1,073.15</u>
	<u><u>£67,885.88</u></u>

## PORTLAND TOWN COUNCIL

### Register of Assets at 31.3.15

(The basis of valuation of these assets is cost or replacement value at 31.3.10)

ITEM	VALUE
	£
Office Equipment	10,464
Hearing Aid Equipment	586
Civic Regalia	12,126
One remaining of a collection of local prints / watercolour drawings by J W Upham formerly in the possession of the Town Council	80
A late Victorian oak library bookcase	750
A "Jacobean" style oak desk	1,286
A Victorian oak wall clock	270
English School, 20 <sup>th</sup> Century (portrait of Sir Winston Churchill)	270
Commemorative (Loyal Address to Queen Victoria's Golden Jubilee)	750
Remaining Contents (including safe, wing back armchairs, coffee tables, bookcase, engravings, carpets and curtains)	1,822
A pair of late Victorian oak library bookcases	1,500
A collection of ten oak "smokers bow" armchairs	1,288
The oak Council Chamber furnishings	12,863
A collection of twenty four late Victorian upright chairs	1,288
A Victorian pitch pine library table	857
A similar smaller library table	321
Commemorative (plaques and scrolls)	3,217
Three Edwardian oak hat stands	214
Remaining contents (oak settles, benches, tables, chairs, curtains etc)	1,608
Kitchen contents (refrigerator, kitchen units, photographs etc)	428
Gateway to Portland Pillars	30,000
<b>Total</b>	<b>£81,988</b>

## PORTLAND TOWN COUNCIL

### SUPPORTING STATEMENT TO THE RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR END 31ST MARCH 2015

#### ASSETS

The old photocopier has been disposed of.

At 31st March 2015 the following assets were held:-

	<i>VALUE</i>	<i>BASIS OF VALUATION</i>
	£	
Office equipment	10,464	Replacement
Hearing aid equipment	586	Cost
Civic regalia	12,198	Replacement
Paintings, drawing and furniture in the Mayor's Parlour	5,156	Replacement
Furniture and other contents of the Council Chamber	23,156	Replacement
Kitchen contents	428	Replacement
Gateway to Portland Pillars	30,000	Cost
<b>Total</b>	<b>81,988</b>	

#### LEASE

The Council has a 30 year lease in operation on the Cheyne Weare viewing area at a £1.00 per annum rent from Hanson, Bath & Portland Stone Ltd, expiring in October 2025.

#### BORROWINGS

At the close of business on 31st March 2015 the Council had no outstanding borrowings.

#### RECEIPTS

No comment to make



## **SECTION 137 PAYMENTS**

Section 137 of the Local Government Act 1972 enables local councils to spend up to the product of £7.20 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The maximum authorised sum was therefore £7.20 x 9,153 electors = £65,901.60.

During the year of account the following payments were made:-

Royal British Legion	£
	50.00
<b>TOTAL</b>	<hr/> <b>50.00</b>

**Signed**

**Town Mayor**

**Responsible Financial Officer**

**Date:**

**Date:**