

PORTLAND TOWN COUNCIL

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

8th July 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, 15TH JULY 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, 17th June 2015
 - b) Additional Town Council Meeting, 24th June 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 30th June 2015** (to follow)
 - c) Internal Audit Report, 2014/15** (see attached)
 - d) Investment of Council Funds** – to consider the specification for treasury advice to the Dorset Towns and Parishes Consortium, the report of the Clerk on the Consortium's latest meeting on 9th July, the report on current fixed interest accounts and how Council funds might be reinvested (see attached)
 - e) Budget & Precept, 2016/17** – to consider the drafting of a timetable (see attached)
 - f) Financial Regulations** – to consider a new draft set of regulations (attached)

10. **Standing Orders** – to consider procedures relating to the recording of meetings (attached)
11. **Risk Assessment** – to consider (a) the more important risks resulting from the 2014/15 assessment and (b) the production of a risk assessment for 2015/16 (see attached)
12. **Neighbourhood Plan** – to receive an update report from Mr Matthews, Chairman of the Working Group
13. **Cheyne Weares** – to receive reports on the state of the site and consider a response
14. **Island Bus Services** – to consider how the Council may best attempt to improve services, including the introduction of a round-the-Island service
15. **Guidelines for Senior Appointments** – to consider revisions to the current guidelines (see attached)
16. **Letter Concerning Former Member of the Council** – to consider a further letter from the solicitors and independent legal advice, should it be available in time, and agree a response (see confidential attachment)
17. **Human Resources / IT Committee Meeting, 7th July 2015**
 - a) **Councillors' Training** – to consider DAPTC's list of courses (attached)
 - b) **Staff Resources** – at the request of Cllrs Chadwick, Flack, Lees and Wild, to reconsider the appointment of an Assistant Clerk, and also to consider the need for temporary agency staff (see confidential attachments)
18. **Councillors' News from the Wards** – to receive reports
19. **Reports from Representatives to Outside Bodies and Voluntary Posts**
20. **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.”

21. Date of Next Meeting

The next scheduled meeting of the Town Council is due to take place on Wednesday, 19th August 2015, starting at 7.00 pm.

MINUTE UPDATE

Town Council Meeting, 17th June 2015

a) Minute 2878 – Letter Concerning Former Member of the Council

A letter of claim has been received from the solicitors. We are now awaiting legal advice from our insurers.

b) Minute 2883 – Future Direction of the Council

We await a letter from the Borough about the likely costs of maintaining the Offices. However an e-mail has been received today (7th July) requesting a meeting about the sale of the building to the Town.

c) Minute 2884 – Staffing Review

The Clerk is now working under the new terms. The Admin. Assistant has not yet increased her working hours because of her domestic circumstances. Both still require a new job description and revised contract.

d) Minute 2888 – Current Issues for Finance Representatives

The meeting was held as scheduled.

Additional Town Council Meeting, 24th June 2015

Minute 2900 – Annual Return, 2014/15

The list of representatives on outside bodies is now on the website, as are new Standing Orders. The April schedule of payments has been prepared for the site, but not yet posted.



FINAL

Internal audit report 2014/15

Visit 1 of 2

PORTLAND TOWN COUNCIL

Date: 23rd June 2015

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Portland Town Council following the carrying out of internal audit testing on site on the 26 January 2015, supplemented by work carried out in the office up to 10th March 2015.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2014/15 (which will be in May or June 2015) will contain the audit opinion and a summary of all findings and recommendations made during the 2014/15 audit year.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Income
5. Petty Cash
6. Payroll

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	3
Medium	0
Low	0
TOTAL	3

I would like to thank Ian Looker, Town Clerk, and Councillor Andy Matthews for their assistance during this audit.

Darkin Miller Chartered Accountants
2014/15 INTERNAL AUDIT OF PORTLAND TOWN COUNCIL
FINAL REPORT: 23rd JUNE 2015

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1	<p>The Council's Standing Orders and Financial Regulations are overdue for review, having been adopted in 2002 and 2003 respectively. It is noted that Standing Order 46 has been amended in year.</p> <p>This recommendation has been raised annually since 2008/09.</p> <p>It is recommended that both documents are reviewed as soon as possible in order to ensure that they remain appropriate.</p>	H	<p>The Council is currently reviewing both Standing Orders and Financial Regulations, with the SOs being further forward. The Council has adopted the NALC Model SOs as its working draft. Parts or all of ten current Council SOs do not appear included in the NALC Model set and I have been instructed to incorporate some of them in the working draft. I hope that the amended draft can be approved by Council in June, though I have warned members some further tweaking may be necessary.</p> <p>The FRs appear much more straightforward and I hope that a draft set can be prepared for approval by July, if not June.</p> <p>Update, June 15: The new set of SOs has been adopted by Council.</p>	Clerk	31.10.15

			<p>Some outstanding single issues, such as recording meetings, will be brought to Council in near future.</p> <p>Draft FRs will be brought to Council in July.</p>	Clerk	30.9.15
3.1	<p>Minute 80(a) of the Finance & Resources Committee meeting of 14 January 2015 notes that 'there were four salary-related payments missing from the schedule because of lack of time to deal with them.'</p> <p>The 2013/14 Internal Audit report raises a number of recommendations where finance or governance controls have not been carried out due to a lack of time.</p> <p>At the date of the first audit visit (26 January 2015), the Council's bank reconciliation had not been carried out for 2014/15, despite a high level recommendation from the 2013/14 internal audit that, as a key financial control, it was very important that the reconciliation be carried out at least quarterly.</p> <p>Recommendation 2.1 above (also raised in 2013/14) notes that the Standing</p>	H	<p>Resource problems were created by the Clerk only returning from more than a month's sick leave on 5th January. The four payments concerned were monthly salary payments for January to the Clerk and Assistant Clerk, the latter officially ceasing employment on 8th January, and monthly payments for superannuation and tax / National Insurance. They were approved for payment by Council on 28th January.</p> <p>Bank reconciliations have now been completed for 2014/15.</p>		

	<p>Orders and Financial Regulations have not been reviewed in over 10 years.</p> <p>The results of an independent review of staffing carried out by an external consultant and reported to Council on 4 December 2014 concluded that there is, 'a serious problem in terms of staff resources.' The report goes on to say that, 'The Council is under-resourced...'. The Council's response to this report has been to convene a working group to review workloads, which appears to be replicating phase 1 of the independent review of staffing.</p> <p>It is recommended that Members either scale back the work carried out by staff in order to ensure that fundamental finance and governance controls are carried out in a timely manner, or increase the resources available to deal with the workload.</p>		<p>Either the auditor or I may have misinterpreted the current situation. I am not aware that "a working group [is] review[ing] workloads" unless this is some reference to the work of the Budget & Investment Group in establishing a "core" budget.</p> <p>When the Council met on 4th December it was argued and agreed that Council could not decide on the staffing review recommendations on staff pay and resources until it had determined the future course of the Council, which was itself dependent on the second phase of the Council review having been carried out and presented.</p> <p>The quoted estimate for carrying out the second phase appears prohibitive, so the overall problem is one which the newly-elected Council will have to address, probably in June.</p>		
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			<p>Update, June 15: Council has recently approved in full the staffing review recommendations with regard to staff hours and salary levels. I still have concerns, since the increase in my own hours does not fully match the extra hours I am currently working. However the hours of the other staff have also been increased, so I shall have address issues of delegation and see whether a practical working balance of tasks can be achieved.</p>	All staff	31.10.15
7.1	<p>There were delays to making employer's national insurance payments during the year. HMRC may charge interest and levy a penalty charge where payments are made late.</p> <p>It is recommended that PAYE and NI payments are made within HMRC deadlines in future.</p>	H	<p>The 2014/15 PAYE requirements have been completed (shortly after the due date) and so far no penalty charges have been imposed.</p> <p>While the auditor's recommendation regarding PAYE data is accepted it remains difficult to implement given the recurring staff resource problems mentioned above.</p> <p>Update, 2015: No penalty charges have been received for 2014/15.</p>	Clerk	31.10.15

			<p>I have not yet input any 2015/16 data, but I am hopeful the extra hours approved by Council will mean this can be given priority among the current outstanding tasks.</p>		
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FINAL

Internal audit report 2014/15

Visit 2 of 2

PORTLAND TOWN COUNCIL

Date: 23rd June 2015

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Portland Town Council following the carrying out of internal audit testing on site on the 1st April 2015 and remotely between 4th June 2015 and 19th June 2015.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2014/15 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Many of the Council's current financial controls are operating effectively.

However, following the completion of the testing to date I consider that there are three areas of weakness which are sufficiently material to warrant a "no" answer in the Annual Audit Report section on the Annual Return. The report is therefore satisfactory with the exception of the following items:

C: Risk Management Arrangements

The Council has carried out a lot of work in the year and post year-end to improve its understanding of the risks to achieving its objectives and there has been considerably more Member involvement in the process in 2014/15. However, the risk assessment review which went to Members in March 2015 was noted by the Council without discussion. This is not in accordance with the Accounts and Audit Regulations 2011, which require that the council meeting as a whole has to review the system of internal control including risk management (s.4).

H: Fixed Assets

Although the Council maintains a register of fixed assets, it contains a single figure of £10,464 for all office equipment which is not updated annually for additions or disposals. The Practitioner's Guide requires that the Council maintains a register of fixed assets in order to ensure all assets are recorded so as to guard against financial loss from improper asset management or the failure to recognise all assets held by the Council. Effective management of the assets is hindered by the lack of detail contained within the current register.

Please attach a copy of reports 1 and 2 to your Annual Return when you send it to your external auditor.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	4
Medium	1
Low	0
Information	1
TOTAL	6

The number of recommendations made at all of the audit visits in 2014/15 and their priorities are summarised in the following table:

Rating	Number		
	Visit 1	Visit 2	TOTAL
High	3	4	7
Medium	0	1	1
Low	0	0	0
Information	0	1	1
TOTAL	3	6	9

I would like to thank Ian Looker, Town Clerk, and Councillor Andy Matthews for their assistance during this audit.

Darkin Miller Chartered Accountants
2014/15 INTERNAL AUDIT OF PORTLAND TOWN COUNCIL
FINAL REPORT 2 of 2: 23rd JUNE 2015

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.2	<p>One of the telephone internet invoices was paid net in error. The VAT element was paid by a member of staff using their personal credit card (in order to avoid disconnection) and subsequently reimbursed. The VAT has been correctly allocated to the VAT control account, but does not appear on the detailed VAT listing from which the VAT reclaim is normally derived.</p> <p>It is recommended that the VAT control account and VAT detailed listing are compared to ensure that all VAT due to be refunded to the Council is claimed.</p>	M	I am grateful for the prompt and will try to ensure the VAT charge is included in the annual claim.	Clerk	30.9.15
3.2	The final internal and external audit reports for 2013/14 were not considered by the Council until March 2015. There is a risk that late approval of recommendations made by the auditors will mean that recommended actions are not implemented at the earliest opportunity.	H	The 2013/14 internal audit was carried out later than usual, because the Council decided that it did not have confidence in the existing auditor and it joined in the process for appointing 2014/15 auditors. This meant that the appointment of a new internal	Clerk	Immediate effect

	<p>It is recommended that audit reports are taken to the earliest meeting of Council in order to ensure that identified control weaknesses are addressed as soon as possible.</p>	<p>auditor was late, which affected the whole audit process.</p> <p>The internal auditor was able to complete virtually all her review in time for her report to be presented with the Annual Return at a Town Council meeting on 24th June 2014. At that meeting Council thought the Clerk had failed in his accounting responsibilities in a number of respects and tried to express that dissatisfaction by several negative responses on the governance statement of the Annual Return. Because it did not appreciate what it was doing, the Council's responses amounted more to a criticism of its own responsibilities and efforts.</p> <p>This was picked up by the external auditor in his comments, which to an extent caused a breakdown in communication between auditors and Council. The Council was diverted in resolving this issue by attending to its deliberations over the 2015/16 budget and precept,</p>		
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			<p>its staffing review by consultants, the absence of the Clerk in November and December due to ill-health, and his subsequent efforts to deal with the backlog of work created.</p> <p>The internal auditor was asked to attend a Council meeting to help resolve the difficulties of the previous year and, if my memory is right, was not available for a February meeting.</p> <p>The auditor's point is taken however.</p>		
3.3	<p>The Council is required to carry out a risk assessment annually (Accounts and Audit Regulations 2011 (s.4)). The regulations require that the council meeting as a whole has to review their system of internal control including risk management. This requirement exists in order to ensure that every member of the Council is engaged in the process of identifying, assessing and managing the risks for which they are responsible.</p> <p>The Council's 2014-15 risk assessment was not carried out by members as a</p>	H	<p>The Council's finance representatives have discussed the risk assessment procedures with former Councillor Andy Matthews, who carried out the last risk assessment, and are developing proposals for the Council to be more fully involved.</p>	<p>Cllrs Chadwick and Cocking / Council</p>	31.12.15

	<p>body: the assessment was carried out by one Councillor and taken to Committee before being presented for consideration by the Council as a body at its meeting of 18 March 2015, where it was approved without discussion. There is a danger that a failure to adequately review and assess the risks facing the Council will result in additional costs and a failure to achieve the Council's corporate objectives.</p> <p>It is recommended that the Council, as a body, reviews its risk assessment annually.</p>				
8.1	<p>The Fixed Asset Register contains one single value for all of the office equipment. This amount is not updated for the addition or disposal of office equipment in year. It is more difficult to ensure the identification and management of all Council assets without a detailed asset register which is updated for all additions and disposals over a de-minimis value.</p> <p>It is recommended that the Council make a new listing of the office equipment held by the Council, valued by cost (where identifiable) or proxy</p>	H	<p>The method of accounting for the Council's office equipment is what I inherited from my predecessors in 2005 and has not been commented on by the auditor until now. I accept the principle of documenting significant individual items of equipment is more rigorous and desirable, but plainly would need sufficient time for this to be done properly.</p>	Clerk	31.12.15

	value (insurance or estimate) in order to improve the accuracy of the asset register and its usefulness for the recognition and management of assets.				
9.1	<p>The Council's bank reconciliation was only carried out at the year-end. As a key financial control this should be carried out and reported to the Council at least quarterly.</p> <p>It is recommended that quarterly reconciliations are carried out in future.</p>	H	The Council had stipulated in the last year that it wanted bank reconciliations carried out promptly every month. However, in the opinion of the writer, it is only very recently that the Council has taken decisions regarding staff resources that are consistent with its aims and aspirations.	Clerk	30.9.15
10.1	<p>The following errors were identified and corrected during the audit process:</p> <ul style="list-style-type: none"> - A direct debit was included in error on the bank reconciliation. This has been removed, increasing the year end bank balance and reserves and reducing expenditure. 	Info	To my mind the guidelines on dealing with individual items of commitment and expenditure around the year end remain unclear.		

Investment of Council Funds

The Council has invested sums in the region of £25 - £27,000 in fixed interest accounts on several occasions in past years with NatWest and Lloyds. These two banks were contacted again for the current rates. Apparently NatWest no longer provide fixed interest accounts for business customers.

Lloyds quoted the following terms and rates:-

3 – 5 months	0.52%
6 months	0.67%
12 months	0.95%
12 months (flexible)	0.85%
(up to 20% of the funds may be withdrawn during the year)	
Fixed term ending 15 th February 2016	1.00%
Fixed term ending 5 th November 2016	0.75%

All these offers expire on 9th July, but similar offers will be made subsequently.

Budget and Precept, 2016/7

In past years the normal procedure was that the process occupied two Council meetings, in December and the following January. However in December 2014 a substantial increase in the precept was proposed, which aroused much opposition from residents. Several further meetings were necessary to reach a conclusion.

Last year the Council decided to adopt a longer timescale to draft a budget, including a public consultation. The process began with a Budget & Investment Sub-Committee meeting on 23rd September 2014. Rather than first determine the likely overall increase in the precept first, the sub-committee adopted the opposite approach by looking at the budget in detail and seeking to determine a “core budget” to pay for basic and essential needs, then built up a budget from there. The process was concluded on 18th February 2015.

Members are asked to consider a procedure and timetable to derive a budget and precept for 2016/17.

FINANCIAL REGULATIONS

INTRODUCTION

The NALC Model Financial Regulations are attached. In the electronic copy parts of the text have been highlighted. Those parts highlighted in yellow (lighter grey) may be deleted if not relevant or may signify a choice to be made. Those shaded green (darker grey) have been so marked by former Councillor Matthews as text which can be found in the Council's existing Financial Regulations. To my knowledge no clauses in the Council set have been omitted from the NALC model. The order of the sections remains largely the same. Therefore I would recommend the new Regulations be accepted complete, apart from consideration of the options.

COMPARISON OF NALC MODEL FINANCIAL REGULATIONS

NALC Model Financial Regulations Council	Portland Town
1) General	1
2) Accounting and Audit (Internal and External)	4
3) Annual Estimates (Budget) and Forward Planning	2
4) Budgetary Control and Authority to Spend	3
5) Banking Arrangements and Authorisation of Payments	5
6) Instruction for the Making of Payments	6
7) Payment of Salaries	7
8) Loans and Investments	8
9) Income	9
10) Orders of Work, Goods and Services	10
11) Contracts	11
12) Payments under Contracts for Building or Other Construction Works	12
13) Stores and Equipment	13
14) Assets, Properties and Estates	14
15) Insurance	15
16) Charities	16
17) Risk Management	17
18) Suspension and Revision of Financial Regulations	18

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.

Portland Town Council - Financial Report, 15.7.15

	Budget 2015/16	Expend. 2014/15	Expend. to 30.6.15	Projected 2015/16	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	23,824	23,033	5,969	28,000	25.05
Advertising	280	358	42	280	15.00
Audit	1,070	1,234	431	1,250	40.28
Civic Expenditure	1,000	1,525	245	1,250	24.50
Computer Equipment	300 *	636	0	0	0.00
Computer Software	360 *	21	0	360	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	1,090	44.28
Hire of Halls	840	0	263	1,050	31.31
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	221	900	27.97
Publications	0	18	0	20	-
Stationery	710	786	294	1,180	41.41
Subscriptions	1,440	1,468	0	1,500	0.00
Telephone / Internet	300 *	605	147	600	49.00
Training / Conferences	1,000	95	0	300	0.00
Travelling & Subsistence	100	57	15	100	15.00
Sub-Total	53,729	39,418	10,072	46,140	18.75
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	284	6,600	4.30
Projects	144	1,216	39	160	-
Town Crier	50	35	0	40	0.00
Website	1,200 *	1,200	1,285	1,300	107.08
Sub-Total	10,689	12,720	2,338	10,790	21.87
TOTAL	64,418	52,138	12,410	56,930	19.26
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	840	0	0	840	0.00
Interest	220	238	45	100	20.45
Neighbourhood Plan Grant	3,600	700	0	3,600	0.00
Other	0	81	0	0	-
TOTAL	60,148	57,292	54,158	60,188	90.04
SURPLUS / DEFICIT (-) FOR YEAR	-4,270	5,154	41,748	3,258	
RESERVES RELEASED					
Grants	1,270				
Neighbourhood Plan	3,000				
TOTAL	4,270				

* Subject to communications review

DAPTC Conferences & Seminars, July – December

Title	Date	Time	Venue
Chairmanship – East	14/07/15	7pm-9pm	Tarrant Keyneston Village Hall
Chairmanship – West ** FULL **	15/07/15	7pm-9pm	Dorset County Council, Committee Room 2
Clerks' Seminar	22/09/15	10am- 4pm	Kingston Maurward College, Dorchester
Bring your own Chair	29/09/15	7pm-9pm	Dorset County Council, Committee Room 2
Budgeting & Precepts – East	01/10/15	10am - 12pm	Tarrant Keyneston Village Hall
Budgeting & Precepts – West	06/10/15	7pm - 9pm	Dorset County Council, Dorchester, Committee Room 2
New Councillors, including Code of Conduct – East	13/10/15	6.30pm - 9.00pm	Tarrant Keyneston Village Hall, Tarrant Keyneston
New Councillors, including Code of Conduct – West	21/10/15	6.30pm - 9.00pm	Dorset County Council, Committee Room 1, Dorchester
Chairmen's Seminar	17/11/15	7pm - 9pm	Dorset County Council, Committee Room 2, Dorchester DT1 1XJ
Councillors' Update – East	24/11/15	7.00pm - 9.00pm	Tarrant Keyneston Village Hall, Tarrant Keyneston
Councillors' Update – West	25/11/15	7.00pm - 9.00pm	Dorset County Council, Committee Room 2, Dorchester