

The ANNUAL TOWN MEETING

to be held at

**St. John's Church Hall,
Fortuneswell, Portland**

**on Wednesday, 6th April 2016
at 7.00 pm**

A G E N D A

- 1) Apologies for Absence
- 2) Minutes of the last Annual Town Meeting held on 8th April 2015 (attached)
- 3) Matters Arising
- 4) Report by the Chairman on behalf of the Council
- 5) Report by the Town Mayor
- 6) Financial Report for 2015/16 (attached)
- 7) Report by the Town Crier
- 8) Electors' Items
- 9) Date of Next Annual Meeting scheduled for Wednesday, 5th April 2017

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Town Clerk

COMMENTS ON THE FINANCIAL REPORT, 2015/16

Expenditure

| | |
|------------------------|--|
| Salaries | Council implemented the Staffing Review recommendations in June, increasing staff hours and salaries. It also filled the vacancy for an Assistant Clerk, but decided not to reappoint when the post fell vacant again. |
| Civic Expenditure | This included hiring of halls in 14/15, which has been separately apportioned in 15/16. |
| Computer Equipment | It was intended to buy a replacement lap-top but this has been delayed, in part over uncertainty regarding staffing levels and the impending office move. |
| Council Offices | This heading is newly created as it is due to become a significant item in 16/17. |
| Legal Fees | The Council has been in a dispute during the year. |
| Training / Conferences | There has been much more member training this year. |
| Cheyne Weares | A contract for large-scale remedial works is nearing completion. |
| Website | As notified at the last Town Council meeting the figure includes two annual maintenance charges made at each end of the financial year. |

Income

| | |
|----------------------|--|
| Hire of Halls Refund | The Borough Council is currently reimbursing the Town Council because of the lack of disabled access at the Council Offices. |
| Interest | Interest from the present high interest account is due to accrue in April. |

Portland Town Council - Financial Report, 6.4.16

| | Budget 2015/16 | Expend. 2014/15 | Expend. to 31.3.16 | Paid / Rec'd to Date (%) |
|---|-------------------|--------------------|-----------------------|-----------------------------|
| EXPENDITURE | | | | |
| Salaries | 23,824 | 23,033 | 30,333 | 127.32 |
| Advertising | 280 | 358 | 219 | 78.21 |
| Audit | 1,070 | 1,234 | 1,377 | 128.69 |
| Civic Expenditure | 1,000 | 1,525 | 956 | 95.60 |
| Computer Equipment | 300 | 636 | 0 | 0.00 |
| Computer Software | 360 | 21 | 39 | 10.83 |
| IT Support | 200 | 295 | 175 | 87.50 |
| Contingency | 12,803 | 0 | 0 | 0.00 |
| Council Offices | 0 | 0 | 163 | - |
| Elections | 6,000 | 5,850 | 4,210 | 70.17 |
| Furniture & Equipment | 612 | 600 | 895 | 146.24 |
| Hire of Halls | 840 | 0 | 1,108 | 131.90 |
| Honorarium | 100 | 100 | 100 | 100.00 |
| Insurance | 1,300 | 1,298 | 1,309 | 100.69 |
| Legal Fees | 0 | 0 | 1,896 | - |
| Mayoral Allowance | 700 | 700 | 700 | 100.00 |
| Miscellaneous | 0 | 144 | 0 | - |
| Postage | 790 | 739 | 945 | 119.62 |
| Publications | 0 | 18 | 5 | - |
| Stationery | 710 | 786 | 719 | 101.27 |
| Subscriptions | 1,440 | 1,468 | 1,471 | 102.15 |
| Telephone / Internet | 300 | 605 | 598 | 199.33 |
| Training / Conferences | 1,000 | 95 | 389 | 38.90 |
| Travelling & Subsistence | 100 | 57 | 89 | 89.00 |
| Sub-Total | 53,729 | 39,562 | 47,696 | 88.77 |
| Cheyne Weares | 5,000 | 0 | 4,608 | 92.16 |
| Gifts and Donations | 50 | 50 | 70 | 140.00 |
| Grants | 2,645 | 0 | 2,232 | 84.39 |
| Landscape Maintenance | 0 | 3,884 | 52 | - |
| Neighbourhood Plan | 6,600 | 6,335 | 3,672 | 55.64 |
| Projects | 144 | 1,216 | 1,375 | - |
| Town Crier | 50 | 35 | 35 | 70.00 |
| Website | 1,200 | 1,200 | 2,651 | 220.92 |
| Sub-Total | 15,689 | 12,720 | 14,695 | 93.66 |
| TOTAL | 69,418 | 52,282 | 62,391 | 89.88 |
| INCOME | | | | |
| Precept | 50,723 | 50,222 | 50,723 | 100.00 |
| Discount Grant | 3,390 | 4,051 | 3,390 | 100.00 |
| Fair | 1,375 | 2,000 | 1,375 | 100.00 |
| Hire of Halls Refund | 840 | 0 | 801 | 95.36 |
| Interest | 220 | 238 | 69 | 31.36 |
| Neighbourhood Plan Grant | 3,600 | 700 | 2,500 | 69.44 |
| Other | 0 | 81 | 70 | - |
| TOTAL | 60,148 | 57,292 | 58,928 | 97.97 |
| SURPLUS / DEFICIT (-) FOR YEAR | -9,270 | 5,010 | -3,463 | |
| RESERVES RELEASED | | | | |
| Cheyne Weares | 5,000 | | 5,000 | |
| Grants | 1,270 | | 1,270 | |
| Neighbourhood Plan | 3,000 | | 3,000 | |
| TOTAL | 9,270 | | 9,270 | |
| Net Total after Reserve Release | 0 | | 5,807 | |

Neighbourhood Plan

Expend. to
31.3.16

| EXPENDITURE | |
|--------------------|---------------|
| Consultant's Fee | 2,700 |
| Staff Overtime | 583 |
| Advertising | 95 |
| Computer Software | 249 |
| Hire of Hall | 45 |
| Printing | 0 |
| Stationery | 0 |
| Website | 0 |
| Sub-Total | £3,672 |