

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

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3rd January 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 10TH JANUARY 2018** commencing at **10.30 am**, when the business set out below will be transacted.

Members may need to refer to their copies of Financial Regulations and Standing Orders.

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. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

1. **Chairman** – to appoint a Chairman of the Committee for the remainder of the municipal year or, failing that, a Chairman for the meeting
2. **Apologies for Absence** – to receive
3. **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
4. **Minutes of the Meeting Held on 13th December 2017** – to receive
5. **Minute Update and Matters Arising** – to consider (see attached)
6. **Public Participation** – to receive questions and comments from the public on agenda items only
7. **2017/18 Financial Report to 31st December 2017** – to approve (subject to availability)
8. **Budget and Precept, 2018/19** – to consider further (see attached)
9. **Centenary Fields: New Ground** – to consider an offer of property from the Borough Council (attached)
10. **VAT Invoices** – to consider an e-mail (attached) from the internal auditor and its application to Council procedures
11. **Cleaning Contract** – to receive an update report from the Clerk
12. **Risk Assessment, 2017/18** – to consider the areas for assessment (see attached), a programme for carrying out the work and resource requirements (other material to be sent separately)

- 13. Telephone Lines** – to consider options (quotation in course of preparation by a supplier)
- 14. Window Wanderland** – to consider an application for sponsorship from B-Side (attached)
- 15. 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.”
- 16. Date of Next Meeting**
The Committee’s next meeting is scheduled for Wednesday, 31st January 2018, at the Council Offices starting at 10.30 am.

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 13TH DECEMBER 2017

PRESENT: Councillors Susan Cocking (Chairman), Jim Draper and Charlie Flack

IN ATTENDANCE: Ian Looker (Town Clerk) and two members of the public.

100 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jo Atwell and Ray Nowak.

101 – DECLARATIONS OF INTEREST

There were none.

102 – ORDER OF BUSINESS

From the chair Cllr. Cocking said she would take Agenda Item 7 – Assistant Clerk after Agenda Item 13 – Exclusion of Press & Public.

103 – MINUTES OF THE MEETING HELD ON 1ST NOVEMBER 2017

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

104 – MINUTE UPDATE AND MATTERS ARISING

Minute 91 – Civic Regalia Insurance

Cllr. Flack said he would take the regalia for valuation early in the New Year.

105 – PUBLIC PARTICIPATION

Paul Snow commended the Committee for its restraint in keeping the proposed precept to £80,374. Cllr. Flack noted that the change to a unitary authority for rural Dorset should lead to a harmonisation of Council tax across the area, which would tend to favour residents of the Borough.

Mr Andy Matthews offered advice on the budget figures for the Neighbourhood Plan and Lottery-Funded Events. He also spoke with reference to Agenda Item 12 – Legal Assistance Regarding Reorganisation. He would be making a submission to the consultation on reorganisation on behalf of Portland Community Partnership, commenting on the County and Borough's treatment of the Town Council both now and in the past. He would let members see a draft of his letter before sending it.

106 – OUTSTANDING INVOICES

a) SSE

The Clerk reported that SSE would now be disconnecting the check meter on 15th January. He also mentioned an issue regarding the power supply in the front office, which was being investigated by Turrell.

b) West Dorset District Council

The Chairman said she would discuss this after exclusion of the press and public.

107 – PAYMENTS FOR AUTHORISATION

It was proposed by Cllr. Cocking and **RECOMMENDED** – that the invoice for framing tapestries be paid from 900 Years account funds when feasible.

The Clerk drew attention to reimbursement claims from Councillors for goods received without providing associated VAT invoices.

RESOLVED – that the schedule of payments be approved, less those to West Dorset District Council and Cllr. Lees, plus a second payment of £44.00 for staff relocation, (cheque refs. 300144 - 300147) in the sum of £12,533.14 including VAT.

108 – 2017/18 FINANCIAL REPORT TO 30TH NOVEMBER 2017

RESOLVED – that the report be accepted with amendments to the figures for Lottery-Funded Events and the Neighbourhood Plan.

109 – SMALL CLAIM

It was proposed by Cllr. Draper and **RECOMMENDED** – that the small claim be reviewed on the first anniversary of the 15th November Town Council meeting.

110 – BUDGET AND PRECEPT, 2018/19

RECOMMENDED – 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.

111 – LEGAL ASSISTANCE REGARDING REORGANISATION

RECOMMENDED – that the item be passed to the next Town Council meeting for consideration. It was also proposed that Mr Matthews' comments to the reorganisation consultation also be forwarded.

The Clerk undertook to discuss the issues involved with fellow clerks at their next joint meeting.

Cllr. Cocking proposed and it was **RECOMMENDED** – that the Council put an article in the Free Portland News regarding reorganisation and the division of Borough assets.

112 – EXCLUSION OF PRESS AND PUBLIC

RESOLVED – 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 Items 6(b) West Dorset District Council and Agenda Item 7 – Assistant Clerk.

113 – OUTSTANDING INVOICES

114 – ASSISTANT CLERK

Cllr. Cocking expressed her views on these matters and other recent occurrences. She said that she would be standing down as Chairman of the Committee with immediate effect, while remaining a member.

115 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 10th January 2018, starting at 10.30 am.

The meeting ended at 11.40 am.

Signed Dated
(Chair)

MINUTE UPDATE

a) Minute 106(a) – Outstanding Invoices: SSE

The intended meeting between Turrell and the householder unfortunately did not take place. Another meeting date was arranged, but Turrell's representative is not available until 8th January to tell us the result.

b) Minute 107 – Payments for Authorisation

The payments to West Dorset District Council and Cllr. Lees have now been made with the approval of the Chairman of Council.

2018/19 Budget Working Paper, 10.1.18

	Budget 2016/17	Expend. 2016/17	Budget 2017/18	Expend. to 30.11.17	Projected 2017/18	Notional Budget 2018/19	Fin. Comm. Proposal
EXPENDITURE							
Salaries	29,844	30,152	30,500	21,121	33,500	31,324	35,000
Advertising	280	229	286	168	250	294	300
Audit	1,300	890	1,326	651	890	1,362	1,000
Bank Charges	0	185	70	36	100	72	100
Civic Expenditure	1,000	579	1,020	1,828	2,800	1,048	1,100
Computer Equipment	300	236	306	0	0	314	300
Computer Software	360	21	367	155	270	377	300
IT Support	250	0	255	210	250	262	300
Contingency	0	0	5,000	0	0	5,135	2,400
Council Offices	17,200	25,019	12,000	6,556	12,200	12,324	13,024
Elections	6,000	4,209	2,400	0	0	2,465	4,000
Furniture & Equipment	612	365	624	325	520	641	700
Hire of Halls	840	990	857	471	740	880	900
Honorarium	100	100	100	100	100	103	100
HR Support	0	0	1,600	1,549	1,600	1,643	1,600
Insurance	1,500	1,250	1,530	829	830	1,571	1,000
Legal Fees	0	703	0	0	0	0	600
Mayoral Allowance	1,000	1,000	1,000	1,000	1,000	1,027	1,000
Postage	790	545	500	228	350	514	400
Publications	20	114	20	0	20	21	-
Stationery	850	684	700	419	660	719	800
Subscriptions	1,600	1,637	1,632	1,491	1,650	1,676	1,700
Telephone / Internet	500	605	510	439	700	524	700
Training / Conferences	1,000	285	800	285	400	822	1,000
Travelling & Subsistence	100	142	102	7	100	105	100
Sub-Total	65,446	69,940	63,505	37,868	58,930	65,220	68,424
Cheyne Weares	4,800	236	0	0	0	0	-
Gifts and Donations	100	93	102	140	140	105	100
Grants	1,750	1,915	1,000	490	1,400	1,027	2,000
Landscape Maintenance	5,000	1,284	6,000	1,082	1,800	6,162	6,000
Lottery-Funded Events	0	901	500	2,565	3,800	514	-

Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan	18,000	3,923	3,000	6,941	10,500	3,081	3,000
Office Move	3,800	4,298	800	1,220	1,500	822	800
Projects & Events	4,150	1,400	5,000	1,000	1,000	5,135	4,000
Town Crier	50	35	50	35	40	51	50
Website	1,200	1,290	1,224	146	1,400	1,257	1,300
Sub-Total	38,850	15,375	18,676	13,619	21,580	19,180	17,250
TOTAL	104,296	85,315	82,181	51,487	80,510	84,400	85,674
INCOME							
Precept	63,679	63,679	76,132	76,132	76,132	78,188	81,074
Discount Grant	2,007	2,007	549	549	549	564	-
Compensation	0	50,000	0	0	0	0	-
Council Offices Rent	0	0	3,000	0	1,000	3,081	-
Fair	1,750	1,000	1,000	1,000	1,200	1,027	1,000
Hire of Halls Refund	840	1,350	0	0	0	0	-
Interest	220	192	0	1	0	0	200
Lottery-Funded Events	0	5,800	500	1,054	570	514	-
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan Grant	15,000	3,375	10,500	10,500	10,500	10,784	3,000
Projects & Events						0	400
Sale of Council Furniture	0	1,909	0	0	0	0	-
Other	0	231	0	0	0	0	-
TOTAL	83,496	129,543	92,681	89,236	89,951	95,183	85,674
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	44,228	10,500	37,749	9,441	10,784	0
RESERVES RELEASED							
Cheyne Weares	4,800	236					
Council Offices	4,000	4,000					
Grants - Fair	0	0					
Landscape Maintenance	5,000	1,284					
Legal Fees	4,000	703					
Lottery Fund	0	0					
Neighbourhood Plan	3,000	548	3,000	2,441	3,000		
TOTAL	20,800	6,771	3,000	2,441	3,000		
Net Total after Reserve Release	0	50,999	13,500	40,190	12,441		

CENTENARY FIELDS – NEW GROUND

From: Dorset Councils Partnership

Sent: 3 January 2018

To: Portland Town Council

[...]

The borough council has received the attached letter from Field in Trust inviting us to consider dedicating New Ground (and the war memorial) as a Centenary Field in time for the national commemorations later this year.

There isn't any money to accompany the dedication (e.g. to help with management), it's just a civic mark of respect which is recognised nationally.

My colleagues in our Estates team have suggested that this [is] the sort of site that the borough council would offer to Portland Town Council as a result of local government reorganisation. It would seem appropriate, therefore, to seek the views of your council at this stage.

The FAQs on the Fields in Trust site are most helpful - and indicate that to be part of this scheme a site has to be dedicated by November 2018.

Please do let me know your thoughts on this.

[...]

[Redacted]

Leisure Commissioning Manager

[Edited]

Mr Prosser
Chief Executive
Weymouth & Portland Borough Council
South Walks House
South Walks Road
DORCHESTER
Dorset
DT1 1UZ

Received

09 NOV 2017

Senior Leadership Team

Help us create a living legacy of remembrance across England.

Dear Mr Prosser

The Royal British Legion and Fields in Trust are pleased to be leading a nationwide initiative aimed at securing recreational spaces in perpetuity to honour of the memory of the millions of people who lost their lives in World War I.



As the commemoration period draws to a close, we ask you to join more than 150 landowners who have protected war memorial parks and playing fields given in memory of those who lost their lives, as well as other green spaces with a significant link to WWI. By nominating a recreational space to be dedicated as a Centenary Field you will be helping to create a tangible local legacy that will be valued by your local community for generations to come.

Centenary Fields do not have to be formal memorial sites. Examples of dedicated Centenary Fields include spaces used for troops' training prior to going to the front, sites of former buildings used in the war effort and even a park that was created by returning soldiers.

As well as providing an opportunity to commemorate the sacrifice made, this initiative is also in keeping with the spirit of the Armed Forces Covenant which your local authority has committed to.

We have been researching potential sites across the country and believe that you own New Ground in Portland which would very likely be eligible for the Programme as the location of Portland Cenotaph which remembers those killed in the conflict.

The Development Manager for Dorset is Terry Housden and he will be pleased to explain the benefits of the Programme for your local community. Terry can be contacted on **020 7427 2122** or at **terry.housden@fieldsintrust.org**

Together, we will create a living legacy of remembrance across the country.

Yours sincerely,



Charles Byrne
Director General
The Royal British Legion



Helen Griffiths
Chief Executive
Fields in Trust



CC: Councillor Cant

VAT INVOICES

From: Rosie Darkin-Miller
Sent: 19 December 2017
To: Ian Looker

Many thanks for your email. As per our telcon:

- You are correct that, wherever possible, VAT invoices should be provided to support expenditure. If invoices are not provided then you will not be able to reclaim VAT, which (for VAT registered suppliers with VATable supplies) will mean that the Council is not recovering all the VAT that it should be recovering. This would be a control weakness, and would result in an internal audit recommendation.
- Whilst it is helpful of Councillors to step in to move projects along in the absence of admin resources to manage this process in the office, this should not be at the expense of proper processes being followed. It might be worth the Council as a body discussing the matter and deciding on future policy: are Members happy to sacrifice the ability to reclaim VAT in order to expedite matters? Or should everybody, Members and Officers alike, be held to the same standards to obtain VAT invoices/receipts where possible? If Council decides that VAT invoices should always be provided, then Members should not be involved in purchasing unless they are prepared to comply.
- You also noted the potential use of emails instead of formal expense claims. Again, the way in which expenses are reclaimed is a matter for the Council to decide. What is required is the details that are contained in a typical expense claim:
 - The date expenditure was incurred
 - The £ value incurred
 - The type of expenditure and/or budget heading to be used
 - A note of the calculation (e.g. for mileage – X miles at Yp per mile = £z.zz)
 - A statement that the claimant certifies the amount(s) being claimed relate to genuine council business
 - A signature. On a hard copy expense claim, this would be an actual signature. If the Council does decide to allow emails to act as expense claims, this may be e.g. the authenticated email address of the Member concerned.
 - Copies of the VAT invoices/receipts that support the expenditure claimed
 - The Clerk would then need to counter-sign the expense claim once checked for validity and approved for payment (as in the normal course of business).Personally I would stick with expense forms, as they prompt the claimant to provide all information required when the claim is made. An email may not contain all of the information, which could delay payment.
- You will also need to ensure that your financial regulations are consistent with whatever is decided.

[...]

[Edited]



Step 2 - Select Areas for scoring

Select the Areas/Functions applicable for scoring in step 3




Close












Save


Report

How do I complete?

Select		Allotments	Overview
Select		Bar Services	Overview
Select		Bonfire Celebrations	Overview
Select		Bus Services	Overview
Select		Bus Shelters	Overview
Select	Yes	Bye Laws	Overview
Select	Yes	Car Parks	Overview
Select		Cemeteries/Churchyards	Overview
Select		Clocks	Overview
Select	Yes	Code of Conduct	Overview
Select		Commons and common pastures	Overview
Select		Community centres	Overview
Select	Yes	Computing	Overview
Select	Yes	Council Meetings	Overview
Select	Yes	Council Property and Documents	Overview
Select		Crematoria	Overview
Select		Crime Prevention - CCTV	Overview
Select	Yes	Data Protection	Overview
Select		Drainage	Overview

Select	Yes	Employment Of Staff	 Overview
Select		Entertainment and the arts	 Overview
Select	Yes	Financial Management	 Overview
Select		Gifts	 Overview
Select		Investments	 Overview
Select		Land	 Overview
Select		Laundrette	 Overview
Select		Litter	 Overview
Select		Local functions	 Overview
Select		Markets	 Overview
Select	Yes	Meetings of the Council	 Overview
Select	Yes	Newsletters	 Overview
Select		Nuisances	 Overview
Select	Yes	Open spaces	 Overview
Select	Yes	Planning & Development Control	 Overview
Select		Play Areas	 Overview
Select	Yes	Provision of Office Accommodation	 Overview
Select	Yes	Provision of Website/Internet Access	 Overview
Select		Public buildings and Village hall	 Overview
Select		Public Conveniences	 Overview
Select	Yes	Seats	 Overview

Select		Shelters & Seats	 Overview
Select		Skatepark	 Overview
Select	Yes	Street/Footway Lighting	 Overview
Select		Swimming Pool	 Overview
Select		Taxi Fare Concessions	 Overview
Select	Yes	Tourism	 Overview
Select		Town and Country Planning	 Overview
Select	Yes	Village Signs	 Overview
Select		War memorials	 Overview
Select		Water Supply	 Overview
Select	Yes	Web Sites	 Overview

 Close

 Save

Today's date: 03 January 2018

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WINDOW WANDERLAND

From: B-Side
Sent: 3 January 2018
To: Portland Town Council

On the weekend of March 23rd - 25th 2018 we are bringing Window Wanderland to Portland! This community event started in Bristol in 2015, and has grown year on year, with many previous participating neighbourhoods returning to make it an annual event. It has been featured in The Sunday Times, as well as on BBC's The One Show and numerous local radio stations. You can read more about it at: www.windowwanderland.com

The Friends of b-side plan to turn the streets of Portland into an outdoor gallery for all to see, and will encourage as many residents as possible to create a window display that can be lit up so that all who pass can enjoy it.

The displays can be as simple or complex as people want them to be - from a string of fairy lights to a full "stained glass" window or even a live performance or disco! There will be an online interactive map so that everyone will be able to plan a route to walk and enjoy all the wonderful windows.

The friends of b-side, a small group who got together as a result of volunteering during the b-side festival, are hoping that the whole of Portland will be inspired to take part in this FREE event that will light up the streets from 6.30pm to 9.30pm over one very special weekend.

So why are we writing to you?

Although the event is completely free for anyone to take part in, and is being entirely run by volunteers, there are costs involved and we'd like your support. As well as paying for the Window Wanderland toolkit, which allows participants to sign up to the event and pin their address onto an interactive map, we will need to pay for leaflets, adverts etc.

In recognition of any financial support we receive all sponsors will be mentioned on our dedicated Window Wanderland page (already up and running if you would like to take a look!) as well as on the b-side website and Facebook event page. In addition, Main Sponsors and Sponsors will be listed on all printed matter, with plans to also display them in the window of Outpost at 77 Fortuneswell.

By donating £100 you would be the event's Main Sponsor, by donating £50 you would be a Sponsor of the event and by donating £10 you would be a Supporter of the event.

The event is a great chance to bring the community together and celebrate the business we host on the island too!

[...]

[Edited]