

## PORTLAND TOWN COUNCIL

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8<sup>th</sup> October 2014

**To: MEMBERS OF THE COMMITTEE**

### **FINANCE & RESOURCES COMMITTEE**

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE & RESOURCES COMMITTEE**, to be held in the **EASTON METHODIST CHURCH HALL, PORTLAND**, on **WEDNESDAY 15<sup>TH</sup> OCTOBER 2014** commencing at 7.00 pm, when the business set out below will be transacted.

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

Yours faithfully

Ian Looker  
Town Clerk

Membership: Cllrs. Bradley, Tim Munro, Chadwick, Hughes (ex officio), Matthews, Ian Munro-Price, Nowak, Reynolds and Wild (ex officio)

# AGENDA

1. **Apologies for Absence**
2. **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 interest
3. **< Deleted >**
4. **Minutes of the Meetings Held on 20<sup>th</sup> August and Additional Meeting held on 9<sup>th</sup> September 2014** (attached)
5. **Minute Update and Matters Arising**
6. **Financial Matters**
  - a) Payments for Authorisation (to follow)
  - b) 2014/15 Financial Report to 31<sup>st</sup> August 2014 (to follow)
7. **2014/15 Budget** – to consider the possibility of overspending certain budget items and consequent action (see attached)
8. **Budget & Investment Sub-Committee Meeting, 8<sup>th</sup> October 2014** – to consider the report by Cllr. Matthews (attached)
9. **Events & Tourism Sub-Committee Meeting, 1<sup>st</sup> October 2014** – to consider a report from the Clerk on the inquorate meeting and any necessary action (see attached)
10. **Cheyne Weares** – to receive a report from the Clerk on insurance aspects of the site and consider a response (see attached)
11. **Tourism Publicity** – to consider a request from Weymouth & Portland Borough Council that this Council give financial support to it producing new tourist literature (see attached)
12. **Recording Equipment** – to consider the Council purchasing its own sound recorder (see attached)

13. **Delegation of Business** – to consider whether any items of business should be passed to the sub-committees for prior consideration
14. **Town Councils Investment Group** – to receive a report from the Clerk and consider a response (see attachments to Budget & Investment Sub-Committee meeting, 8<sup>th</sup> October 2014)
15. **School Crossing Patrol, Osprey Quay** – to consider a letter from Dorset County Council and whether to enter a shared funding agreement to finance an SCP (see attached)
16. **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.”
17. **Date of Next Meeting** – to note that the Committee’s next meeting is scheduled for Wednesday, 17<sup>th</sup> December 2014, commencing at 7.00 pm.

## PORTLAND TOWN COUNCIL

### FINANCE & RESOURCES COMMITTEE MINUTES OF THE ADDITIONAL MEETING HELD ON TUESDAY, 9<sup>TH</sup> SEPTEMBER 2014 IN THE MEETING ROOM, OSPREY LEISURE CENTRE, CASTLETOWN

**PRESENT:** Councillors G. Chadwick, A. Matthews, R. Nowak, Mrs S. Reynolds and R. Wild.

**IN ATTENDANCE:** Ian Looker (Town Clerk)

(Cllr. Wild in the chair.)

#### **32 – APPOINTMENT OF CHAIRMAN**

In the absence of the Committee Chair and Deputy Chair it was **RESOLVED** – that Cllr. Reynolds chair the meeting.

(Cllr. Reynolds in the chair.)

#### **33 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. R. Hughes, Ms S. Lees and T. Munro

#### **34 – DECLARATIONS OF INTEREST**

There were none.

#### **35 – FUTURE EVENTS**

##### **Christmas Lights Competition, 2014**

**RECOMMENDED** – that the competition be run on the same lines as 2013, entries using an advertisement in the Free Portland News in October, with a closing date of Monday, 8<sup>th</sup> December and judging during the week of 15<sup>th</sup> December. (For: 5 votes, Against: 0 votes, Abstentions: 0 votes)

##### **Civic Carol Service 2014**

**RECOMMENDED** – 14<sup>th</sup> December (provisional date), date to be confirmed with Rev. Menzies, to be held at All Saints or St. John's Church. Cllr. Hughes to discuss with Rev. Menzies. (5-0-0)

“Christmas Cracker Night” was amended to read “Easton Promise Night”. Cllr. Matthews will speak to Rev. Mr Menzies about this **RECOMMENDED** – that the Council is involved in Easton Promise Night. (5-0-0)

The anniversary of the Queen's Accession Day and a Mayor's Charity Ball were noted as other events on the calendar. **RECOMMENDED** – Bonfire Night and Fireworks Event – that the Council accept the plan submitted to the Finance & Resources Committee with certain added provisos related to the terms and conditions applying to the various providers. (4-1-0)

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that the entire calendar drawn up by the Events Sub-Committee be accepted with the one amendment incorporated regarding Easton Promise. (5-0-0)

It was also proposed by Cllr. Chadwick and **RESOLVED** – that the Council purchase a Commonwealth Day Flag at a cost of £58.00.

**36 – BONFIRE NIGHT & FIREWORK EVENT**

Cllr. Chadwick reported on this proposal in more detail. In particular he said the intention was to cover the costs of the event by sponsorship, but he was asking the Council to underwrite the possibility of a loss. There would be a necessity for a licence-holder. The event would be an opportunity for the Council to give something back to the community. Three quotations for the provision of fireworks at the event had already been received.

Cllr. Matthews thought it necessary to tie the businesses involved to a refund value. The Clerk asked that at least two Councillors be involved over the negotiation of prices. **RECOMMENDED** – that the event be submitted to the Council for its approval, subject to the conditions to which Cllr. Matthews had drawn attention.

**37 – STAFFING REVIEW**

Cllr. Matthews reported on the three quotations received. He proposed and it was **RECOMMENDED** – that the matter be taken forward by inviting Consultant C to attend for interview by a panel comprising Cllrs. Matthews, Nowak and Wild in order to bring a proposal to Town Council. (5-0-0)

After discussion of this year’s competition and possibilities for next year’s it was proposed by Cllr. Nowak and **RESOLVED** – that the Events Sub-Committee be asked to reconsider all aspects of the Gardening Competition for next year and report back to the Finance & Resources Committee. (7-0-1)

**38 – DATE OF NEXT MEETING**

The next meeting is scheduled to take place on Wednesday, 15<sup>th</sup> October 2014, commencing at 7.00pm.

The meeting ended at 7.45 pm.

Signed ..... Dated .....  
(Chair)

## Minute Update

### **1) Meeting of 20<sup>th</sup> August 2014**

#### **a) Minute 23(c) – IT: New Computer**

The computer has been bought and installed. However there remain some unresolved issues regarding transfer of data from the old machine and different techniques required by the new software. The supplier has been requested to call to deal with them.

#### **b) Minute 24(b) – 2014/15 Financial Report to 31<sup>st</sup> July 2014**

Cllr. Matthews has liaised with the Clerk concerning Neighbourhood Plan figures.

There has been no response yet from the Borough to enquiries concerning the precept.

#### **c) Minute 27 – Staffing Review**

Members will be aware that the first stage of what may be a two-stage exercise is now being undertaken.

#### **d) Minute 28 – Island Caretaker**

Letters to Cllr. Flower and others have not yet been written, but this task will be prioritised.

### **2) Additional Meeting of 9<sup>th</sup> September**

#### **Minute 35 – Future Events**

The Commonwealth Day Flag has not been purchased yet.

## 2014/15 Budget

Overall I believe that this year's budget will be in surplus, but it is likely that some individual budgets will be overspent, a cause of concern for some Councillors. Of course there are certain budget heads where expenditure is extremely difficult to predict. Elections is a prime example. The cost difference between holding just one by-election in a year and none is considerable.

Some possible questions to ask are:-

- How important is the particular overspend?
- Was the item under-budgeted in the first place?
- What could have been done to prevent the overspend?
- What action should be taken in the future?

## **Cheyne Weares**

The Council has received two insurance claims for damage to vehicles at the site in the past four or five years, one caused by potholes, the more recent by the crossbar of the entrance gate.

Our insurers have told us that they would expect the Council to carry out regular inspection of the site with records kept of the inspections. Without being specific they have said the interval between inspections should be “reasonable.” Otherwise the Council would be deemed to be negligent in its duty.

The Committee is asked to consider this.

## **Events & Tourism Sub-Committee Meeting, 1<sup>st</sup> October 2014**

The meeting was inquorate because only two Councillors and the Mayor's Chaplain attended. Because it was pressing to get some event dates agreed one or two provisional dates were decided.

A meeting of the Sub-Committee has been scheduled for Wednesday, 29<sup>th</sup> October 2014 at 7.00 pm.

## **Cheyne Weares**

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Our insurers have told us that they would expect the Council to carry out regular inspection of the site with records kept of the inspections. Without being specific they have said the interval between inspections should be “reasonable.” Otherwise the Council would be deemed to be negligent in its duty.

The Committee is asked to consider this.

## **Tourism Publicity**

The Council had a large stock of tourism leaflets in the storeroom describing various aspects of the Island, ten or twelve different ones in number. Some years ago I found an outlet on the Island where they could be taken by people who were interested in the subject matter, be they either tourists or locals.

With the passage of time those stocks have reduced and an enquiry to the Borough indicated that no further supplies were available. As a result when I was approached by a couple of organisations for bundles of the leaflets I temporarily declined their requests, rightly or wrongly.

The leaflets are slightly out of date, but because their subject matter is largely geographical or historical not by much. Whether the original artwork is still available I am not completely sure. Certainly the County ranger service was involved before in their production and will be again in the future.

The Borough is looking at the possibility of producing a "Discover Portland" publication. It seeks some financial support from this Council. Meanwhile I have asked them for the likely total cost of the venture.

## **Recording Equipment**

Initially Cllr. Chadwick volunteered the use of his own sound recorder for the benefit of the Council in recording its meetings, but it is suggested that the time has come for the Council to continue the practice by purchasing its own equipment.

## School Crossing Patrol, Osprey Quay

From: Camp, Rob J.  
Sent: 08 October 2014  
Subject: Road Safety Survey 08.10.2014

Dear All

As Stuart will testify, I completed a survey along Lerret Road at the request of Portland Town Council (Clerk) this morning. The survey was mainly to assess whether a School Crossing Patrol (SCP) could be justified under our current policy. I have completed surveys in the past and the criteria for a SCP was not met by some distance. However, today the survey was closer, but I am afraid still some way short of the required criteria threshold of 4 million. What I did note from my hour survey was that traffic speeds outside peak periods were on average above 30mph. During peak times due to congestion and cars accessing the unofficial car park opposite the school, speeds were much lower. Certainly more parents were taking advantage of parking away from Lerret Rd, which was encouraging. Of course, there were still plenty of parents still parking up close to the school entrance and obscuring visibility for those pedestrians crossing. Clearly the site has become busier since the closure of the Cliff schools.

I have attached my survey details for your attention, you will note I have included some adjustment factors that increased the overall score. It would need at least another 30 children crossing to get close to the 4 million required and I am not convinced you will be able to influence those parents clearly wanting to park as close to the school as possible, but feel free to take up that challenge! My only real concern today was that not all parents had full control of their children whilst waiting to cross!! I actually witnessed two children cross from between parked cars without their parents being aware!

I was also asked recently to complete a walked route assessment (safety audit) from Tillycombe to Osprey Quay. I found the route to be acceptable and Castle Road, which was the only road required to cross, was much quieter than Lerret Road.

In summary, Lerret Road did not meet the required criteria for SCP, but I would like to clarify as I have before, that local communities are able to fund their own SCP's under the management of Dorset County Council (DCC). The estimated annual cost would be around 3k. This being the salary cost of a potential SCP, all other costs are provided by DCC.

Please do not hesitate to contact me regarding any aspects of this email, or my report.

Regards

Rob Camp  
Road Safety Team (ETP), Dorset Highways  
(Edited)

## Portland Town Council - Financial Report, 15.10.14

	<b>Budget 2014/15</b>	<b>Expend. 2013/14</b>	<b>Expend. to 30.9.14</b>	<b>Projected 2014/15</b>	<b>Paid / Rec'd to Date (%)</b>
<b>EXPENDITURE</b>					
Salaries	23,287	23,112	11,362	22,730	48.79
Advertising	400	449	176	360	44.00
Audit	805	521	904	1,150	112.30
Civic Expenditure	1,541	1,603	190	500	12.33
Computer Equipment	0	0	67	700	-
Computer Software	50	62	0	50	0.00
IT Support	260	200	130	260	50.00
Contingency	1,241	0	0	0	0.00
Elections	1,500	738	0	7,020	0.00
Furniture & Equipment	378	376	349	590	92.33
Honorarium	100	100	100	100	100.00
Insurance	1,300	1,287	1,298	1,300	99.85
Mayoral Allowance	700	700	700	700	100.00
Miscellaneous	0	144	0	80	-
Postage	600	822	292	600	48.67
Publications	0	116	18	20	-
Stationery	600	689	295	590	49.17
Subscriptions	1,400	1,676	1,433	1,440	102.36
Telephone / Internet	600	632	307	630	51.17
Training / Conferences	100	105	30	100	30.00
Travelling & Subsistence	100	110	22	60	22.00
<b>Sub-Total</b>	<b>34,962</b>	<b>33,442</b>	<b>17,673</b>	<b>38,980</b>	<b>50.55</b>
Gifts and Donations	210	50	0	50	0.00
Grants	3,000	1,994	0	3,000	0.00
Island Caretaker	15,000	7,915	3,884	3,900	25.89
Neighbourhood Plan Projects	5,500	4,234	4,294	5,500	78.07
	0	0	0	0	-
Town Crier	50	35	35	40	70.00
Website	1,500	1,051	1,200	1,200	80.00
<b>Sub-Total</b>	<b>25,260</b>	<b>15,279</b>	<b>9,413</b>	<b>13,690</b>	<b>37.26</b>
<b>TOTAL</b>	<b>60,222</b>	<b>48,721</b>	<b>27,086</b>	<b>52,670</b>	<b>44.98</b>
<b>INCOME</b>					
Precept	50,222	47,910	51,319	50,222	102.18
Discount Grant	4,000	4,726	2,026	4,051	50.65
Fair	3,000	750	1,000	1,750	33.33
Interest	500	644	10	220	2.00
Neighbourhood Plan Grant	2,500	6,300	0	2,500	0.00
Other	0	46	-46	-46	-
<b>TOTAL</b>	<b>60,222</b>	<b>60,376</b>	<b>54,309</b>	<b>58,697</b>	<b>90.18</b>
<b>SURPLUS / DEFICIT (-) FOR YEAR</b>	<b>0</b>	<b>11,655</b>	<b>27,223</b>	<b>6,027</b>	