

**PORTLAND TOWN COUNCIL**

Council Offices  
52 Easton Street  
PORTLAND  
Dorset  
DT5 1BT

E-mail:- [office@portlandtowncouncil.gov.uk](mailto:office@portlandtowncouncil.gov.uk)  
Tel: 01305 821638

10<sup>th</sup> August 2016

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE**, on **WEDNESDAY, 17<sup>TH</sup> AUGUST 2016**, 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. Local Government Reorganisation in Dorset** – to receive a presentation from Patrick Myers of Dorset County Council, with an opportunity for both members and residents to ask questions
- 3. Prayers**
- 4. Apologies for Absence**
- 5. 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.
- 6. Open Forum**
  - a) Police Question Time**
  - b) Public Half-Hour**
  - c) Reports from Borough and County Councillors**
- 7. Minutes**
  - a) Town Council Meeting, 15<sup>th</sup> June 2016** (attached)
  - b) Town Council Meeting, 13<sup>th</sup> July 2016** (attached)
- 8. Minute Update and Matters Arising from the Minutes**  
(attached)
- 9. Written Questions for the Chairman**
- 10. Town Mayor's Announcements**
- 11. Financial Matters**
  - a) Payments for Authorisation** (to follow)
  - b) 2016/17 Financial Report to 31<sup>st</sup> July 2016** (attached)
- 12. Council Offices: Auctions** – to receive a final report from the Chairman

- 13. Working Groups** – to receive a motion from Cllrs. Nowak, Gover and Cocking that under Standing Order 7(a) the resolution at Minute 3172 of the Town Council meeting on 18<sup>th</sup> May 2016, “that each of the four groups [Cheyne Weares, Events & Tourism. Finance and Human Resources & IT] continue to operate as Working Groups”, be rescinded.

In the event of this rescinding motion being approved, to consider the following motion from Cllrs. Nowak, “that Human Resources & IT Working Group be absorbed within the Finance Working Group, to be renamed Finance & Staffing Working Group, leaving three ongoing Working Groups”.

- 14. Code of Conduct** – to consider a recommendation by the Clerk that the Council adopt NALC’s model code of conduct (see attached)
- 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. Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place at the Peter Trim Hall, St. George’s Centre, Reforne on Wednesday, 14<sup>th</sup> September 2016, starting at 7.00 pm.

## MINUTE UPDATE

### **a) Town Council Meeting, 15<sup>th</sup> June 2016**

#### **i) Minute 3197(a) – Financial Offer from Weymouth & Portland Borough Council**

The money has not been sent yet. At present there is an unresolved issue around the Town providing the Borough with a signed agreement.

#### **ii) Minute 3197(b) – All Auctions Held**

Details have now been supplied. See Agenda Item 12.

### **b) Town Council Meeting, 13<sup>th</sup> July 2016**

#### **i) Minute 3213(i) – Terms of Reference for Committees**

These still have not been drafted because of a lack of resources.

#### **ii) Minute 3213(ii) – Events & Tourism Working Group**

The members of the Group consider there is no need for a meeting at present.

#### **iii) Minute 3213(iii) – Jubilee Pillars**

Both pillars are owned by the Town Council and the land by the Borough.

#### **iv) Minute 3216 – High Interest Account**

Unit Trust Bank are processing the Council's application form. The six-month Lloyds account has not been opened yet. It is proving difficult to close the existing Nationwide account through not being able to contact one of three existing account holders.

#### **v) Minute 3217 – Winding Up of Exit Strategy Working Group**

The electrical work is ongoing.

#### **vi) Minute 3219 – West Weares**

An order has been placed for the grass to be cut at West Weares and Cheyne Weares.

We are in the process of arranging extra insurance for West Weares. The sign has yet to be ordered.

#### **vii) Grant Procedures, 2016/17**

An advertisement has been sent to Free Portland News.

#### **viii) Funding Options and Possible Projects**

Rachel Barton has been informed.

#### **ix) Planning Meetings**

We have not yet been advised what equipment to order.

**x) Council Offices: General Issues**

Work to the power boards has been carried out, as have some of the succeeding items.

**2016/17 FINANCIAL REPORT TO 31<sup>ST</sup> JULY 2016**

This is the first time this financial year that projected figures have been included. As usual some are simple extrapolations from the first four months' expenditure, some educated guesses and a few, such as insurance, are assumed already completed.

The projected expenditure for Council Offices deserves some explanation. It is made up as follows:-

	£
Existing expenditure	3,714
Council Tax	868
Water & sewerage (estimated)	86
Rent	7,875
Building invoices received	2,479
Quotations still to be accepted	3,043
	<b>£18,065</b>

It should be noted that only known elements have been included. No allowance has been made for additional unpredicted expense.

## Council Offices

	<b>Expend. to 31.7.16</b>
Council Tax	246
Rent	2,625
Water & Sewerage	19
Building Materials	304
Contractor Payment	470
Signage	50
<b>Total</b>	<b>£3,714</b>

## Office Move

	<b>Expend. to 31.7.16</b>
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
Legal Fees	711
Mail Transfer	425
Removals	665
Skip Hire	286
Staff Relocation	90
<b>Total</b>	<b>£3,339</b>

## Neighbourhood Plan

	<b>Expend. to 31.7.16</b>
Consultant's Fee	2,250
Staff Overtime	92
<b>Total</b>	<b>£2,342</b>

## **CODE OF CONDUCT**

Responding to the changes brought about by the Localism Act, the Council approved a new code of conduct on 20<sup>th</sup> June 2012. In fact the code adopted is simply that used by the Borough Council rebadged.

The “template” code designed by NALC is specifically intended for parish and town councils. The format is considerably different from that of the Borough with different emphases in subject matter. It appears more concise, a stand-alone document rather than part of something larger. On the odd occasions when officer roles are mentioned the NALC code is more orientated to local council terminology.