

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW
E-mail:- office@portlandtowncouncil.gov.uk
Tel: 01305 821638

12th August 2015

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 AUGUST 2015**, 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

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 following meetings:-
 - a) Town Council Meeting, 15th July 2015
 - b) Additional Town Council Meeting, 3rd August 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) **2015/16 Financial Report to 31st July 2015** (to follow)
 - c) **Internal Auditor, 2015/16** – to consider making an appointment (see attached)
- 10. Council Grants** – to consider whether any changes need to be made prior to this year's advertisement being published (see attached)
- 11. Cheyne Weares** – to receive reports on the state of the site and obtain delegated authority to finance improvements works there
- 12. Guidelines for Senior Appointments** – to consider revisions to the current guidelines (see attached)

13. **West Weares** – to consider action to deal with litter at the site
14. **Councillors' News from the Wards** – to receive reports
15. **Reports from Representatives to Outside Bodies and Voluntary Posts**
16. **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.”
17. **Grievance Hearing** – to consider the recommendations of the Grievance Panel following a recent grievance dispute (see confidential attachments)
18. **Correspondence Concerning Former Member of the Council** – to receive a verbal report from the Clerk and consider further action (see confidential attachment)
19. **Date of Next Meeting**
The next scheduled meeting of the Town Council is due to take place on Wednesday, 16th September 2015, starting at 7.00 pm.

MINUTE UPDATE

Town Council Meeting, 15th July 2015

a) Minute 2911(d) – Investment of Council Funds

£28,000 has been invested with Lloyds at a rate of 0.8%. This is a nine-month fixed term account maturing on 27th April 2016. Cllr. Cocking's investigation showed that this was likely to be the best offer we could obtain.

b) Minute 2913(b) – Inadequate Insurance Cover Risk

Members of the Finance Group are being provided with copies of the insurance schedule. [NB I have used "Finance" as a shorthand description of the Budget, Investment and Grants Working Group.]

c) Minute 2918(a) – Councillors' Training

The Monitoring Officer is available to give code of conduct training prior to the Council meeting in September. A 6.30 pm start has been suggested, lasting for an hour.

Additional Town Council Meeting, 3rd August 2015

Minute 2930 – Council Offices

The Dorset Echo was informed that its report of the sale of the Council Offices was incorrect.

2015/16 Financial Report to 31st July 2015

The projected salaries expenditure has been increased from £28,000 to £31,500, as intimated at the last meeting, to allow for the agreed salary increases. This figure depends in part on when the new Assistant Clerk will be in post and whether the person appointed will wish to take advantage of the pension scheme.

Cheyne Weares has been added as a separate budget heading as agreed at the last meeting, financed from reserves. The projected expenditure for this is speculative.

Several of the smaller budget headings have had their projected expenditure reduced slightly, where spending so far this year has been zero or less than budgeted.

The net effect of these changes has been to reduce an estimated surplus of over £3,200 to a very slight deficit. However this situation may improve if expenditure on the minor budgets continues to be modest and no further major innovations occur.

Portland Town Council - Financial Report, 19.8.15

	Budget 2015/16	Expend. 2014/15	Expend. to 31.7.15	Projected 2015/16	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	23,824	23,033	8,499	31,500	35.67
Advertising	280	358	56	270	20.00
Audit	1,070	1,234	431	1,250	40.28
Civic Expenditure	1,000	1,525	245	1,200	24.50
Computer Equipment	300	636	0	0	0.00
Computer Software	360	21	0	320	0.00
IT Support	200	295	65	300	32.50
Contingency	12,803	0	0	0	0.00
Elections	6,000	5,850	0	5,850	0.00
Furniture & Equipment	612	600	271	1,000	44.28
Hire of Halls	840	0	388	1,100	46.19
Honorarium	100	100	100	100	100.00
Insurance	1,300	1,298	1,309	1,310	100.69
Mayoral Allowance	700	700	700	700	100.00
Postage	790	739	285	860	36.08
Publications	0	18	0	20	-
Stationery	710	786	361	1,100	50.85
Subscriptions	1,440	1,468	1,269	1,500	88.13
Telephone / Internet	300	605	165	600	55.00
Training / Conferences	1,000	95	30	280	3.00
Travelling & Subsistence	100	57	15	90	15.00
Sub-Total	53,729	39,418	14,189	49,350	26.41
Cheyne Weares	5,000	0	0	3,000	0.00
Gifts and Donations	50	50	0	50	0.00
Grants	2,645	0	730	2,640	27.60
Maintenance / Caretaker	0	3,884	0	0	-
Neighbourhood Plan	6,600	6,335	339	6,600	5.14
Projects	144	1,216	39	160	-
Town Crier	50	35	0	40	0.00
Website	1,200	1,200	1,375	1,380	114.58
Sub-Total	15,689	12,720	2,483	10,870	15.83
TOTAL	69,418	52,138	16,672	60,220	24.02
INCOME					
Precept	50,723	50,222	50,723	50,222	100.00
Discount Grant	3,390	4,051	3,390	4,051	100.00
Fair	1,375	2,000	0	1,375	0.00
Hire of Halls Refund	840	0	0	840	0.00
Interest	220	238	49	100	22.27
Neighbourhood Plan Grant	3,600	700	0	3,600	0.00
Other	0	81	0	0	-
TOTAL	60,148	57,292	54,162	60,188	90.05
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,154	37,490	-32	
RESERVES RELEASED					
Cheyne Weares	5,000				
Grants	1,270				
Neighbourhood Plan	3,000				
TOTAL	9,270				

PORTLAND TOWN COUNCIL

GRANT APPLICATION

Organisations should attach a letter of application in support of their request for a grant. Applicants should show in this letter that the grant requested meets the criteria set out in the document, "Council Grant Scheme."

If you need advice or assistance in completing this form, please telephone the Council Offices on 01305 821638.

NAME OF ORGANISATION

.....

REGISTERED CHARITY NUMBER (if applicable)

YEAR ORGANISATION ESTABLISHED

HEADQUARTERS OF ORGANISATION

PURPOSE OF ORGANISATION

.....

NAME OF PERSON MAKING THE APPLICATION

.....

ADDRESS

..... **TELEPHONE**

POSITION IN ORGANISATION

NAME & ADDRESS OF CHAIRMAN

.....

NAME & ADDRESS OF SECRETARY

.....

SUM REQUESTED £ **(Maximum grant £500)**

PURPOSE OF GRANT

.....

TOTAL COST OF PROJECT / PURCHASE OF EQUIPMENT / BUILDING WORKS FOR

WHICH GRANT IS REQUESTED £

- Our organisation has a written constitution. (Tick if applicable)**
- Our organisation has a bank account in its own name.**
- I attach a set of the latest available audited accounts.**

I certify that the above information is correct at the time of making this application. I understand that if any of the above is subsequently found to be erroneous to any material extent, it may lead to this application being disqualified from consideration and any grant approved by Portland Town Council being withdrawn. I agree to my organisation being bound by the criteria and conditions set out in the Council Grant Scheme.

SIGNED **DATED**

The completed form and accompanying letter of application should be sent to:-

Portland Town Council
Council Offices
Fortuneswell
Portland
DT5 1LW

The closing date for the receipt of applications is Friday, 6th March 2015.

PORTLAND TOWN COUNCIL
COUNCIL GRANT SCHEME

1. The maximum grant payable to any one organisation is £500.
2. The purpose of the grant should be the one-off purchase of goods or services rather than to meet the ongoing maintenance costs of the organisation.
3. Any grant awarded shall not exceed 50% of the sum required by the organisation for the purpose stated in its application.
4. Where a grant is awarded the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
5. The applying organisation should be a properly constituted not-for-profit body and should be either based wholly on Portland, or able to demonstrate that its beneficiaries are residents of Portland.
6. The organisation should demonstrate that it is providing a service outside the scope of or in addition to normal public sector provision.
7. Where a grant is given towards the purchase of equipment or as a contribution to building works etc, it should only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.
8. Where a "pump-priming" grant is provided, the Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.
9. The Town Clerk reserves the right, on behalf of the council, to inspect any purchases of furniture and equipment etc, or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.
10. Grants are not payable to organisations or charities operating abroad, as stipulated by Section 137 of the Local Government Act 1972.
11. Grants cannot be used to "sponsor" named individuals, e.g. aspiring sportsmen, as stipulated by Section 137 of the Local Government Act 1972, amended by Section 38 of the Local Government & Housing Act 1989.

GUIDELINES FOR SENIOR APPOINTMENTS

NOMINATIONS FOR ELECTION OF TOWN MAYOR AND DEPUTY MAYOR FOR 2015/16 (REVISED)

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.*

It is suggested that provision be made in these guidelines for the office of Chairman of the Council, particularly to state that the Chairman would normally serve a term of two years.

For practical reasons it is also suggested that clause (d) revert from "cumulative" to "continuous". A month's difference in seniority could make a crucial difference to seniority, but obtaining the necessary information can be difficult, perhaps impossible, for members returning to the Council after a period of absence.