

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
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8th April 2015

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, PORTLAND**, on **WEDNESDAY, 15TH APRIL 2015**, commencing at 7.00 pm when the business set out below will be transacted.

Members are advised to bring also the agenda and associated papers for the previous Town Council meeting on 9th April 2015.

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

A G E N D A

- 1. Prayers**
- 2. Apologies for Absence**
- 3. Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 4. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 5. Minutes** – to confirm the minutes of the Town Council Meeting held on 18th March 2015
- 6. Minute Update and Matters Arising from the Minutes**
- 7. Town Mayor's Announcements**
- 8. Written Questions for the Mayor**
- 9. Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2014/15 Financial Report to 31st March 2015 (attached)
- 10. Town Mayor and Deputy Mayor, 2015/16** – to receive nominations and vote upon them (see attached)
- 11. Separation of Town Mayor and Chairman Roles** – if required, to amend Standing Orders to accommodate the change
- 12. Standing Orders** – as required, to agree changes to Standing Orders (see attached)
- 13. Financial Regulations** – as required, to agree changes to Financial Regulations (see attached)

14. **Grievance Procedure** – if required, to give further consideration to adopting a procedure
15. **Council Review** – to receive a verbal report from the Clerk
16. **Temporary Assistant Clerk** – to receive a verbal report from the Clerk
17. **Councillors' News from the Wards** – to receive reports
18. **Reports from Representatives to Outside Bodies and Voluntary Posts**
19. **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.”
20. **Councillor Suspension** – to reconsider the decision reached in the light of recent correspondence
21. **Date of Next Meeting**
The next scheduled meeting of the Town Council is due to take place on Wednesday, 20th May 2015, starting at 7.00 pm.

**NOMINATIONS FOR ELECTION OF
TOWN MAYOR AND DEPUTY MAYOR FOR 2015/16**

Elected annually by Town Councillors

Existing policy guidelines are as follows:-

- (a) The seniority list to be 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 would proceed to Mayor after one year as Deputy
- (d) Cumulative service counts towards seniority.

Councillor	Commencement of Service	Cumulative Service up to 1st May 2014 (Years - Months)	Years of Service for Mayoral Purposes
E Munro-Price	15 June 2004	10-10 *	10-10 *
R Denton-White	27 July 2011	7-9 ***	7-9
T Munro	21 May 2003	11-11	6-11
A Munro	6 May 2011	3-11	3-11
R Wild	6 May 2011	3-11	3-11
I Munro-Price	15 June 2004	10-10	2-11
R Nowak	17 October 2012	2-6	2-6
S Bradley	17 January 2007	8-3	1-11
A Matthews	14 August 2013	1-8	1-8
S Reynolds	14 August 2013	1-8	1-8
G Chadwick	16 April 2014	1-0	1-0
S Lees	14 August 2014	0-8	0-8
J Thorner	14 August 2014	0-8 **	0-8
R Hughes	20 January 2010	5-3	0-0

* less twenty days in May 2007

** not including previous period of service

*** including previous period of service

Review of Standing Orders and Financial Regs- Comments AM

In general

The NALC models follow a proforma approach therefore elements where the Town Council's Standing Orders follow procedures which have arisen through custom and practice need to be looked at carefully to ensure there is no conflict if these are to continue.

The Financial elements within Standing Orders and augmented by more modernised Financial Regs highlight the need to look seriously at the role of a Responsible Finance Officer. Also the need to appoint a Finance Lead from Members as the emphasis is on the Council's responsibilities.

There is also a need within Finance Regs to determine the role of FR

Financial Values

The following values are referred to in both Standing Orders and Finance Regs and thought it easier to isolate so as to see a logic

Area and references	Proposed Value	Current Value
Point at which EU Procurement rules cut in SO 18f, FR11.1.k	£138,893 (but check with DCC)	£140,000
Value above which a tender process should be applied SO 18.a.v, 18c, FR 11.1(b), 11(f)	£10k (NALC show £60k)	
Value between which a written quotation process should apply (min 3 where poss) FR 11h	£3k - £10k	
Value between which an estimates should be obtained (min 3 if poss) FR 11h	£1k-£3k (NALC proposes £100 as lower limit)	
Value of a grant /expenditure above which the Council must approve FR 1.14,4.1,5.8	£5k	
Value which a committee can authorise FR 4.1	£500 - £5k	

Agenda Item's 12 & 13

Value which Clerk with Chairman of Council/Committee may authorise . FR 4.1	Below £500	
Clerk may act on own in an event of an emergency FR 4.5	Below £500	
Budget Variance to be reported FR 4.8	In excess of £100 or 15% of Budget	
Item of Asset value which can be acquired/disposed without reference to Council FR14.2	£250	£50

Standing Orders some specific areas

A number of members I suspect will look at mapping the procedural points so these are the more obvious areas.

There is also a number of references to days and quoracy

Item 5c - 7pm not 6pm

Finance Regs Specific Ref (values references referred to in grid above)

1.6 –Council to reflect on wording

1.8 – Determination

2.2 – Role of Finance Committee

3.2 – Determine month and wording 'normally' ?

3.4 – January ? Feasible in the light of the discount grant ?

5.1 – Credit reference ?

7.4 - Clarity ?

Portland Town Council - Financial Report, 15.4.15

	Budget 2014/15	Expend. 2013/14	Expend. to 31.3.15	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	23,287	23,112	23,033	98.91
Advertising	400	449	358	89.50
Audit	805	521	1,234	153.29
Civic Expenditure	1,541	1,603	1,507	97.79
Computer Equipment	0	0	636	-
Computer Software	50	62	21	42.00
IT Support	260	200	295	113.46
Contingency	1,241	0	0	0.00
Elections	1,500	738	5,850	390.00
Furniture & Equipment	378	376	600	158.73
Honorarium	100	100	100	100.00
Insurance	1,300	1,287	1,298	99.85
Mayoral Allowance	700	700	700	100.00
Miscellaneous	0	144	0	-
Postage	600	822	739	123.17
Publications	0	116	18	-
Stationery	600	689	786	131.00
Subscriptions	1,400	1,676	1,468	104.86
Telephone / Internet	600	632	605	100.83
Training / Conferences	100	105	95	95.00
Travelling & Subsistence	100	110	57	57.00
Sub-Total	34,962	33,442	39,400	112.69
Gifts and Donations	210	50	50	23.81
Grants	3,000	1,994	0	0.00
Island Caretaker	15,000	7,915	3,884	25.89
Neighbourhood Plan Projects	5,500	4,234	6,335	115.18
	0	0	1,216	-
Town Crier	50	35	35	70.00
Website	1,500	1,051	1,200	80.00
Sub-Total	25,260	15,279	12,720	50.36
TOTAL	60,222	48,721	52,120	86.55
INCOME				
Precept	50,222	47,910	50,222	100.00
Discount Grant	4,000	4,726	4,051	101.28
Fair	3,000	750	2,000	66.67
Interest	500	644	235	47.00
Neighbourhood Plan Grant	2,500	6,300	700	28.00
Other	0	46	81	-
TOTAL	60,222	60,376	57,289	95.13
SURPLUS / DEFICIT (-) FOR YEAR	0	11,655	5,169	

Island Caretaker

Expend. to
31.3.15

EXPENDITURE

Contractor Payments	3,590
Building Materials	92
Equipment	22
Skip Hire	180
Total	£3,884

Neighbourhood Plan

Expend. to
31.3.15

EXPENDITURE

Consultant's Fee	4,000
Staff Overtime	329
Advertising	692
Computer Software	260
Printing	104
Stationery	49
Website	901
Sub-Total	£6,335