

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

E-mail:- office@portlandtowncouncil.gov.uk
Tel: 01305 821638

7th December 2016

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND** on **WEDNESDAY, 14TH DECEMBER 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. 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 of the Town Council Meeting, 16th November 2016** (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 30th November 2016** (attached) – to accept
 - c) External Audit Report, 2015/16** (see attached) – to accept
- 11. Draft 2017/18 Calendar and Action Plan** – to approve (attached)
- 12. Draft Publication Scheme** – to approve (attached)
- 13. Council Budget, 2017/18** – to consider (see attached)

14. **Rescue Helicopter** – to consider marking the closure of the service
15. **Living and Learning Pilot Project** – to give initial consideration and select representatives for a stakeholder meeting (see attached)
16. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
17. **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.”
18. **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, 18th January 2017, starting at 7.00 pm.

MINUTE UPDATE

a) Minute 3295(a), paras 1 – Lottery Events

A letter to Mrs Morley has been drafted.

b) Minute 3295(b) – Police Question Time

The item for the Police to report has been restored to the agenda.

c) Minute 3302 – IPACA

A letter to Ms Mercer has been drafted.

d) Minute 3303 – Boots Pharmacies on the Island

We have received an acknowledgement to our letter, but the gentleman concerned will write to us again when he has more information on the subject.

Portland Town Council - Financial Report, 14.12.16

	Budget 2016/17	Expend. 2015/16	Expend. to 30.11.16	Projected 2016/17	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	29,844	30,333	19,783	29,700	66.29
Advertising	280	219	135	210	48.21
Audit	1,300	1,377	652	1,300	50.15
Bank Charges	0	0	149	190	-
Civic Expenditure	1,000	956	538	1,000	53.80
Computer Equipment	300	0	236	300	78.67
Computer Software	360	39	21	360	5.83
IT Support	250	175	0	150	0.00
Contingency	0	0	0	0	-
Council Offices	17,200 ¹	0	17,227	23,640	100.16
Elections	6,000	4,210	4,209	4,210	70.15
Furniture & Equipment	612	895	215	370	35.13
Hire of Halls	840	1,108	618	1,100	73.57
Honorarium	100	100	100	100	100.00
Insurance	1,500	1,309	1,250	1,250	83.33
Legal Fees	0	1,896	668	670	-
Mayoral Allowance	1,000	700	1,000	1,000	100.00
Miscellaneous	0	0	0	0	-
Postage	790	945	424	640	53.67
Publications	20	5	79	80	395.00
Stationery	850	719	373	570	43.88
Subscriptions	1,600	1,471	1,602	1,600	100.13
Telephone / Internet	500	598	434	700	86.80
Training / Conferences	1,000	389	285	600	28.50
Travelling & Subsistence	100	89	133	190	133.00
Sub-Total	65,446	47,533	50,131	69,930	76.60
Cheyne Weares	4,800	4,608	236	3,000	4.92
Gifts and Donations	100	70	50	70	50.00
Grants	2,750 ²	2,232	1,915	1,915	69.64
Landscape Maintenance	5,000	52	1,152	2,000	23.04
Neighbourhood Plan	18,000	3,678	3,790	12,000	21.06
Office Move	3,800	163	4,039	4,300	106.29
Projects	3,150 ²	1,375	400	3,150	12.70
Town Crier	50	35	35	35	70.00
Website	1,200	2,651	90	1,450	7.50
Sub-Total	38,850	14,864	11,707	27,920	30.13
TOTAL	104,296	62,397	61,838	97,850	59.29
INCOME					

Precept	63,679	50,723	63,679	63,679	100.00
Discount Grant	2,007	3,390	2,007	2,007	100.00
Compensation	0	0	50,000	50,000	-
Fair	1,750	1,375	0	1,000	0.00
Hire of Halls Refund	840	801	1,350	1,350	160.71
Interest	220	72	191	200	86.82
Lottery Fund Grant	0	0	5,800	5,800	-
Neighbourhood Plan Grant	15,000	2,500	3,375	9,000	22.50
Sale of Council Furniture	0	0	1,909	2,000	-
Other	0	70	20	20	-
TOTAL	83,496	58,931	128,331	135,056	153.70
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	-3,466	66,493	37,206	
RESERVES RELEASED					
Cheyne Weares	4,800		236	3,000	
Council Offices	4,000		4,000	4,000	
Grants - Fair	0		0	0	
Landscape Maintenance	5,000		1,152	2,000	
Legal Fees	4,000		668	670	
Neighbourhood Plan	3,000		415	3,000	
TOTAL	20,800		6,471	12,670	
Net Total after Reserve Release	0		72,964	49,876	

¹ £4,000 added from Reserves, 17.8.16

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

Council Offices

	Expend. to 30.11.16
Council Tax	742
Electricity	229
Rent	5,250
Waste Collection	65
Water & Sewerage	19
Building Materials	360
Contractor Payments	10,224
Fire Risk Assessment	280
Signage	58
Total	£17,227

Office Move

	Expend. to 30.11.16
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
Legal Fees	712
IT Support	280
Key Cutting	10
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	351
Total	£4,039

Neighbourhood Plan

	Expend. to 30.11.16
Consultant's Fee	3,375
Grant	250
Staff Overtime	165
Total	£3,790

2016/17 FINANCIAL REPORT TO 30TH NOVEMBER 2016

Changes to Projections

Target for expenditure and income this month is 67% of budget figure.

Expenditure

Salaries	Increase £100	Adjustment to current spending level
Advertising	Increase £30	Adjustment to current spending level
Audit	Decrease £80	Adjustment to current spending levels
IT Support	Decrease £50	Adjustment to current spending levels
Council Offices	Increase £5,570	Recalculation
Legal Fees	Decrease £30	Adjustment to current spending level
Grants	Increase £915	Adjustment to current spending level
Neighbourhood Plan	Increase £4,000	Maximum potential spending from grant and reserves
Projects	Decrease £1,000	Reduction due to virement

In August I calculated the projected expenditure on the Council Offices at £18,065. Last month's expenditure included two sizeable contractor invoices for carpets (work originally done in June) and electrical improvements. The new projected figure is made up as follows:-

	£
Existing expenditure	17,227
Council Tax	372
Water & sewerage (est.)	86
Rent	5,250
Electricity (est.)	200
Building materials & work (est.)	500
Total	£23,635

EXTERNAL AUDITOR'S REPORT

I had hoped Council would accept the report when it was first brought in October. The Finance & Staffing Working Group had discussed it at one of their meetings before then and I thought they were content with it. However at the Council meeting I undertook to report back on the auditor's comments, which I will proceed to do here.

Bank Reconciliations

The Internal auditor raised this in her December interim report, item 9.1 appended below. There appear be two issues. The first is a recurring difficulty for me in carrying out the reconciliations always as promptly as I would wish when faced with competing work priorities. Members will be aware how I think this situation has arisen and which has been referred to in a general statement to Councillors dated October 2016. The second issue concerns the format of the reconciliation reports I have been producing. This appeared to satisfy the requirements of the previous internal auditor and I thought was perfectly acceptable to the present one. However she has made clear this is not the case, so the matter will have to be addressed, given the situation mentioned above.

Internal Auditor's Recommendations

Unfortunately the external auditor has not specified what these recommendations are except that they involve the Council's financial systems. I presume he refers to interim report 2.1 and 7.3, and final report 3.3 and 10.1. It appears that in each case a single error has been made. The internal auditor is duty-bound to report these and the issue should be acknowledged in each case, but they do not appear to me to constitute a major problem.

Inspection Period

Members will be aware of the disruption and extra work caused by the relocation of Offices in and around June. The timetable of events around the end of year accounts had as usual to be set some months beforehand, when the precise date of moving had not yet been decided.

Fixed Assets and Asset Register

Much of the detail regarding the Council's assets is no longer available and in submitting annual returns over the years we have had to rely on valuations made at some unspecified time in the past. Attempting to remedy the situation is one of many competing work priorities in currently difficult circumstances.

Minutes

The external auditor asked for minutes of some meetings without, as I recall, specifying they had to be copies of the **signed** minutes. Of course it is much easier to reproduce minutes from the unsigned electronic copies we keep than to photocopy the signed paper copies we have on file.

COUNCIL ACTION PLAN, 2017/18

The Plan is an innovation this year. It is based on the annual Council calendar of meetings, which forms the top part. Below are added significant events and decisions through the year, mainly from the members' perspective.

May has a long list, arising from the requirements in Standing Orders for the Annual Town Council Meeting and the succeeding Adjourned Meeting.

The Lottery events with the initial planning have been scheduled at regular intervals through the year. Adjustment may have to be made when the dates of the events are finalised. I have assumed that the Council will wish to repeat the exercise when this year's round comes to an end.

The Review of Council Services and Strategy in October and November is also an innovation. It is fairly self-explanatory, giving an opportunity for members to consider how the Council is performing in delivering its services at present and what might be the options for the future. I have assumed that Council will delegate the task to a working group in October and review its report in November.

DRAFT PUBLICATION SCHEME

Standing Order 5(k)(xvii) requires Council to have procedures in place for dealing with requests under the Freedom of Information and Data Protection Acts. Council looked at this in January, particularly with regard to charges for providing information. However the matter was not concluded at the time.

The proposed Publication Scheme is essentially the model scheme drawn up by the Information Commissioner's Office, with minor changes to suit it to the Council's use.

Portland Town Council

Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

* * *

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:-

- to publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below
- to specify the information which is held by the Council and falls within the classifications below
- to publish proactively or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update on a regular basis the information the Council makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public
- to publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of reuse; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for reuse under the terms of the Reuse of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19(8) of that Act.

Classes of Information

Who We Are and What We Do

Organisational information, locations and contacts, constitutional and legal governance.

Our Spending

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Priorities and Performance

Strategy and performance information, plans, assessments, inspections and reviews.

Our Decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Council.

Our Services

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:-

- information whose disclosure is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- information in draft form
- information that is no longer readily available, as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

How Information Will Be Made Available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the Council’s capability information will be provided on its website. Where it is impracticable to make information available on the website or when an

individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges for Information under The Scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The Council's charges for routinely published material will be justified, transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:-

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for reuse. These charges will be in accordance with the terms of the Reuse of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Council.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

COUNCIL BUDGET, 2017/18

The Finance Working Group has produced the attached budget working paper. It is recognised that discussions still have to be held on possible new budget items for next year and the size of the more significant existing budgets. The paper is presented for two reasons, (1) to acquaint all members with the current state of the draft budget, and (2) that members may wish to review the less significant budget items to help clear the ground for further deliberation.

LIVING AND LEARNING PILOT PROJECT

From: Living and Learning, Dorset County Council

Sent: 2 December 2016

To: [Various Portland Organisations and Individuals]

PORTLAND STAKEHOLDER MEETING – WEDNESDAY 18 JANUARY 2017

Background

Dorset County Council is committed to working with partners, staff and customers to develop a joined up approach for our service delivery.

We want to challenge how closely services that have traditionally been delivered through functional based buildings, can be better aligned to provide a more integrated, joined-up, and better service for local people.

We want to work with other public and voluntary bodies to make public and community assets work for everyone, regardless of who owns them.

We are developing this offer to reconcile the reality that we (and most public sector organisations) need to generate significant savings, combined with continued high levels of public expectation that services will be maintained.

We have identified Portland as a pilot area to consider, and the 18 January 2017 is the first opportunity for stakeholders to come together.

The purpose of the day is to understand with partners:

- What is the level of support for this concept in Portland?
- What are the opportunities?
- What are the constraints, pressures and barriers?
- To what extent could services co-locate and integrate more?

Some of the services we are considering are:

- County Council services – including Libraries, Children's Centres, Registration Services
- Adult Day Care services
- Borough/District council services
- Town and Parish council services
- Work and Pensions services
- Blue light services – police, ambulance, fire and rescue
- Skills and learning services
- Voluntary and Community sector services

At the end of the session we hope to have:

- Provided a forum to network, debate and share ideas
- Identified the next key steps required to help develop a shared vision for Portland

Notes of the meeting will be circulated to all invitees.

Kind regards,

[Redacted]
Strategic Estate Manager