

PORTLAND TOWN COUNCIL

Council Offices
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Dorset
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4th October 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, EASTON** on **WEDNESDAY, 18TH OCTOBER 2017**, 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
- 6. Living and Learning Project** – to receive a presentation from Roger Sewill, Dorset County Council
- 7. Open Forum** (continued)
 - b) Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) Reports from Borough and County Councillors** – to receive
- 8. Minutes**
 - a) Town Council Meeting, 20th September 2017** (attached) – to approve
 - b) Finance Committee Meeting, 4th October 2017** (attached) – to receive
- 9. Minute Update and Matters Arising from the Town Council Minutes** (attached) – to receive
- 10. Written Questions for the Chairman** – to receive replies
- 11. Acting Town Mayor's Announcements**
- 12. Town Mayor, 2017/18** – to appoint a replacement for Cllr. David Thurston for the remainder of the municipal year and, if appropriate, a Deputy Town Mayor (see attached)

13. **Royal Humane Society Award** – at the request of Cllr. Flack to nominate Cllr. Malcolm Russell, Mayor of Wareham
14. **Financial Matters**
 - a) **Payments for Authorisation** – to approve
 - b) **2017/18 Financial Report to 30th September 2017** (attached) – to accept
 - c) **External Audit, 2016/17** – to receive the auditor’s report (attached)
15. **Review of Council Services and Strategy** – to undertake (see attached)
16. **Budget, 2018/17** – to consider the recommendations of the Finance Committee (see attached)
17. **Civic Events**
 - a) **Events Programme, 2018/19** – to review the list as part of the budget process
 - b) **Remembrance Sunday Donation** – to review the amount to give to the Royal British Legion this year (see attached)
18. **Volunteer Centre Dorset** – to consider the Finance Committee recommendations, “that the Council make a donation of £50 this year.” (see attached)
19. **Council Grants, 2017/8** – to consider the Finance Committee’s recommendations (see confidential attachment)
20. **West Weares Grass-Cutting** – to receive the quotations received for additional work (confidential attachment) and consider the Finance Committee recommendation, “that a community work day be organised to carry out what was required.”
21. **Small Claim** – to receive an update from Cllr. Flack
22. **DAPTC AGM** – to consider the tabled motions (attached)
23. **Events Working Group** – to receive a report from Cllr. Nowak

- 24. Vacancies** – to decide replacements for Cllr. Thurston on:
a) Staffing Committee
b) Events and Tourism Working Group
c) Quarries Liaison Committee
d) Living and Learning
and consider deletion of Portland Quarry Parks Forum from the Council’s Outside Bodies list
- 25. Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
- 26. 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.”
- 27. Date of Next Meeting**
The next meeting of the Town Council is scheduled to take place at Easton Methodist Church Hall on Wednesday, 15th November 2017 at 7.00 pm.

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 20TH SEPTEMBER 2017 IN EASTON METHODIST CHURCH HALL, EASTON

PRESENT: Councillors Ray Nowak (Chairman), Jo Atwell, Susan Cocking, Charlie Flack, Chris Gover, Lucy Grieve, Sandra Reynolds, David Thurston, Sandy West and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Paul Kimber (Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group) and four members of the public.

3506 – CHAIRMAN’S WELCOME

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

3507 – PRAYERS

The Clerk led the meeting in prayer.

3508 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jim Draper, together with Katherine Garcia (Dorset County Council and Weymouth & Portland Borough Council), Dave Farmer (Mayor’s Chaplain) and PC Steve Morris (Dorset Police).

3509 – DECLARATIONS OF INTEREST

There were none.

3510 – OPEN FORUM

a) Police Question Time

No members of the Police were present.

b) Public Half-Hour

Chris Wakefield asked what steps had the Council taken in readiness for unitary reorganisation.

From the chair Cllr. Nowak said the Council had held informal discussions, the result of which would be shortly conveyed through the Free Portland News. In essence the Council would welcome taking on extra services provided it was granted matching income from transferred car parks. There had been little response from the County on the subject. In any case final approval of the unitaries scheme had not yet been given.

Paul Snow was critical of the decision to appoint an Assistant Clerk, saying the public had been denied information at every stage and the cost would have to be added to next year’s precept. He also asked about the discussion process for next year’s budget and precept. Cllr. Cocking said this would begin at the next Finance Committee meeting at the beginning of October.

Mr Snow queried the cancellation of the December Council meeting. Cllr. Nowak said the draft budget would be available by November with a decision on the precept in January, perhaps February if necessary.

Martin Luther asked whether the Council would be funding Easton Promise this year, saying that as a commercial venture it should not be financed with public money. Cllr. Nowak said the Council would be supporting it as a number of charities on the Island derived much benefit from it.

Rob Hughes queried the future of the Lord Clyde toilets, saying they were scarcely used by divers for storage facilities. He also criticised the Council for funding a Spirit of Portland advertisement. Cllr. Nowak said this had been done as a way of supporting Island businesses.

Mr Wakefield commended the local community land trust and asked whether the Council would support it. Mr Matthews said three Town Councillors were already involved as members of the trust's board.

c) Reports from Borough and County Councillors

Cllr. West said her recent council activities had been hindered by the need to take some sick leave. However she had recently become a member of the Borough's Licensing Committee. She was also trying to arrange a visit to Heli-Ops.

Cllr. Kimber referred to a difficulty over an unpaid bill for the community garden. If the bill were not paid it might mean losing the garden.

He said the Borough would become liable to a debt of £186,000 to the Government in 2019. Therefore it was important that the issue of Dorset unitaries be settled sooner rather than later.

Cllr. Nowak advised that he had recently supported a Borough grant of £50,000 to the MEMO project.

3511 – MINUTES

a) Town Council Meeting, 19th July 2017

b) Extraordinary Town Council Meeting, 6th September 2017

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

3512 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

a) Minute 3486 – Japanese Knotweed

Cllr. Nowak undertook to convene a meeting of the working group.

b) Minute 3488 – Primary School in Underhill

The Council's nomination of the school as an asset of community value is being processed by the Borough.

3513 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3514 – TOWN MAYOR’S ANNOUNCEMENTS

Cllr. Thurston explained his recent illness and operations he had undergone. His doctor had advised him not to drive for eight months. He announced he would therefore be standing down as Mayor after the evening’s meeting. Cllr, Flack would become the Acting Mayor.

3515 – FINANCIAL MATTERS

a) Payments for Authorisation, August and September

RESOLVED – that the schedule of invoices for August (including cheque refs. 300134 - 300135), excluding a payment to SSE and another to CRC of £369.60, in the sum of £3,988.13 including VAT be authorised for payment.

RESOLVED – that the schedule of invoices for September (including cheque ref. 300136) in the sum of £7,147.25 including VAT be authorised for payment.

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

RESOLVED – that the report be accepted.

c) Virement

RESOLVED – that £1,000 be vired from Contingencies to Civic Expenditure.

3516 – SMALL CLAIM

Cllr. Flack explained that the outstanding debt could only be dealt with as a civil matter and outlined the options available.

Cllr. Wild requested that the details be made public, which was agreed. Cllr. Nowak said the debt involved a former Councillor, Glenn Chadwick, who had agreed to sell the remainder of the Council’s furniture, made redundant by the office move, through his company, Jurassic Coast Auctions, and return the proceeds to the Council.

It was proposed by Cllr. Nowak and **RESOLVED** – that the Council continue to seek payment and ask its Finance Committee to recommend the best way forward.

3517 – GENERAL POWER OF COMPETENCE

It was proposed by Cllr. Flack and **RESOLVED** – that the Council meets conditions of eligibility for the General Power of Competence.

3518 – FINANCE COMMITTEE, 16TH AUGUST 2017

a) Purchase of Weedkiller

RESOLVED – that the Council buy five litres of Round-Up.

b) Bank Accounts

RESOLVED – that the Council open a six-month saver account at the Nationwide Building Society with £50,000.

c) CiLCA Qualification

RESOLVED – that the Council approve the pay increase to the Clerk, the money to be taken from reserves.

d) Assistant Clerk

RESOLVED – that the additional funding required be taken from Contingencies.

e) Terms of Reference

RESOLVED – that the amended list of terms of reference be approved.

f) Review of Accounts System

RESOLVED – that the Council continue to use the existing Quickbooks system and review this arrangement as part of the 2018/19 budget process.

g) Wreaths and Resources for Civic Events

RESOLVED – that the following events be included in the civic programme for 2018/19: Mayor-Making, D-Day Landings Memorial, Merchant Navy Day, Ceremony of the Keys and Civic Service, with others to be determined as part of the annual budget process.

h) Council Offices Loan

Cllr. Nowak said he would present a report in the Free Portland News outlining the costs of renting the Easton Street Offices over ten years and purchasing the freehold of the property.

RESOLVED – Recognising the importance of the subject that current circumstances preclude full consideration, the Committee recommends it be deferred until circumstances are clearer.

3519 – EVENTS

a) Fourth Lottery Event

Cllr. Nowak spoke to his additional paper reporting on the costs and income of Lottery-funded events. He said there were thoughts of linking the fourth event to the Ceremony of the Keys. However there was a need to move quickly as unspent grant would shortly have to be returned.

b) Easton Promise

RESOLVED – that the Council will organise Easton Promise this year, to take place on 15th December 2017, at a cost of up to £250.

**3520 – MARINE, ENVIRONMENT & TOURISM PARTNERSHIP MEETING,
6TH SEPTEMBER 2017**

It was proposed by Cllr. Flack and **RESOLVED** – that the Council donate £1,000 to Portland Visitor Information Centre towards the printing of 20,000 more tourist maps at the end of the year.

3521 – CLEANING CONTRACT

It was agreed that the Clerk would set up a contract for cleaning the Offices one hour per week with a “deep-clean” to be carried out once a year, three quotations to be obtained.

3522 – ARTIST ROW AND LORD CLYDE TOILETS

RESOLVED – that the letter drafted by Cllr. Nowak be sent to the Borough.

3523 – DEVOLUTION

Cllr. Nowak said the Borough had been advised of the Town Council’s aspirations, but a request to have car parks transferred in order to provide some income had been turned down.

3524 – PROPERTY REQUEST FROM B-SIDE

RESOLVED – that the Council support B-side’s outline proposal.

3525 – CEREMONIAL AND NON-CEREMONIAL PROTOCOLS

RESOLVED – that the Clerk’s report be accepted.

3526 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

Cllr. Atwell informed members that the Portland Centre had closed at the end of August, but will reopen under the auspices of the Community Advisory Bureau. The services previously offered will continue.

3527 – EXCLUSION OF PRESS & PUBLIC

It was suggested that the paragraph regularly listed on Council agendas may have been superseded by provisions of the 1972 Local Government Act. The Clerk will check.

3528 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 18th October 2017, at Easton Methodist Church Hall, Easton starting at 7.00 pm.

The meeting ended at 8.45 pm.

Signed Dated.....
(Chair)

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 4TH OCTOBER 2017

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Jim Draper, Charlie Flack and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk)

69– APOLOGIES FOR ABSENCE

All members were present.

70 – DECLARATIONS OF INTEREST

Cllr. Nowak declared an interest as a trustee of both the Island of Portland Heritage Trust and Portland Museum.

71 – MINUTES OF THE MEETING HELD ON 12TH SEPTEMBER 2017

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

72 – MINUTE UPDATE AND MATTERS ARISING

a) Minute 61 – West Weares

Quotations have now been received.

b) Minute 65 – Artist Row

The letter has been sent, but no reply received.

73 – PUBLIC PARTICIPATION

No members of the public were present.

74 – 2017/18 FINANCIAL REPORT TO 30TH SEPTEMBER 2017

RESOLVED – that the report be accepted.

75 – ELECTRICITY CHARGES

The Clerk confirmed that a check meter had recently been installed.

76 – COMMUNITY BUS

Cllr. Cocking said she had been unable to progress this lately because of her domestic circumstances.

77 – WEST WEARES GRASS-CUTTING CONTRACT

The members considered the quotations received for additional work on the sculpture and **RECOMMENDED** – that a community work day be organised to carry out what was required.

78 – CLEANING CONTRACT

The Clerk has not been able to progress this because of other commitments. It was agreed to refer the contract when drafted to full Council rather than the Staffing Committee.

79 – CIVIC REGALIA INSURANCE

The Clerk had visited Good as Gold's premises and explained the Council's requirements. He will take the regalia there when an opportunity presents itself.

80 – ARTIST ROW AND LORD CLYDE TOILETS

The Clerk was asked to seek a reply from the Borough.

81 – REVIEW OF COUNCIL SERVICES AND STRATEGY

The Clerk was asked to check the progress made by the County in dealing with the transfer.

Members expressed an interest in the Council taking responsibility for Gooseberry Green. Cllr. Flack was asked to make enquiries.

It was agreed that Cllr. Draper would draft a list of the Council's "aspirations" for discussion at the next Town Council meeting.

82 – BUDGET, 2018/19

The following decision and recommendations were made:-

The Clerk was asked to substitute the % Increase column on the budget working paper with the Committee's proposed figures.

EXPENDITURE

Salaries	35,000
Advertising	300
Audit	1,000
Bank Charges	100
Civic Expenditure	1,100
Computer Equipment	300
Computer Software	300
IT Support	300
Contingency	4,000
Council Offices	12,324
Elections	4,000
Furniture & Equipment	700
Hire of Halls	900
Honorarium	100
Insurance	1,000
Legal Fees	600
Mayoral Allowance	1,000
Postage	400

Publications	0
Stationery	800
Subscriptions	1,700
Telephone / Internet	700
Training / Conferences	1,000
Travel & Subsistence	100
Sub Total	67,724
Cheyne Weares	0
Gifts and Donations	100
Grants	2,000
Landscape Maintenance	6,000
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan	3,000
Office Move	800
Projects & Events	4,000
Town Crier	50
Website	1,300
Sub Total	17,250
TOTAL	84,974

INCOME

Precept	80,374
Discount Grant	0
Compensation	0
Council Offices Rent	0
Fair	1,000
Hire of Halls Refund	0
Interest	200
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan Grant	3,000
Projects & Events	400
Sale of Office Furniture	0
TOTAL	84,974

It is **RECOMMENDED** – that publications be paid from a slightly enhanced stationery budget. The projects budget heading should be amended to include events, this to be reflected in an income heading also.

83 – VOLUNTEER CENTRE DORSET

RECOMMENDED – that the Council make a donation of £50 this year.

The Clerk was asked to check the Committee’s ability to authorise expenditure.

84 – COUNCIL GRANTS, 2017/18

It was agreed that the exact amount of event income to be added to this year’s grants budget figure needed to be determined.

(Cllr. Nowak withdrew from the meeting.)

RECOMMENDED – that the following grants be made:-

Portland Women’s Institute	£165
Westcliff on Wednesday	
Baby & Toddler Group	£200
Island of Portland Heritage Trust}	
Portland Museum Trust	} 1/3 of balance remaining
Portland Sea Cadets	}

(Cllr. Nowak rejoined the meeting.)

85 – COUNCIL TAX

The Clerk confirmed that the Council is liable for Council Tax.

86 – EXTERNAL AUDIT REPORT 2016/17

The Committee reviewed the errors referred to in the audit report.

87 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 1st November 2017, starting at 10.30 am.

The meeting ended at 1.00 pm.

Signed Dated
(Chair)

MINUTE UPDATE

a) Minute 3512(a) – Japanese Knotweed

I am not aware if the working group has met yet.

b) Minute 3517 – General Power of Competence

We are in the process of applying for the power.

c) Minute 3518 – Bank Accounts

We are in the process of submitting an application for a Nationwide 6-Month Saver account.

d) Minute 3521 – Cleaning Contract

No further progress has been made to date because of competing work priorities.

e) Minute 3522 – Artist Row and Lord Clyde Toilets

Cllr Nowak's letter has been sent, but no reply received to date.

f) Minute 3524 – Property Request from B-side

A letter has been written to B-side, confirming the Council's support for their outline proposal.

g) Minute 3527 – Exclusion of Press and Public

A member has queried the law quoted in the normal agenda text. Although there are references in the Local Government Act 1972, ss 100 and 102, the Public Bodies (Admission to Meetings) Act 1960 is still the defining legislation on the subject.

ELECTION OF CIVC DIGNITARIES FOR 2017/18

Existing policy guidelines are as follows:-

- (a) The seniority list is 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 Mayor will proceed to Mayor after one year's service as Deputy.
- (d) Cumulative service counts towards seniority.

Councillor	Commencement of Service	Cumulative Service up to 1st October 2017 (Years - Months)	Years of Service for Mayoral Purposes
R Nowak	18 November 2015*	4-4	4-4
S Reynolds	14 August 2013	4-1	4-1
D Symes	7 May 2015*	3-6	3-6
J Draper	7 May 2015*	5-4	3-3
S Lees	14 August 2014	3-1	3-1
J Atwell	7 May 2015	2-4	2-4
S Cocking	7 May 2015	2-4	2-4
C Flack	7 May 2015	2-4	2-4
C Gover	7 May 2015	2-4	2-4
A Sergison	18 November 2015	1-10	1-10
R Wild	6 May 2011	6-4	1-4
L Grieve	19 April 2017	0-5	0-5
S West	7 May 2015*	12-2	0-4
D Thurston	7 May 2015*	8-11	0-0

* not including previous period of service

October 2017

2017/18 FINANCIAL REPORT TO 30TH SEPTEMBER 2017

The target for expenditure and income this month is 50% of the budget figure.

Expenditure

Salaries	Increase £2,550	Adjustment to current spending level and Clerk's salary increase
Computer Software	Increase £280	Adjustment to current spending level
Postage	Decrease £100	Adjustment to current spending level
Stationery	Decrease £100	Adjustment to current spending level
Grants	Increase £400	Adjustment to match increase in budget
Lottery-Funded Events	Increase £800	Adjustment to current spending level
Projects	Decrease £400	Adjustment to current spending level
Total	Increase £3,430	

Income

Lottery-Funded Events	Increase £100	Adjustment to current income level
Total	Decrease £3,330	

Agenda Item 14(b)

Portland Town Council - Financial Report, 4.10.17

	Budget 2017/18	Expend. 2016/17	Expend. to 30.9.17	Projected 2017/18	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	30,500	30,152	15,319	33,500	50.23
Advertising	286	229	121	250	42.31
Audit	1,326	890	251	890	18.93
Bank Charges	70	185	36	100	51.43
Civic Expenditure	2,020 ¹	579	1,828	2,100	90.50
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	300	42.23
IT Support	255	0	210	250	82.35
Contingency	4,000 ¹	0	0	0	0.00
Council Offices	12,000	25,019	6,197	13,400	51.64
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	254	520	40.71
Hire of Halls	857	990	363	880	42.36
Honorarium	100	100	100	100	100.00
Insurance	1,530	1,250	829	830	54.18
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	172	400	34.40
Publications	20	114	0	20	0.00
Stationery	700	684	340	800	48.57
Subscriptions	1,632	1,638	1,491	1,650	91.36
Telephone / Internet	510	605	305	700	59.80
Training / Conferences	800	285	285	400	35.63
Travelling & Subsistence	102	142	7	100	6.86
Sub-Total	63,505	69,941	29,263	58,190	46.08
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	40	100	39.22
Grants	1,400 ²	1,915	125	1,400	8.93
Landscape Maintenance	6,000	1,284	996	1,800	16.60
Lottery-Funded Events	500	901	2,337	2,800	467.40
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	4,196	12,000	139.87
Office Move	800	4,298	1,013	1,500	126.63
Projects	5,000	1,400	0	1,000	0.00
Town Crier	50	35	35	40	70.00
Website	1,224	1,290	56	1,400	4.58
Sub-Total	19,076	15,375	8,798	22,040	46.12
TOTAL	82,581	85,316	38,061	80,230	46.09

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	1,000	0.00
Fair	1,000	1,000	0	1,000	0.00
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	0	1	-
Lottery-Funded Events	500	5,800	569	570	113.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	4,500	9,000	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
TOTAL	82,181	129,543	81,750	88,252	99.48

SURPLUS / DEFICIT (-) -400 44,227 43,689 8,022
FOR YEAR

RESERVES RELEASED

Lottery Fund					
Neighbourhood Plan	3,000		1,946	3,000	
TOTAL	3,000		1,946	3,000	
Net Total after Reserve Release	2,600		45,635	11,022	

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

Council Offices**Expend. to
30.9.17**

Council Tax	765
Electricity	106
Rent	5,250
Water & Sewerage	65
Building Materials	21
Contractor Payments	65
Insurance	355
Planning Fee	193

Refund of Contractor Payment	-623
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Total	£6,197
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Lottery Events**Expend. to
30.9.17**

Advertising	115
Catering Expenses	618
Equipment (inc Hire)	255
Flags	450
Insurance	78
Licence	71
Materials	120
Performance Fee	450
Prizes	167
Stationery	12

Total Expenditure, 2017/18	2,336
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Total Expenditure, 2016/17	901
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3,237

Projected Additional Expenditure	256
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3,493

Lottery Grant	-5,800
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Projected Refund	-2,307
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Income (less £40 donation)	-424
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Total	£1,912
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Neighbourhood Plan**Expend. to
30.9.17**

Consultant's Fee	4,050
Printing	74
Staff Overtime	72

Grant Received	-4,500
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Reserves Released	-1,946
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Total	-£2,250
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EXTERNAL AUDIT REPORT

In short BDO report three errors: Council's agreement to section 4 of the governance statement when the period for electors' rights had begun one day late and clerical errors by the Clerk for not ticking "NA" at section 9 and inserting the wrong month number on the accounting statement.

**ISSUES ARISING REPORT FOR
Portland Town Council
Audit for the year ended 31 March 2017**

Introduction

The following matters have been raised to draw items to the attention of Portland Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Electors rights period during the year
-

The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues.

Electors rights period during the year

What is the issue?

The inspection period for the exercise of electors' rights which occurred during the year did not include the first 10 working days of July as specified in the Accounts and Audit Regulations 2015, which for last year was from the 1st to the 14th July 2016.

Why has this issue been raised?

The Accounts and Audit Regulations 2015 para 15(b) state that the inspection period for the exercise of electors rights must include the first 10 working days of July. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The smaller authority must ensure that the inspection period for the exercise of electors' rights includes the first 10 working days of July when undertaking the electors rights period

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

Introduction

The following items are being brought to the attention of the clerk of Portland Town Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Trust funds
 - Date of approval incorrect for section 2
-

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Trust funds

What is the issue?

The Smaller Authority has not answered box 9 in error in Section 1 of the annual return.

Why has this issue been raised?

The smaller authority must ensure in future years that all the boxes are answered.

What do we recommend you do?

The Smaller Authority should ensure in future years that it answers 'N/a', that the Smaller Authority does not have any responsibilities to discharge in relation to a charity.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

Date of approval incorrect for section 2

What is the issue?

The date inserted in Section 2 is incorrect and should be 28 June 2017.

Why has this issue been raised?

The annual return has not been completed properly.

What do we recommend you do?

The Smaller Authority must ensure in future years that the annual return is completed with the correct date inserted in each section.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC/ADA

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 18 September 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

PORTLAND TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		"Yes" means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

28.6.2017

and recorded as minute reference:

3455 (d)

Signed by Chair at meeting where approval is given:

Clerk:

I. D. Looker

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

PORTLAND TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	67,886	64,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	50,723	63,679	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,610	65,864	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	30,333	30,152	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and Nil (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	34,997	59,232	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	64,889	105,048	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	64,889	105,048	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	81,988	52,086	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

I.D. Looker

Date **21.6.2017**

I confirm that these accounting statements were approved by this smaller authority on:

R. Wood 28/12/2017

and recorded as minute reference:

3455 (d)

Signed by Chair at meeting where approval is given:

[Signature]

REVIEW OF COUNCIL SERVICES AND STRATEGY

Discussion Document on the Aims and Objectives of the Council

As part of the review of Council services and strategy at the Finance committee meeting on 4th October it was agreed to bring forward a discussion document for consideration of the full council

At present the Council delivers the following services:-

Statutory Functions for provision of council
Planning Committee – review of planning applications, highway requests from the public and planning contravention issues
Marine, Environment and Tourism Partnership – liaison with Island organisations and community groups
Neighbourhood Plan – facilitating a Plan for Portland
Civic, charity and Lottery-funded events
Grants to community organisations
Representatives on outside bodies, including the Portland Quarries Liaison Committee
Maintenance responsibility for:-
 Cheyne Weares car park and viewing area
 Jubilee Gateway
 West Weares land sculpture
Replacement recycling bins for the public
Community grit bins
Town Crier
Portland Fair
Registration of and advice on Portland Flag
Tourism leaflets and financial support for visitors' maps
Emergency planning liaison for flooding and sirens
Maintenance of Portland Resilience Plan for general emergencies

It is foreseen that the council will also deliver

Maintenance responsibility for:-
Former toilet block at Lord Clyde carpark
Royal Manor Playing fields
Land in Artist Row

The Council should have aims and a strategy for achieving its aims which should put in words what the council aspires to do

We should be careful that we do not mislead the electors into thinking we take responsibility for a host of services that we cannot deliver

The aims should be brief and succinct and not be a long list of obvious and woolly high aspirations.

Objectives should be measurable and time based/constrained and set out what we intend to achieve in the coming year

We should report on the objectives in October and May

Suggestion of what aims might be

To be a strong voice to represent residents views to other bodies both governmental and business

To engage positively in the protection and improvement of both the built and natural environment within the means of the council so that we maintain Portland's Unique Landscape.

In part this is achieved by responding to planning applications and other statutory consultations on time, ensuring that recommendations made to the District and County Council adhere to the Neighbourhood plan, any statutory regulations, and the interests of the community.

Support local business and economic activity on the island

To support and improve supply of amenities and social enterprises

Acquire income streams such as Managing Car Parks so that we do not solely rely on the precept

Possible Objectives for 2018/19

Support the current service provision and

Having acquired the lease for Royal Manor Playing fields bring forward action plans for community use and possible income source

Adopt the NP

Negotiate with other authorities for the acquisition of assets including car parks

Prepare and negotiate with other authorities for funding for provision of services (as other similar local parishes) in the light of the prospect of Local Government reorganisation

Obtain loan funding and proceed with the acquisition of Council Offices

Review budget so that it reflects services

Promote the Annual Parish meeting as a civic event.

Jim Draper (Cllr)

BUDGET, 2018/19

The Finance Committee's proposed budget figures form the right-hand column of the analysis.

The Committee **RECOMMENDED** - that publications be paid from a slightly enhanced stationery budget. The projects budget heading should be amended to include events, this to be reflected in an income heading also.

As a rough guide the latest (August) Consumer Price inflation figure is 2.70%.

It is suggested further consideration be given to additional provision next year for: (1) the Council Offices (alterations, loan payments etc), in line with previous Council deliberations, and (2) early reorganisation transfer requirements (Royal Manor playing field, Lord Clyde toilets etc). This assumes final decisions on both will not be pre-empted.

2018/19 Budget Working Paper, 18.10.17

	Budget 2016/17	Expend. 2016/17	Budget 2017/18	Expend. to 30.9.17	Projected 2017/18	Notional Budget 2018/19	Fin. Comm. Proposal
EXPENDITURE							
Salaries	29,844	30,152	30,500	15,319	33,500	31,324	35,000
Advertising	280	229	286	121	250	294	300
Audit	1,300	890	1,326	251	890	1,362	1,000
Bank Charges	0	185	70	36	100	72	100
Civic Expenditure	1,000	579	1,020	1,828	2,100	1,048	1,100
Computer Equipment	300	236	306	0	0	314	300
Computer Software	360	21	367	155	300	377	300
IT Support	250	0	255	210	250	262	300
Contingency	0	0	5,000	0	0	5,135	4,000
Council Offices	17,200	25,019	12,000	6,197	13,400	12,324	12,324
Elections	6,000	4,209	4,000	0	0	4,108	4,000
Furniture & Equipment	612	365	624	254	520	641	700
Hire of Halls	840	990	857	363	880	880	900
Honorarium	100	100	100	100	100	103	100
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	172	400	514	400
Publications	20	114	20	0	20	21	-
Stationery	850	684	700	340	800	719	800
Subscriptions	1,600	1,637	1,632	1,491	1,650	1,676	1,700
Telephone / Internet	500	605	510	305	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	29,263	58,190	65,220	67,724
Cheyne Weares	4,800	236	0	0	0	0	-
Gifts and Donations	100	93	102	40	100	105	100
Grants	1,750	1,915	1,000	125	1,000	1,027	2,000
Landscape Maintenance	5,000	1,284	6,000	996	1,800	6,162	6,000
Lottery-Funded Events	0	901	500	2,337	2,800	514	-

Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan	18,000	3,923	3,000	4,196	12,000	3,081	3,000
Office Move	3,800	4,298	800	1,013	1,500	822	800
Projects & Events	4,150	1,400	5,000	0	1,000	5,135	4,000
Town Crier	50	35	50	35	40	51	50
Website	1,200	1,290	1,224	56	1,400	1,257	1,300
Sub-Total	38,850	15,375	18,676	8,798	21,640	19,180	17,250
TOTAL	104,296	85,315	82,181	38,061	79,830	84,400	84,974
INCOME							
Precept	63,679	63,679	76,132	76,132	76,132	78,188	80,374
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	0	1,000	1,027	1,000
Hire of Halls Refund	840	1,350	0	0	0	0	-
Interest	220	192	0	0	0	0	200
Lottery-Funded Events	0	5,800	500	569	570	514	-
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan Grant	15,000	3,375	0	4,500	9,000	0	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	82,181	81,750	88,251	84,400	84,974
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	44,228	0	43,689	8,421	0	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	1,929	3,000		
TOTAL	20,800	6,771	3,000	1,929	3,000		
Net Total after Reserve Release	0	50,999	3,000	45,618	11,421		

CIVIC EVENTS

At its September meeting Council decided to hold the following civic events in 2018/19:-

- Mayor-Making
- D-Day Landings Memorial
- Merchant Navy Day
- Ceremony of the Keys
- Civic Service

It also resolved to determine what other events should be held in considering next year's budget. Other possible events include:-

- Carol Service
- Queen's Accession
- HMS Illustrious Memorial
- HMS Sidon Memorial

It should be noted that in some mayoral years the Civic and Carol Services have been held as one. Another point to mention is that in some cases, such as Illustrious and Sidon, others have carried out the necessary administrative work, which is not inconsiderable. The office staff have not been involved.

The item regarding a Remembrance Sunday wreath is brought to Council again since no decision was made at the last meeting. Last year the Council's donation to the Royal British Legion for its Remembrance Sunday wreath was £50.



Volunteer Centre
Dorset

Volunteer Centre Dorset

Reg Office:- The Coach House, Acland Road, Dorchester. Dorset. DT1 1EF. Telephone 01305 269214
E-mail: awards@volunteeringdorset.org.uk. Website: www.volunteeringdorset.org.uk

Portland Town Council
52 Easton Street
Portland
DT5 1BT

L26
22 MAY 2017

17th May 2017

Dorset Volunteer Awards Evening
26th October 2017

Dear Sir / Madam

Once again, Volunteer Centre Dorset is hosting the Dorset Volunteer Awards Evening, recognising the fantastic contribution of volunteers across the county.

Awards will be given out to nominated volunteers from three different categories: Young Volunteer of the Year, Volunteer of the Year and Group/Team of the Year. There will also be the Community Award for Volunteering, which recognises the involvement of local businesses and their staff through employee volunteering in the local community. The 'Oscar style' event is attended by 200 guests from all over Dorset and formally thanks volunteers chosen by their peers, who are truly unsung heroes of the community. With VIP guests, live music and light refreshments, this free night is the premier countywide awards night. Last year's guests included Lord and Lady Fellowes, Jean Lang, Deputy Lieutenant of Dorset and Debbie ward CEO of Dorset County Council.

As you can imagine, catering for 200 volunteers is a huge challenge financially and logistically and the only way to achieve this is via sponsorship and support in kind. We are looking for a main sponsor of £1000.00, category sponsors of £300.00 for each category and table sponsors of £50.00 per table. All our sponsors will be acknowledged via media, website, and during the evening as the night is promoted prior and post event. Your support will be hugely appreciated by the hundreds of volunteers from across the County working tirelessly behind the scenes.

We hope you feel you are able to support these wonderful volunteers. Please do not hesitate to contact us if you have any questions.

Kind regards

Craig Womble
Deputy Manager

RN
DT
SC

Accredited by:-



DAPTC AGM

Motion 1 (from Beaminster Town Council)

Beaminster Town Council would propose the DAPTC lobby NALC with a view to achieving a change in the legislation governing the de-registration of bus routes.

A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

Bus Company, Damory, recently deregistered a strategically important bus route (No 40 service) a vital link between Bridport, Beaminster, Crewkerne and Yeovil. It emerged that such de-registrations can be made with only 8 weeks' notice giving insufficient time for alternative provision to be made.

B. How the issue is affecting local councils in their area (with case study evidence):

Whilst discussions with commercial operators continue Dorset County Council have had to provide a temporary replacement bus service on week days, leaving no service at weekends there Bridport and Beaminster Town Councils jointly secured a Community Transport Grant to finance a limited Saturday service between Bridport and Beaminster only.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

For strategically important bus routes the current 8 week notice period should be increased to 14 weeks with a requirement that the operator cooperates fully with the relevant authorities in providing all relevant data and other information relating to the route in question.

Motion 2 (from Blandford Forum Town Council)

That DAPTC requests NALC to lobby for Central Government action to ensure that when a town or parish council objects to a planning application for legitimate planning reasons, it should be considered by the planning authority's planning committee.

A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

The Town Council puts forward the issue regarding planning committees at District level delegating authority to officers instead of considering planning applications.

B. How the issue is affecting local councils in their area (with case study evidence).

Increasingly, we are finding that applications are being approved based on delegated authority to officers and district councillors are not meeting to discuss and consider the applications, regardless of their size or impact, which can therefore exclude town and parish views.

For example, when a town or parish council objects to a planning application for legitimate planning reasons it should be considered by the District Council's Planning Committee.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

Central Government is asked to make amendments so that the views of town and parish councils (local residents) are taken into consideration as part of the planning process.

Local Authority policy and procedures in order to take local views on planning into account and to ensure planning committee meetings are held.

Motion 3 (from Chideock Parish Council)

Chideock Parish Council asks NALC to strongly request that the DCLG revisits the consultation on Parish Polls which was carried out from 4 December 2014 to 30 January 2015 but never acted upon, and to amend the current legislation governing Parish Polls. The consultation sought the views of the public, local authorities and the parish sector on:

- the trigger (the number or proportion of electors required to demand a poll)
- the voting arrangements for parish polls
- the questions on which a poll can be held
- consequential related matters.

A. The reasons why the Parish or Town Council is submitting the proposal:

A group of Chideock electors recently demanded a poll at a parish meeting. West Dorset District Council will charge the Parish Council (and ultimately the council tax payers of the parish) approximately £1,000 to conduct the poll (for 500+ electors). The subject matter of the poll is not something which is within the remit of the Parish Council as it pertains to the A35 which is a Trunk Road under the jurisdiction of Highways England.

The DCLG consultation made the following recommendation:-

A poll can be called on any question arising at a meeting which **concerns affairs which relate to a parish council/meetings functions** and meets the following criteria:

1. The subject matter was discussed at the parish meeting.
2. The subject matter directly affects those who live and/ or work in the parish; and
3. **The parish council/meeting has the capacity to make a decision on the subject matter including any decision as a statutory consultee, but not including a decision simply to agree a declaratory statement on the matter.**

B. How the issue is affecting local councils in their area (with case study evidence).

The cost of a Parish Poll to the Parish / Town Council is considerable and cannot be budgeted for in advance. This cost is acceptable where the Poll is on a question which is beyond the remit and powers of a Parish Council.

2017 - Chideock Parish Council - Electorate - 500+, poll taking place on 17 August 2017 - 2 questions relating to the A35 Trunk Road, which is not within the remit of the Parish Council

2010 - Dorchester Town Council Poll - Electorate - 14,341 Ballot papers included in count - 2204 Turnout 15.4% - the question was whether WDDC should move to new purpose built offices, which is not within the remit of the Town Council

2007 - East Stoke Parish Council - Electorate - 339 Ballot papers included in count - 80 Turnout 23.6% - the question was "Do you want a referendum on the EU Constitutional Treaty?", which is not within the remit of the Parish Council

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

The legislation that governs parish polls is found in Section 150 of and Schedule 12 to the Local Government Act 1972 and The Parish and Community Meeting (Polls) Rules 1987.

Motion 4 (from Hurn Parish Council)

Hurn Parish Council ask that the DAPTC take the issue forward to NALC to ask for a change to the law to make Parish Councils statutory consultees on tree application in their Parishes and that the information provided is of a high enough quality to facilitate the consideration of the proposal.

A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC:

Hurn Parish Council propose that Parish Councils should be statutory consultees for all Tree applications in their Parishes and that all these applications should be of a sufficient quality, in order that Parish Councillors are able to reach an informed judgement as to the merits of the applications. Detailed photographs and plans should be included where appropriate.

B. How the issue is affecting local councils in their area (with case study evidence):

Hurn Parish Council been asked to comment, on numerous occasions, on tree applications which do not provide sufficient information for Councillors, thereby inhibiting an informed decision being made. Trees are integral to rural and urban areas and Parish Councils have the local knowledge needed to comment on these proposals.

C. What it is specifically the Parish or Town Council would like to change (e.g. a law):

Hurn Parish Council ask that the DAPTC take the issue forward to NALC to ask for a change to the law to make Parish Councils statutory consultees on tree application in their Parishes and that the information provided is of a high enough quality to facilitate the consideration of the proposal.