

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
Dorset
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12th April 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND** on **WEDNESDAY, 19TH APRIL 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
 - b) **Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) **Reports from Borough and County Councillors** – to receive
6. **Minutes**
 - a) **Town Council Meeting, 15th March 2017** (attached)
 - b) **Annual Town Meeting, 5th April 2017** (attached) – to agree and sign
7. **Minute Update and Matters Arising from the Minutes** (attached) – to receive
8. **Written Questions for the Chairman** – to receive replies
9. **Town Mayor's Announcements**
10. **Financial Matters**
 - a) **Payments for Authorisation** (to follow) – to approve
 - b) **2016/17 Financial Report to 31st March 2017** (attached) – to accept
 - c) **Payment Procedures** – to resolve the apparent conflict with the Calendar of Meetings (see attached)
11. **Closure of Lloyds Bank Branch, Portland** – to consider responses (see attached)

12. **Community Bus** – to consider reports received and consider action (see attached)
13. **Events & Tourism Working Group Meeting, 4th April 2017**
– to receive notes of the meeting and consider the recommendations (see attached)
14. **Finance Committee Meeting, 10th April 2017 Council Offices** – to consider the Committee’s recommendation that the Council investigate through DAPTC and NALC the procedures for obtaining a loan to purchase the Council Offices and gather outline costs for the necessary building alterations
15. **Staffing Committee Meeting, 11th April 2017** – to receive the draft minutes of the meeting and consider the recommendations (see attached)
16. **Co-option of Councillor for Underhill Ward** – to consider an appointment (see confidential attachment)
17. **Royal Manor Playing Field** – to receive a report from the Chairman and consider engaging a solicitor to deal with the lease on the Council’s behalf
18. **Mayors’ Plaque** – to receive a report from the Chairman and consider further action
19. **Window Cleaning** – to consider whether to have the front of the Offices cleaned periodically
20. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
21. **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.”
22. **Date of Next Meeting**
The next scheduled meetings of the Town Council are the Annual Council Meeting (Mayor-Making) at the National

Sailing Academy on Tuesday, 16th May 2017 and Adjourned Meeting at the Peter Trim Hall, St. George's Centre on Wednesday, 17th May 2017, both starting at 7.00 pm.

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 15TH MARCH 2017, IN THE PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE

PRESENT: Councillors R. Nowak (Chairman), Ms J. Atwell, Mrs S. Cocking, J. Draper, C. Flack, C. Gover, Ms S. Lees, Mrs S. Reynolds, A. Sergison, D. Thurston, Mrs S. West and R. Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Rev. Chris Briggs (Mayor's Chaplain), Cllr. Paul Kimber (Dorset County Council and Weymouth & Portland Borough Council), Mr Andy Matthews (Neighbourhood Plan Working Group), two officers from Dorset Police and six members of the public.

3372 – CHAIRMAN'S WELCOME

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

3373 – PRAYERS

The Mayor's Chaplain led the meeting in prayer, including a minute's silence to commemorate recent bereavements.

3374 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. D. Symes and Kate Wheller (Dorset County Council and Weymouth & Portland Borough Council.)

3375 – DECLARATIONS OF INTEREST

There were none.

3376 – OPEN FORUM

a) Police

PCSO Williams said he had followed up the parking problems reported last time. Unfortunately the problems tend to reoccur as time went on. There had been a spate of commercial burglaries recently and enquiries were ongoing. The Neighbourhood Team was now dealing with the repercussions of the accident on New Road.

Cllr. West asked whether there was a drug problem on the Island. PCSO Williams said it tended to be a problem everywhere nowadays.

Cllr. Lees reported cars parking on the pavement by the Indian restaurant in Easton.

b) Public Half-Hour

June Morley asked about the Royal Manor playing field. From the chair Cllr. Nowak said nothing had been agreed yet about the Council taking a lease on the field. At the moment the Council was still checking the legal implications.

Rob Hughes expressed the hope that under Agenda Item 14 the Council would continue to separate the offices of Council Chairman and Town Mayor.

Martin Luther asked who approached who about the possible purchase of the present Council Offices. He also expressed concern that the present arrangement for Chairman and Mayor was illegal and therefore Council decisions might be open to challenge. Cllr. Nowak said the Council had taken the initiative over the purchase of the Offices. It had been the Council's intention to own its own premises after being turned out of the old Offices, but the upheaval of the move had delayed action being taken.

Paul Snow, referring to the Calendar of Meetings agenda item, asked why the December meeting in particular had been deleted. Cllr. Nowak explained there were several reasons why the scheduled meetings in June, August and December had been cancelled. The intention was to consider the draft budget for 2018/19 next November.

c) Reports from Borough and County Councillors

Cllr. Paul Kimber commended to the Council a County presentation on its Living and Learning project.

Asked about IPACA he said he and Cllr. Wheller had met with the former principal about the academy's problems and budget. However the situation deteriorated. They met several County officials and two "specialised" teachers were drafted in to help. The redundancies had increased in number and now he and Cllr. Wheller were seeking meetings with Deborah Croney, the Cabinet member for learning, and the new acting principal.

Cllr. Gover queried the County's role as a co-sponsor of the academy. Cllr. Kimber admitted that the Aldridge Foundation had put a lot of money in, but had wanted control also. Because of the problems a hundred and sixty children had transferred to schools in Weymouth. He suggested there might be a role for the Town Council in remedying the situation.

3377 – MINUTES OF THE TOWN COUNCIL MEETING, 15TH FEBRUARY 2017

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

3378 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

No matters were raised.

3379 – WRITTEN QUESTIONS FOR THE CHAIRMAN

Cllr. Nowak had replied to a letter from Mr John Thorner.

3380 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr. West said she had received a letter from Mr Rob Hughes suggesting that the Council was being overcharged for its office accommodation. She would liaise with the Chairman to write in response.

Cllr. Nowak observed that it was a question of supply and demand. The Council had taken on the property at Easton Street as the best option at the time.

Cllr. West said she had recently received a letter from HMS Portland, to which she had replied. She also publicised the Civic Service taking place on 2nd April.

The Deputy Mayor, Cllr. David Thurston, reported on a seminar he had attended at the Tank Museum where G3 Systems had made a presentation. They could give a similar one to the Council if it so wished.

3381 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices as stated (including cheque refs. 300114) in the sum of £6,877.46 including VAT be authorised for payment.

b) 2016/17 Financial Report to 28th February 2017

RESOLVED – that the report be accepted.

c) Payroll Services

It was proposed by Cllr. Nowak and **RESOLVED** – that the contract with the current provider be renewed for a further twelve months in accordance with the quotation received.

3382 – QUESTIONNAIRE ON MENTAL HEALTH ACUTE CARE IN DORSET

RESOLVED – that a corporate reply from the Council be submitted as drafted.

3383 – COUNCIL OFFICES

Cllr. Cocking said she had obtained estimates of the value of the Offices and had preliminary discussions about a sale with the landlord in the company of Cllr. Nowak. If the Council chose to proceed with purchase a low-interest loan could probably be obtained from the Public Works Board. A refund had been obtained from the landlord for electrical work previously carried out.

3384 – ROYAL MANOR PLAYING FIELD

Cllr. Nowak said a solicitor had advised the need for a business plan regarding the field and associated MUGA. A fee would be payable to agree the lease. The annual costs of maintaining the field was currently in the region of £400. Replies were awaited to further operational questions, but had to be sought from IPACA.

3385 – COUNCIL CHAIRMAN

It was proposed by Cllr. Nowak and **RESOLVED** – that the experiment of having separate roles Chairman and Town Mayor be continued for a further two years.

3386 – COUNCIL CHAIRMAN, MAYOR AND DEPUTY MAYOR 2017/18

It was proposed by Cllr. Thurston and **RESOLVED** – that Cllr. Nowak be nominated Council Chairman.

It was proposed by Cllr. Nowak and **RESOLVED** – that Cllr. Thurston be nominated Town Mayor.

It was proposed by Cllr. West and **RESOLVED** – that Cllr. Flack be nominated Deputy Town Mayor.

3387 – EVENTS & TOURISM WORKING GROUP

Cllr. Thurston had succeeded Cllr. Symes as Chairman of the Group. He reported on the arrangements being made for the Search and Rescue commemoration event, to take place on 1st July.

RESOLVED – that the report be accepted, including the recommendations made therein.

3388 – MAYORS’ PLAQUE

Cllr. Nowak advised of the new location for the plaque at the Peter Trim Hall. Quotations were still being sought for the relocation of the plaque.

3389 – CALENDAR OF MEETINGS / FINANCE & STAFFING WORKING GROUP

a) Finance

It was proposed by Cllr. Nowak to accept recommendation (2) in the Clerk’s report and **RESOLVED** – that the Finance & Staffing Working Group be reconstituted as a Finance Committee with terms of reference agreed by Council, consisting of five members. It would meet two weeks prior to the following Town Council meeting with informal inspection of the payment schedule a day or two before full Council.

[Clerk’s note: The resolved motion included an additional sentence that the Finance Committee be given delegated power to approve invoices for payment in the event of no suitably dated Town Council meeting. In my view this would be unconstitutional, since it would be in breach of Financial Regulation 5.2.]

It was also **RESOLVED** – that the members of the Finance Committee be Cllrs. Atwell, Cocking, Draper, Flack and Nowak.

b) Staffing

It was proposed by Cllr. Nowak and **RESOLVED** – that Council set up a separate Staffing Committee, consisting of five members and scheduled to meet at least every three months.

It was also **RESOLVED** – that the members of the Staffing Committee be Cllrs. Atwell, Draper, Gover, Thurston and Wild.

3390 – RISK ASSESSMENT, 2016/17

RESOLVED – that the report produced by the Finance & Staffing Working Group be accepted.

3391 – COUNCIL WEBSITE COMMUNITY FORMS SERVICE

It was agreed to take note of the report and website service offered.

3392 – PORTLAND COMMUNITY PARTNERSHIP

It was confirmed that Cllrs. Symes and Wild are the Council’s representatives for the Partnership, so an appointment was not necessary.

3393 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

There were none.

3394 – EXCLUSION OF PRESS & 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 24 – 25, Staffing Matters and Staff Pension, by reason of the confidential nature of the business to be transacted.

(The Clerk withdrew from the meeting.)

3395 – STAFFING MATTERS

The Panel’s proposals were considered and in essence agreed, the detail and ongoing work to be led by the Staffing Committee, making recommendations where appropriate.

3396 – STAFF PENSION

It was agreed that this item be delegated to the Staffing Committee to consider and report back to the Council.

3397 – DATE OF NEXT MEETING

The next scheduled meeting of the Town Council is due to take place on Wednesday, 19th April 2017, in the Peter Trim Hall, St. George’s Centre, Reforme starting at 7.00 pm.

The meeting ended at 9.55 pm.

Signed Dated.....
(Chair)

PORTLAND TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN MEETING HELD ON WEDNESDAY, 5TH APRIL 2017 AT EASTON METHODIST CHURCH HALL, EASTON, PORTLAND

PRESENT: Councillors R. Nowak (Chairman), Ms J. Atwell, Mrs S. Cocking, J. Draper, C. Flack, Ms S. Lees, Mrs S. Reynolds, A. Sergison and R. Wild

IN ATTENDANCE: Ian Looker (Town Clerk), Cllr. Paul Kimber (Dorset County Council and Weymouth & Portland Borough Council) and two members of the public.

17/1 – APOLOGIES FOR ABSENCE

Apologies were received from Councillors C. Gover, D. Thurston and Mrs S. West, together with Councillor Kate Wheller (Dorset County Council and Weymouth & Portland Borough Council) and PC Mike Holman (Dorset Police).

17/2 – MINUTES OF THE ANNUAL TOWN MEETING, 6TH APRIL 2016

The minutes having already been formally agreed, they were noted.

17/3 – MATTERS ARISING FROM THE MINUTES

Minute 16/8, para 3 – Mayors' Plaque

Cllr. Wild asked what was the present situation regarding the plaque. From the chair Cllr. Nowak said the plaque was still in storage with Albion Stone. The Council was in the process of obtaining quotes for removing it and setting it in a new permanent location at the Peter Trim Hall. Cllr. Nowak also referred to the new, succeeding plaque in wood, which Cllr. Wild was currently arranging to be inscribed with the names of recent Mayors.

17/4 – CHAIRMAN'S REPORT, 2016/17

Cllr. Nowak's written report with financial addendum was formally received.

17/5 – TOWN MAYOR'S REPORT, 2016/17

Cllr. West's written report was received.

17/6 – FINANCIAL REPORT FOR 2016/17

The report was received without comment.

17/7 – TOWN CRIER'S REPORT, 2016/17

A written report had not been provided and Mr Cave was not present.

17/8 – ELECTORS' ITEMS

Paul Snow thanked the members and officers for their work in the past year. He observed with regret an apparent lack of transparency from the Council in its operations by not keeping the electorate informed.

Cllr. Nowak said Mr Snow's past comments to this effect had been noted. His own Chairman's report would be passed to the Free Portland News for

publication and he intended submitting further quarterly reports. These would deal with the administrative work of the Council rather than the civic side, which was already reported on by the Mayor.

Roger Luther said he had attended a meeting of the Town Council Planning Committee for the first time in March. He had been much impressed by the depth of knowledge of the Councillors and the diligence with which they dealt with the business.

Cllr. Nowak responded that although the Planning Committee was only an advisory body it was a statutory consultee, whose comments were generally heeded and agreed with by the Borough Planning Committee.

Cllr. Kimber thanked the Council for its work in connection with the Memory Stones.

17/9 – DATE OF NEXT ANNUAL MEETING

The next Annual Town Meeting is due to take place on Wednesday, 4th April 2018.

The meeting ended at 7.15 pm.

Signed Dated

MINUTE UPDATE

Town Council Meeting, 15th March 2017

a) Minute 3382 – Questionnaire on Mental Health Acute Care in Dorset

A corporate reply was sent.

b) Unminuted – Sale of Council Furniture

No reply by the due date has been received to our claim issued on 3rd March.

We shall therefore ask the court to enter judgement.

2016/17 FINANCIAL REPORT TO 31ST MARCH, 2017

	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	192	87.27
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	124,433	149.03
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	-3,466	39,199	

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		45,970	

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 £901 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

PAYMENT PROCEDURES

As reported in the minutes of the March meeting Council has acted unconstitutionally, in my view, by delegating power to the Finance Committee to approve invoices for payment. Financial Regulation 5.2 states that Council shall authorise payments. This is restated in F.R. 5.6. No allowance is made for any committee to authorise and Council is reminded that its Financial Regulations are drawn from the NALC model set of regulations with only minor alterations made.

The situation has arisen from Council's decision to delete two Council meetings from its normal schedule of monthly meetings (August and December) and shift the date of a third (June). It illustrates the point that small changes made to a system that functions satisfactorily can have unfortunate repercussions in other areas of operation. What may appear to be a streamlining or cost-saving exercise can cause much disruption, extra work and cost in dealing with the consequences. This is certainly my view of the present example and my **recommendation** to Council is simply to restore the delegated meetings, which will leave further action unnecessary.

If however Council wishes to retain the Calendar in its present state, alternatives will need to be considered.

The first option would be to delay approval of payments until the next Town Council meeting on the Calendar. This could mean payments remaining unpaid for up to two months. It would create some unhappy suppliers and tarnish the Council's reputation for paying its bills on time. It could even mean the loss of some suppliers or court action against the Council or both. It would also put the Council in breach of contract with its employees over non-payment of salary.

Another option would be to amend Financial Regulations to give the power of authorisation to the Finance Committee as well as full Council. This has the merit of being reasonably straightforward. However members should bear in mind that the Finance Committee has only been in existence in its present form for one month and has not yet had its terms of reference agreed.

I have recently drawn the Chairman's attention to the case of Bridport Town Council. Bridport uses the same model financial regulations as this Council, but with small, crucial differences in the text and huge differences in the way it operates. Its culture involves much more delegation to committees (six besides Council) and to officers, and has seemingly matured over several years. Payments are authorised by the Finance & General Purposes Committee every two months. Last month it approved payments to the value of £155,288.50. As for their procedures, the Town Clerk writes, "We do pay invoices before they are reported to our Finance Committee as long as they are within the limits of the delegated authority or the expenditure has been separately authorised by the

Town Council. I have delegated authority to authorise payments up to a value of £10,000 provided that it is within budget.”

If the Council is looking to change its system it might usefully ponder its existing Regulations. Financial Regulation 5 allows the delegation of more financial authority to the Clerk, while Regulation 6 makes provision for dealing with payments that occur on a regular basis.

CLOSURE OF LLOYDS BANK BRANCH, PORTLAND

The Council has started a petition requesting Lloyds to reconsider its decision.

Council is asked to consider what further action might be taken.

COMMUNITY BUS

From: Dorset County Council
 To: Cllr Sue Cocking
 Cc: Cllrs Paul Kimber, KateWheller

Further to your e-mail to Paul Kimber, please find attached some passenger and income data for Portland CB1.

For your information, the ‘fares taken’ in the first table are from paying passengers and the concessionary reimbursement that we receive for bus pass holders are paid quarterly and are shown in the second table.

Unfortunately the ticket machine doesn’t provide information on which passengers get on/off at which stops or at what time of day – it only provides daily figures. I have therefore left a message for the CB1 driver to let me know the popular pick up and drop off points and whether particular times of day are more popular. I shall let you know what information he provides when he has a moment to call me between his driving duties.

I hope this information is of use to you.

[Etc]

Monthly Summary - Portland CB1

MONTH	PAYING		TOTAL	FARES TAKEN
	PAX	CONCESSIONS	PAX	
April 2016	69	64	133	£87.50
May 2016	102	197	299	£136.00
June 2016	94	173	267	£127.20
July 2016	118	197	315	£181.50
Aug 2016	84	269	357	£117.20
Sept 2016	58	255	313	£78.30
Oct 2016	62	302	364	£79.90
Nov 2016	57	307	383	£75.00
Dec 2016	59	267	326	£80.00
Jan 2017	47	320	367	£61.90
Feb 2017	43	290	333	£57.70
TOTAL	793	2641	3457	£1,082.20

Concessionary fare reimbursement:

	Quarter 1 (April-June 2016)	£386.43
	Quarter 2 (July-Sept 2016)	£680.73
	Quarter 3 (Oct-Dec 2016)	£784.72
	Quarter 4 (Jan-Mar 2017)	
Total Portland Concessionary Fares:		£1,851.88

Total income from all fares:	£2,934.08
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**EVENTS & TOURISM WORKING GROUP
NOTES OF MEETING HELD ON 4TH APRIL 2017**

Present – Cllrs Thurston , Lees , Atwell. Others in attendance , none voting – Cllrs Nowak , Wild , West

Mayoral year , Cllrs Wild and West informed Cllr Thurston of Mayoral events that needed to be considered .

Helicopter Event 1st July 2017

Cllr Thurston reported , that the certificates were ready for printing . That he had made arrangements for the presentation to be held within the hanger, however due to the high security there would be a limit to entry to 70 tickets max. Only those with official invites would be allowed within the perimeter and hanger. That invites would go to PTC Cllrs but if any chose not to attend or had already arrangements for the day which would prevent them from attending then it would assist if they could indicate so that invites to other people could be issued .

The proposal was – assemble at 1.30 for 2pm Presentation ,
2.30 walk to Commemoration Stone , to be unveiled
3pm Mayors Reception at The Boat that Rocks , upper deck
Catering for reception, for 70 people £ 630 , that's menu 2 , budget P

Public

Members then discussed options for the public participation, and recommend to Full Council the concept and if approved will work out the details and costs etc

PTC gazebo to be erected, needs 4 people, Cllrs Wild, Atwell offered to assist
Public invited to muster at Portland Car park area 1pm

Carnival type atmosphere, music (T&L) , street entertainers , reduced price ice cream (N)(1990's prices as a reminder of the 20 years of the Helicopter service). Hand held Portland Flags , bunting(L) . Music at Boat that Rocks , public area , Costings for these to sought by Thurston, Lees , Nowak and reported back to next meeting. Purchase of a new Portland flag , aprox £55 (E)

Sea Cadets band , Cllr Thurston to see if available , the band would lead the public from Portland Castle to the unveiling of the commemorative stone , the Stone was being donated by Stone Firms Ltd , the stone would have a metal plaque insert , cost ? might be donated !
Advert to go in the FPN , May & June editions . And placed on web site and fb page (E)

Portland Fete , working title 29th July

Cllr Lees will Chair this event and reported
Invite local groups to have a free stall to promote their work and to fundraise
Soap-box challenge Race
Dog Show , Cllr Wild to get more info
Vintage Cars , Cllrs Lees & Wild to get info
Advert in FPN May June and revised advert in July
Hire costs for – PA , First Aid , toilets , weather insurance

4TH Event , proposed Flower , Veg Festival

Venue , indoors
Prizes
Community involvement

Notes : Town Clerk to –

Check terms of final event if it has to be by a certain date to conform to Lottery funding

Update the Events Cmt on budget

Remind Events WG to meet again on 3rd May at 7pm

Ray Nowak (Cllr)

PORTLAND TOWN COUNCIL

**STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
TUESDAY, 11TH APRIL 2017
AT THE COUNCIL OFFICES, EASTON STREET**

PRESENT:- Councillors Ms J. Atwell, J. Draper, C. Gover and D. Thurston

IN ATTENDANCE: Ian Looker (Town Clerk) and Councillor Mrs S. Cocking

Cllr. Thurston in the Chair.

1 – ELECTION OF CHAIRMAN

RESOLVED – that Cllr. Draper be elected Chairman of the Committee for the remainder of the municipal year.

Cllr. Draper in the chair.

2 – CHAIRMAN’S WELCOME

Cllr. Draper welcomed all to the meeting and advised of fire precautions in the building.

3 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. R. Wild, together with Cllrs. P. Kimber and K. Wheller (both Dorset County Council and Weymouth & Portland Borough Council).

4 – DECLARATIONS OF INTEREST

There were none.

5 – MINUTES OF THE LAST MEETING OF THE HUMAN RESOURCES & IT COMMITTEE, HELD ON 29TH SEPTEMBER 2015

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

6 – MATTERS ARISING FROM THE MINUTES

a) Minute 54(a) – Competent Person (Health & Safety)

The Clerk advised that the immediate need had ended with the Council’s departure from the old Offices in Fortuneswell. However he was in touch with Ellis Whittam about the present Offices and action would soon be forthcoming.

b) Minute 55(c) – Annual Leave

Staff leave entitlement had been checked and confirmed.

7 – PUBLIC PARTICIPATION

There was none.

8 – TERMS OF REFERENCE

Members considered the reports prepared by Cllr. Draper.

RECOMMENDED – (1) that there be no provision for public participation at future meetings in accordance with Standing Order 4 (e) (ix).

(2) that Council adopt the first set of Terms of Reference for the Staffing Committee set out on the agenda paper, as follows:-

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff programmes for staff.
7. To oversee any process leading to dismissal of staff (including staff redundancy.)
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer his leave requests, record and monitor his absence, and handle grievance and disciplinary matters and pay disputes.
14. That the staffing committee meet four times a year in July, October, January and April with additional meetings as necessary.

(3) that Standing Order 20 be amended as follows (changes italicised):-

20 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the *Chairman of the Staffing Committee* or, if he is not available, the *Chairman* of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chairman of *the Staffing Committee* or in his absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the *Staffing Committee* are subject to approval by resolution of the *Staffing Committee*
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the *Staffing Committee* or in his absence, the Deputy Chairman of *the Staffing Committee* in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of *the Staffing Committee*.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman of the *Staffing Committee* or Deputy Chairman of the *Staffing Committee*, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and / or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and the Chairman of the *Staffing Committee*.

9 – EXCLUSION OF PRESS & 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 the remaining Agenda Items by reason of confidential nature of the business to be transacted.

10 – STAFFING MATTERS

It was proposed by Cllr. Gover and **RESOLVED** – that the Chairman of the Committee should liaise with the Clerk to produce written recommendations for staffing levels. These will be based on the 2014 Staffing Review, evidence presented by the Clerk at the meeting and the ensuing discussion. The recommendations will be present to the next meeting of the Staffing Committee to be forwarded to full Council for approval.

11 – STAFF PENSION

RESOLVED – that the request submitted by a member of staff be accepted on the terms stated.

12 – STAFF LEAVE

RESOLVED – that the carrying forward of leave to a member of staff indicated on the agenda paper be granted and that a letter be written to the officer concerned expressing the Committee's wishes regarding the arrangement.

13 – CiLCA TRAINING

RESOLVED – that the member of staff concerned be given reassurances concerning Council's previous decision on qualification.

14 – OFFICE MANAGEMENT

The Clerk said he wished to withdraw from giving a verbal report since in the interim the matter had reached a satisfactory conclusion.

15 – DATE OF NEXT MEETING

The date has yet to be agreed.

The meeting ended at 9.35 pm.

Chair Date