

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

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

7th February 2018

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE** on **WEDNESDAY, 14TH FEBRUARY 2018**, 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** – to receive
- 4. Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 5. Open Forum**
 - a) Police** – to receive a report
 - b) Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) Reports from Borough and County Councillors** – to receive
- 6. Minutes of the Meeting Held on 17th January 2018** (attached) – to approve
- 7. Minute Update and Matters Arising** (see attached) – to receive
- 8. Written Questions for the Chairman** – to receive replies
- 9. Town Mayor's Announcements**
- 10. Financial Matters**
 - a) Payments for Authorisation** (to follow) – to approve
 - b) 2017/18 Financial Report to 31st January 2018** (attached) – to accept
- 11. Finance Committee Meeting, 31st January 2018** – to receive the following recommended alteration to Financial Regulations:-

“Insert new section, ‘5.4 the RFO shall only be required to pursue VAT for invoices of £20 or more. The RFO’s discretion may be exercised for invoices less than £20.’ and renumber the succeeding sections.” The motion will lie on the table until the next meeting.

12. **Former Brackenbury Infants School** – to receive updates
13. **Calendar of Meetings, 2018/19** – to consider the draft Calendar (attached)
14. **Co-option of Councillor for Underhill Ward** – to consider the application received (see confidential attachment)
15. **Former Southwell Primary School** – to decide whether to register the property as an Asset of Community Value (supporting details, potentially confidential, to be forwarded when available)
16. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive External Audit Meeting (attached)
17. **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.”
18. **Date of Next Meeting**
The next meeting of the Town Council is scheduled to take place on Wednesday, 14th March 2018 at 7.00 pm, to be held at Peter Trim Hall, St. George’s Centre, Reforne.

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 17TH JANUARY 2018 IN PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE

PRESENT: Councillors Ray Nowak (Chairman), Susan Cocking, Jim Draper, Charlie Flack, Chris Gover, Lucy Grieve, Sue Lees, David Thurston, Sandy West and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Dave Farmer (Mayor's Chaplain), Councillor Kate Wheller (Dorset County Council and Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group), PCSO Nick Bool (Dorset Police) and eight members of the public.

3579 – CHAIRMAN'S WELCOME

Cllr. Nowak welcomed all to the meeting and advised of fire precautions at the hall.

3580 – PRAYERS

The Mayor's Chaplain led the meeting in prayer.

3581 – APOLOGIES FOR ABSENCE

Apologies were received from Councillors Jo Atwell and Sandra Reynolds.

3582 – DECLARATIONS OF INTEREST

There were none.

3583 – OPEN FORUM

a) Police Question Time

Cllr. Cocking asked concerning youngsters knocking on doors in Easton. PCSO Bool said the Police were taking the matter very seriously. He had already spoken to two people about their involvement and they hoped to get further information from CCTV cameras in the vicinity.

Cllr. Lees raised the issue of hang-gliders near the Cenotaph and PCSO Bool said they were watching out if this should reoccur.

Cllr. West asked whether there was currently a drug problem on the Island. PCSO Bool replied that the Police did not perceive one as such.

b) Public Half-Hour

Cllr. Wild obtained permission for Rev. Tim Gomm to speak on Agenda Item 13 – Brackenbury Infants School.

June Morley recorded her pleasure that Brackenbury was being discussed. She also expressed concern about a possible clash of events on 28th July. From the chair Cllr. Nowak said the Events Working Group would review its choice of dates for the Council's Summer Fete.

Paul Snow enquired about contingencies and other items in the 2018/19 Budget and Precept. Cllr. Nowak commended Written Questions for the Chairman as a way of obtaining information and following up on their replies.

Rob Hughes asked whether the Town Council was charging for keeping a supply of Waste Partnership bins. [Answer: No.] He added his approval of the Brackenbury initiative.

c) Reports from Borough and County Councillors

Cllr. West offered her views on the recent Borough Planning decision concerning Underhill School. She also praised the Waste Partnership for clearing fly-tipped rubbish from Ventnor Road and had been promised action to get the light at the Incline working again.

Cllr. Nowak advised that development at Castletown was progressing and he and Cllr. McCartney were trying to obtain permission for a sign to publicise the Samaritans at the climbers and walkers car park. He also outlined the action being taken by the Borough on properties in Fortuneswell High Street.

3584 – MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2017

The minutes were formally approved and signed as a correct record.

3585 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

Cllr. Nowak said there would be a site meeting at Lord Clyde on 22nd January.

3586 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3587 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr. Flack reported that the civic regalia were with Good As Gold for valuation.

3588 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the December schedule of invoices (cheque refs. 300144 – 300147) in the sum of £12,804.93 including VAT be authorised for payment.

RESOLVED – that the January schedule of invoices (cheque refs. 300148 – 300149) in the sum of £5,042.23 including VAT be authorised for payment.

b) 2017/18 Financial Report to 31st December 2017

The report was noted.

3589 – FINANCE COMMITTEE MEETING, 13TH DECEMBER 2017

a) Small Claim

RESOLVED – that the claim be reviewed on the first anniversary of the 15th November 2017 Town Council Meeting.

b) Budget, 2018/19

RESOLVED – that a sum of £700 be added to the Council Offices budget for office cleaning, the same amount to be added to the Precept figure.

3590 – FINANCE COMMITTEE MEETING, 10TH JANUARY 2018

a) Budget and Precept, 2018/19

RESOLVED – that the Contingency budget be increased to £7,400, HR Support increased to £2,600, Landscape Maintenance reduced to £5,000 and Reserves Released – Contingency inserted at £5,000.

b) Health and Safety

RESOLVED – that Council accept a quotation for a three-year Health & Safety fixed fee service of £1,100.

c) Centenary Fields – New Ground

RESOLVED – that Council support the Fields in Trust Initiative and write to the Borough welcoming an indication to transfer the property.

d) VAT Invoices and Internet Purchases

i) Cllr. Nowak proposed an amendment and it was **RESOLVED** – that the sum in the motion be altered to £20. **RESOLVED** – that Council only pursue VAT for invoices over £20, if not supplied immediately.

ii) **RESOLVED** – that the Clerk be provided with a pre-paid card for goods purchased on the internet with a limit of £500.

e) Cleaning Contract

RESOLVED – that the Council invite quotations for cleaning services on an initial one-year contract.

f) Window Wanderland

Cllr. West proposed an amendment and it was **RESOLVED** – that the sum in the motion be altered to £50. **RESOLVED** – that Council donate £50 to their project.

3591 – FORMER BRACKENBURY INFANTS SCHOOL

The Chairman accepted a modified motion from Cllr. Grieve, as follows:-

“that the Council proceed towards submitting a bid to Dorset County Council for the acquisition of the Brackenbury Infant School with a view to converting it into a community hub, which will provide a range of services to the community as well as becoming the permanent base for Portland Town Council with offices, storage, use of car park and hall provided that a viable and sustainable case be presented and subject to a satisfactory outcome of the arranged site visit with a final decision on whether to submit the bid being taken at the next full council meeting on 14th February 2018 and also that a working party, made up of the following councillors ... meet as soon as often as necessary to prepare the business case, submit a strong bid to Dorset County Council by early March 2018 and pursue grant funding.”

RESOLVED – that the Council proceed towards submitting a bid to Dorset County Council for the acquisition of the new Brackenbury Infant School site with a view to converting it into a community hub, which will provide a range of services to the community as well as becoming the permanent base for Portland Town Council with offices, storage, use of car park and hall provided that a viable and sustainable business case be presented and subject to a satisfactory outcome of the arranged site with a final decision on whether to submit the bid being taken at the next full council meeting on 14th February 2018 and also that a working party meet as soon and as often as necessary to prepare the business case, submit a strong bid to Dorset County Council by early March 2018 and pursue grant funding.

It was further **RESOLVED** – that the working party consist of members of the Finance Committee, Cllrs. Grieve and Lees. Its meetings would be held in public, but parts might be conducted in privacy, depending on the confidentiality of the documents being discussed.

3592 – CRIME AND DISORDER

The report was noted.

3593 – BUDGET & PRECEPT, 2018/19

There were no further amendments to the budget and precept figures.

3594 – CO-OPTION OF COUNCILLOR FOR UNDERHILL WARD

The candidate was not present. The agenda item was therefore postponed to the next meeting.

3595 – LEGAL ASSISTANCE REGARDING LOCAL GOVERNMENT

The Clerk’s report was noted.

3596 – WEST WEARES

Cllr. Wild announced that a further working party event would take place on 28th January.

3597 – ATLANTIC ACADEMY CONSULTATION

Cllr. Grieve reported on the meeting with representatives of the Academy that had been held recently. They had given a commitment that places would be provided for all children on the Island who applied.

3598 – SAN MAURO

Cllr. Flack will raise the San Mauro proposal for letter-writing between schoolchildren with the Atlantic Academy and St. George’s.

3599 – TRANSPORT REPRESENTATIVE

RESOLVED – that Cllr. Draper be appointed as the Council’s transport representative.

3600 – GENERAL DATA PROTECTION REGULATION

It was agreed to pass the item to the Finance Committee.

3601 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

The report on the SLCC meeting was noted.

3602 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 14th February 2018, at Peter Trim Hall, St. George’s Centre, Reforne starting at 7.00 pm.

The meeting ended at 9.15 pm.

Signed Dated.....
(Chair)

MINUTE UPDATE

a) Minute 3585 – Lord Clyde Toilets

The site meeting at Lord Clyde on 22nd did not take place. A new meeting date has yet to be arranged.

b) Minute 3587 – Civic Regalia

A valuation has been obtained and will be brought to the Finance Committee first.

c) Minute 3590(b) – Health and Safety

The quotation has been accepted at a slightly lower figure than that shown in the minute.

d) Minute 3590(e) – Cleaning Contract

An office cleaning specification is being prepared.

e) Minute 3590(f) – Window Wanderland

The donation has been sent.

f) Minute 3600 – General Data Protection Regulation

The Finance Committee has requested further information.

2017/18 FINANCIAL REPORT TO 31ST JANUARY 2018

The target for expenditure and income this month is 83% of the budget figure.

Expenditure

Salaries	Decrease £4,200	Correction of accounting error
Civic Expenditure	Decrease £300	Adjustment to current spending level
Computer Software	Decrease £70	Adjustment to current spending level
IT Support	Increase £20	Adjustment to current spending level
Publications	Decrease £20	Adjustment to current spending level
Training / Conferences	Decrease £50	Adjustment to current spending level
Lottery-Funded Events	Increase £70	Adjustment to current spending level
Neighbourhood Plan	Increase £3,000	Adjustment for anticipated spending
Total	Decrease £1,550	
Income Total	No Change	
Overall Total	Surplus Increase £1,550	

Agenda Item 10(b)

Portland Town Council - Financial Report, 14.2.18

	Budget 2017/18	Expend. 2016/17	Expend. to 1.1.18	Projected 2017/18	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	30,500	30,152	27,607	32,700	90.51
Advertising	286	229	418	450	146.15
Audit	1,326	890	651	890	49.10
Bank Charges	70	185	61	90	87.14
Civic Expenditure	2,020 ¹	579	1,925	2,500	95.30
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	200	42.23
IT Support	255	0	433	440	169.80
Contingency	2,400	0	0	0	0.00
Council Offices	12,000	25,019	9,578	12,500	79.82
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	696	700	111.54
Hire of Halls	857	990	668	920	77.95
Honarium	100	100	100	100	100.00
HR Support	1,600 ³	0	1,525	1,530	95.31
Insurance	1,530	1,250	853	850	55.75
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	228	350	45.60
Publications	20	114	0	0	0.00
Stationery	700	684	487	660	69.57
Subscriptions	1,632	1,638	1,491	1,650	91.36
Telephone / Internet	510	605	577	650	113.14
Training / Conferences	800	285	285	350	35.63
Travelling & Subsistence	102	142	12	100	11.76
Sub-Total	63,505	69,941	48,750	58,630	76.77
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	140	140	137.25
Grants	1,400 ²	1,915	1,525	1,530	108.93
Landscape Maintenance	6,000	1,284	1,390	1,500	23.17
Lottery-Funded Events	500	901	3,422	3,420	684.40
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	10,345	13,500	344.83
Office Move	800	4,298	1,343	1,500	167.88
Projects	5,000	1,400	1,630	1,630	32.60
Town Crier	50	35	35	40	70.00
Website	1,224	1,290	146	1,400	11.93
Sub-Total	19,076	15,375	19,976	24,660	104.72
TOTAL	82,581	85,316	68,726	83,290	83.22

INCOME

Precept	76,132	63,679	76,132	76,132	100.00
Discount Grant	549	2,007	549	549	100.00
Compensation	0	50,000	0	0	-
Council Offices Rent	3,000	0	0	0	0.00
Fair	1,000	1,000	1,000	1,000	100.00
Grant Income	0	0	798	798	
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	1	1	-
Lottery-Funded Events	500	5,800	1,054	1,054	210.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	10,500	10,500	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
TOTAL	82,181	129,543	90,034	90,034	109.56
SURPLUS / DEFICIT (-) FOR YEAR	-400	44,227	21,308	6,744	

RESERVES RELEASED

Lottery Fund					
Neighbourhood Plan	3,000		2,821	3,000	
TOTAL	3,000		2,821	3,000	
Net Total after Reserve Release	2,600		24,129	9,744	

¹ £1,000 vired from Contingencies to Civic Expenditure, 20.9.17

² £400 added to budget from Events income, ref RN 9.10.17

³ £1,600 vired from Contingencies to HR Support, 15.11.17

Council Offices	Expend. to 1.1.18
Council Tax	1,273
Electricity	106
Refuse Sacks	49
Rent	7,875
Water & Sewerage	150
Building Materials	21
Contractor Payments	85
Equipment	95
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
Total	£9,579

Lottery Events	Expend. to 1.1.18
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	176
Stationery	12
Total Expenditure, 2017/18	3,421
Total Expenditure, 2016/17	901
	<u>4,322</u>
Projected Additional Expenditure	1,370
	<u>5,692</u>
Lottery Grant	-5,800
Projected Refund	-108
Income (less £40 donation)	-909
Total	£2,512

Neighbourhood Plan	Expend. to 1.1.18
Advertising	275
Computer Software	403
Consultant's Fee	8,550
Printing	875
Staff Overtime	242
Grant Received	-10,500
Reserves Released	-2,821
Total	-£2,976

**PORTLAND TOWN COUNCIL
CALENDAR OF MEETINGS, 2018/19**

	2018								2019				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TOWN COUNCIL	15th (Annual) & 16 th (Adjourned)	13th	18th	14th? (Tues)	19th	17th	14th	12th ?	16th	13th	13th	17th	14th (Annual) & 15th (Adjourned)
FINANCE COMMITTEE	2nd & 30th		4th	1st or 15th	5th	3rd & 31st	28th	12th ?	9th & 30th	27th	27th	3rd & 31st	1st
MARINE, ENVIRONMENT & TOURISM PARTNERSHIP		6th			5th			5th			6th		
NEIGHBOURHOOD PLAN MANAGEMENT COMMITTEE (Provisional)	9th		11th		12th		7th		9th		12th (Tues)		8th
PLANNING & HIGHWAYS ADVISORY COMMITTEE	23rd	28th	25th	22nd	26th	24th	21st	13th	23rd	20th	20th	24th	22nd
ANNUAL TOWN MEETING												4th	

7th February 2018

**EXTERNAL AUDIT
MEETING HELD ON 30TH JANUARY 2018
ATHELHAMPTON HOUSE, NR. DORCHESTER**

New external auditor: PKF Littlejohn LLP

Main form now Annual Governance & Accountability Return (AGAR)

AGAR Part 1 – for no accounts in financial year

AGAR Part 2 – exempt authorities (£25,000 or less income or expenditure)

AGAR Part 3 – authorities subject to review (£25,000 - £6.5 m)

No requirement to see internal audit report

Only original signed versions of Sections 1 and 2 must be sent by post to external auditor,

(plus other required documents)

New data required to be sent e.g. internal audit details, website address

No opinion passed on internal auditor's work

Query over signatures being visible online

Variances % - explanation now required for 15%

Random sample of small authorities subject to intermediate review

(income / expenditure over £200,000)

Selective choice of assertions for intermediate review testing

Check any issues raised last year.

Some audit issues still to be finalised for 2017/18.