

The ANNUAL TOWN MEETING

to be held at

Easton Methodist Church Hall,
Easton, Portland

on Wednesday, 5th April 2017
at 7.00 pm

AGENDA

- 1) Apologies for Absence
- 2) Minutes of the last Annual Town Meeting held on 6th April 2016 (attached)
- 3) Matters Arising
- 4) Report by the Chairman on behalf of the Council
- 5) Report by the Town Mayor
- 6) Financial Report for 2016/17 (attached)
- 7) Report by the Town Crier
- 8) Electors' Items
- 9) Date of Next Annual Meeting scheduled for Wednesday, 4th April 2018

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Town Clerk

Portland Town Council - Financial Report, 5.4.17

	Budget 2016/17	Expend. 2015/16	Expend. to 31.3.17	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	29,844	30,333	30,152	101.03
Advertising	280	219	229	81.79
Audit	1,300	1,377	890	68.46
Bank Charges	0	0	185	-
Civic Expenditure	1,000	956	579	57.90
Computer Equipment	300	0	236	78.67
Computer Software	360	39	21	5.83
IT Support	250	175	0	0.00
Contingency	0	0	0	-
Council Offices	17,200 ¹	0	25,019	145.46
Elections	6,000	4,210	4,209	70.15
Furniture & Equipment	612	895	473	77.29
Hire of Halls	840	1,108	990	117.86
Honorarium	100	100	100	100.00
Insurance	1,500	1,309	1,250	83.33
Legal Fees	0	1,896	703	-
Mayoral Allowance	1,000	700	1,000	100.00
Miscellaneous	0	0	0	-
Postage	790	945	547	69.24
Publications	20	5	114	570.00
Stationery	850	719	684	80.47
Subscriptions	1,600	1,471	1,637	102.31
Telephone / Internet	500	598	605	121.00
Training / Conferences	1,000	389	285	28.50
Travelling & Subsistence	100	89	162	162.00
Sub-Total	65,446	47,533	70,070	107.07
Cheyne Weares	4,800	4,608	236	4.92
Gifts and Donations	100	70	93	93.00
Grants	2,750 ²	2,232	1,915	69.64
Landscape Maintenance	5,000	52	1,284	25.68
Lottery-Funded Events	0	0	690 ³	-
Neighbourhood Plan	18,000	3,678	3,923	21.79
Office Move	3,800	163	4,298	113.11
Projects	3,150 ²	1,375	1,400	44.44
Town Crier	50	35	35	70.00
Website	1,200	2,651	1,290	107.50
Sub-Total	38,850	14,864	15,164	39.03
TOTAL	104,296	62,397	85,234	81.72

INCOME

Precept	63,679	50,723	63,679	100.00
Discount Grant	2,007	3,390	2,007	100.00
Compensation	0	0	50,000	-
Fair	1,750	1,375	1,000	57.14
Hire of Halls Refund	840	801	1,350	160.71
Interest	220	72	191	86.82
Lottery Fund Grant	0	0	901 ⁴	-
Neighbourhood Plan Grant	15,000	2,500	3,375	22.50
Sale of Council Furniture	0	0	1,909	-
Other	0	70	20 ³	-
TOTAL	83,496	58,931	124,432	149.03

SURPLUS / DEFICIT (-) -20,800 -3,466 39,198
FOR YEAR

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	
Neighbourhood Plan	3,000		548	
TOTAL	20,800		6,771	
Net Total after Reserve Release	0		45,969	

¹ £4,000 added from Reserves, 17.8.16

² £1,000 vired from Projects to Grants, 16.11.16

³ £211 donated at Easton Promise, moved from Other Income to Lottery-Funded Events expenditure, 18.1.17

⁴ £5,800 grant received, but only £1,000 due to be released in 2016/17.

Council Offices

	Expend. to 31.3.17
Council Tax	1,114
Electricity	693
Rent	11,996
Waste Collection	65
Water & Sewerage	67
Building Materials	360
Contractor Payments	10,224
Fire Risk Assessment	280
Legal Fees	162
Signage	58
Total	£25,019

Office Move

	Expend. to 31.3.17
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
IT Support	280
Key Cutting	10
Legal Fees	719
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	603
Total	£4,298

Neighbourhood Plan

	Expend. to 31.3.17
Consultant's Fee	3,375
Grant	250
Staff Overtime	298
Total	£3,923
Locality Grant Income	£3,375