

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
Dorset
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6th July 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, 13TH JULY 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**
4. **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.
5. **Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
6. **Minutes**
 - a) **Annual Town Council Meeting, 17th May 2016** (attached)
 - b) **Adjourned Town Council Meeting, 18th May 2016** (attached)
 - c) **Town Council Meeting, 15th June 2016** (to follow)
 - d) **Town Council Meeting, 29th June 2016** (attached)
7. **Minute Update and Matters Arising from the Minutes** (to follow)
8. **Written Questions for the Chairman**
9. **Town Mayor's Announcements**
10. **Financial Matters**
 - a) **Payments for Authorisation** (to follow)
 - b) **2016/17 Financial Report to 30th June 2016** (attached)
 - c) **High Interest Account** – to receive the following recommendations from the Finance Working Group:-
 - i) that £30,000 be invested in a Lloyds 6-month account
 - ii) that the £50,000 payable by the Borough Council and the proceeds of the Nationwide Building Society account be invested in a Nationwide 6-month account

11. **Council Offices** – to receive a report (attached) by the Chairman from the Exit Strategy Working Group on:-
 - a) General Issues, including authorisation of further expenditure
 - b) Mayors' Plaques, Existing and Future
 - c) Winding up of Exit Strategy Group
12. **Working Groups** – to consider a recommendation from the Finance Working Group that it be combined with the Human Resources and IT Working Group (see attached)
13. **West Weares** – to receive a verbal report and reconsider taking responsibility for maintenance items
14. **Grant Procedures, 2016/17** – to review the existing procedures prior to advertisement (see attached)
15. **Funding Options and Possible Projects** – to consider a report by Rachel Barton (attached)
16. **Planning Meetings** – to consider a report by Cllr. Flack on assisting members (attached)
17. **Cheyne Weares** – to consider the provision of a width notice at the entrance (see attached)
18. **Mobile Library Service** – to consider any action following the e-mail from the Library Service Manager (attached)
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 at the Peter Trim Hall on Wednesday, 17th August 2016, starting at 7.00 pm.

Portland Town Council - Financial Report, 13.7.16

	Budget 2016/17	Expend. 2015/16	Expend. to 30.6.16	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	29,844	30,333	7,398	24.79
Advertising	280	219	28	10.00
Audit	1,300	1,377	0	0.00
Civic Expenditure	1,000	956	378	37.80
Computer Equipment	300	0	236	78.67
Computer Software	360	39	0	0.00
IT Support	250	175	0	0.00
Contingency	0	0	0	-
Council Offices	13,200	0	2,625	19.89
Elections	6,000	4,210	4,209	70.15
Furniture & Equipment	612	895	0	0.00
Hire of Halls	840	1,108	277	32.98
Honorarium	100	100	100	100.00
Insurance	1,500	1,309	1,250	83.33
Legal Fees	0	1,896	0	-
Mayoral Allowance	1,000	700	1,000	100.00
Miscellaneous	0	0	0	-
Postage	790	945	119	15.06
Publications	20	5	79	395.00
Stationery	850	719	160	18.82
Subscriptions	1,600	1,471	1,182	73.88
Telephone / Internet	500	598	161	32.20
Training / Conferences	1,000	389	285	28.50
Travelling & Subsistence	100	89	44	44.00
Sub-Total	61,446	47,533	19,531	31.79
Cheyne Weares	4,800	4,608	220	4.58
Gifts and Donations	100	70	0	0.00
Grants	1,750	2,232	0	0.00
Landscape Maintenance	5,000	52	52	1.04
Neighbourhood Plan	18,000	3,678	2,281	12.67
Office Move	3,800	163	3,309	87.08
Projects	4,150	1,375	0	0.00
Town Crier	50	35	0	0.00
Website	1,200	2,651	0	0.00
Sub-Total	38,850	14,864	5,862	15.09
TOTAL	100,296	62,397	25,393	25.32

INCOME

Precept	63,679	50,723	31,843	50.01
Discount Grant	2,000	3,390	1,000	50.00
Fair	1,750	1,375	0	0.00
Hire of Halls Refund	840	801	0	0.00
Interest	220	72	172	78.18
Neighbourhood Plan Grant	15,000	2,500	0	0.00
Other	0	70	0	-
TOTAL	83,489	58,931	33,015	39.54

**SURPLUS / DEFICIT (-)
FOR YEAR** -16,807 -3,466 7,622

RESERVES RELEASED

Cheyne Weares	4,800		4,800	
Grants - Fair	0		0	
Landscape Maintenance	5,000		5,000	
Legal Fees	4,000		4,000	
Neighbourhood Plan	3,000		3,000	
TOTAL	16,800		16,800	
Net Total after Reserve Release	-7		24,422	

Council Offices

**Expend. to
30.6.16**

EXPENDITURE

Rent	2,625
Total	£2,625

Office Move

**Expend. to
30.6.16**

EXPENDITURE

Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
Legal Fees	711
Mail Transfer	425
Removals	665
Skip Hire	286
Staff Relocation	60
Total	£3,309

Neighbourhood Plan

**Expend. to
30.6.16**

EXPENDITURE

Consultant's Fee	2,250
Staff Overtime	31
Total	£2,281

COUNCIL OFFICES

Exit Group , report and recommendations

The Exit Working Group was formed by Full Council to deal with the transfer from the Council Office to 52 Easton Street. Members of the Group comprised of Cllrs Nowak, Cocking, Wild, Thurston and the Town Clerk. The day to day decisions about the move were taken by the Group at a number of meetings and e-mails etc . Updates were given to Full Council.

Financial matters were delegated to Cllr Cocking as Chair of Finance Working Group. So all the legal and lease agreement's etc were negotiated by Susan Cocking and we should record our thanks for her work in getting a lower lease for the three year period.

Other items like dealing with transfer of services , quotes for suppliers , one offs such as the signage above the new door etc were delegated to members of the Working Group and confirmed at meetings of the Group. Some serious ' hands on' work was achieved by a number of Cllrs including Flack, Sergison , Draper, Atwell ,Chadwick, Wild, Thurston , Cocking & Nowak. Collectively we managed to meet the deadline to exit the old Council Office and the removal was mostly done on the Bank Holiday Monday May 30th and the final bits shifted on the 3rd June.

A successful Auction of council furniture was held in April and this raised £2,131. The unsold items were sent to Jurassic Auction and raised £ xxx (*to be notified*).

The Mayoral plaque was removed by Albion Stone and is being stored by them until Council decides where it should be located. It has been suggested that we should approach All Saints Church to see if it could be placed at a suitable part of the Church. There is also the question to be resolved about future commemoration of Portland Mayors. Do we want another bit of stone ? or it has been suggested we have a wooden & painted plaque, either option raises the question where should it be placed ? We could of course have a digital commemoration that could be displayed on the web site .

Really this is a question for Full Council to decide. New commemoration of Portland Mayor's – Stone ? Wood? other? & where it be placed ?

Having completed the transfer to the new office, we recommend that the Exit Working Group be wound up as the remaining decisions are really about the future. There are still some issues to be resolved such as 'security & alarms' as well as dealing with the letting of the flat above the office. The recommendation is that these day to day decisions be delegated to the Finance Working Group who will also look into the possibility of purchasing of the Property.

Formal recommendation

The Exit Working group be wound up as from 13th July 2016. That any outstanding issues and related 'day to day' decisions about the functioning of the new office , purchase of services or materials as well as setting terms for letting of the flat etc be delegated to the Finance Working Group . They would recommend to Full Council on larger expenditure, terms of let for the flat, any plans to purchase of the property etc.

Cllr Ray Nowak , Chair of Exit Working Group

WORKING GROUPS

The Chairman has been advised that in view of Council's decision on working groups at its meeting on 18th May 2016 a further decision at this time would be in breach of Standing Order 7(a).

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.

FUNDING OPTIONS AND POSSIBLE PROJECTS

1.

The Neighbourhood Plan consultations have highlighted the concerns of residents around the continued problems of dog fouling in public places.

There is an opportunity for the Town Council to take the lead in addressing this island wide problem.

- Source funding to start a pilot “Volunteer Dog Warden” project. As the Borough Council are looking to reduce the service even further the Town Council could do a scheme similar to ones operated around the country by other councils. Examples are Aylmerton Parish Council, Norfolk Borough Council and Rugby Borough Council. These councils have provided training etc for those people willing to assist and the project can be managed by the Clerk or a named Councillor. The project would include the printing of dog owner leaflets with an update on legislation, dog fouling reporting postcards, biodegradable poo bags with Council logo etc, training costs and expenses. Expansion of the previous “Bag that poo – any bin will do!” campaign.

2.

Promotion of Both Gardens

- This could be done by putting together a year long programme of events and activities in Easton and Victoria Gardens (12 – 14 events). These might include an open air theatre, music, country market, fetes. Creating community cohesion, more use of the gardens, economic spend.
- Reinstating the old bandstands in both parks
- Looking at having lighting around Easton Gardens all year rather than just a section at Christmas, which would make it a community venue for longer periods of time, evenings etc.

3.

Tidy Portland

- Support the Economic Vision and its action plan, investigate sources of funding to have a “Green Team”, a group of volunteers weeding and cleaning the public realm areas. Funding could be sourced to enable volunteers, including long term unemployed, to take part in a training scheme. Funding would need to cover the uniform, tools, and the training package. (The basic training could be delivered in partnership with Weymouth College.)

Rachel Barton

[Edited]

PLANNING MEETINGS

Following the recent decision by Weymouth & Portland Borough Council to stop sending a planning officer to Portland Town Council Planning & Highways Advisory meetings, it is apparent the difficulties we now face.

Whilst the Clerk collects and returns the paperwork from Dorchester full information is not available for Town Council members to peruse, thereby making decisions more difficult.

Some members of the Town Council bring along their personal l pads to access planning information from the Dorset for You website. This has helped, however a longer term solution is needed so that all Town Council members can access the information.

It is proposed that the Council purchase a projector and portable screen that can be connected to either a laptop or lpad. This would resolve the new planning problems created and potentially save both time and money in other ways by reducing the amount of paper we currently generate.

If approved this equipment could be used for all meetings as well as making presentations to members of the public (precept, annual town meeting etc). I have spoken to Cllr Dave Symes who uses this sort of equipment on a very regular basis and he is willing to set things up as well as show other Councillors how to use it, he estimated the cost to be somewhere in the region of £200.

Cllr Charlie Flack

[Edited]

In assessing the proposal I would ask members to consider where the equipment would be stored and who would be responsible for transporting and setting it up at meetings.

The Clerk

CHEYNE WEARES

The suggestion has come from a member of the public that we erect an additional notice at the site entrance. This would simply advise motorists of the width of the entrance between the stones on either side. The intention is to avoid claims for vehicles damaged by not taking due care in entering the site.

MOBILE LIBRARY SERVICE

Dear Clerk

Following on from previous communication about proposed changes to the mobile library service, the County Council's Cabinet meeting yesterday, it was agreed to:

1. note the consultation responses about the proposed changes to the mobile library service;
2. maintain the mobile library service provided by the County Council to residential homes and sheltered accommodation units; and
3. approve the closure of the public mobile library service by end of December 2016 (earliest) and by end of March 2017 (latest) and the development of alternative access to library services where required within the resources available.

The reasons for the timescale is to ensure that alternative service provision for those users who cannot travel to a library is put in place before the withdrawal of the mobile library service. We will also ensure that mobile library users are kept informed about the changes to service provision.

Please let me know if you have any queries.

Regards

Tracy Long
Dorset Library Service Manager

As this indicates the end of a library service in Underhill, Council may wish to consider encouraging an alternative service, perhaps along the lines of the community libraries set up elsewhere in the county.

The Clerk

OUTGOING MAYOR'S REPORT

This year has been one when we have seen the start of many changes, not least of which has been the disruption caused by the eviction from our former offices. The Council decided to vote in a new role of Chairman for a trial period and after some delays Ray Nowak has ably stepped into this position which has eased my commitments considerably. We have been well supported by the other Councillors and of course the staff and I would like to thank them now.

It has been my privilege to represent Portland in a very full year with nearly a hundred engagements here and throughout the County as well as countless meetings. It has been a year of many special anniversaries, including the end of World War II, the sinking of HMS SIDON, and the HMS ILLUSTRIOUS pinnacle disaster. I have been honoured to present awards on a number of occasions to deserving persons, including here at a world class sailing event. With the importance of this centre to the Island I am delighted that Sandy has chosen this place for the Ceremony today. Two new memorials have been laid on the Island, one on Merchant Navy Day, "To Remember All Merchant Seafarers Lost at Sea", and the other, a "Peace Stone" to remember VJ Day and the "forgotten forces". Once every seven years "the bounds are beaten" and this being the year, I was able to witness and confirm that two pupils from IPACA were suitably beaten over the stone, so that they would remember where it was.

Once again the Ceremony of the Keys was a great success with a lot of positive feedback. Many people worked hard for this event which as last year was held in the Island's largest public building, All Saints Church. This meant that as well as invited distinguished guests, everyone who wished could attend and enjoy some superb performances and be part of an Island tradition.

The Council unanimously decided to award the Freedom of the Island and Royal Manor" to the Officers and Ship's Company of TS PENN for their outstanding commitment over many years. The honour (which has only twice been awarded before to individuals) was presented during the annual Accession Day Service in Her Majesty's ninetieth year. She sent her congratulations and best wishes to all present. Afterwards they exercised their newly awarded rights.

"Our" ship, HMS PORTLAND has recently renewed her affiliation with the Island and the Borough, and again I was privileged to be part of the proceedings. She is not likely to return here for a few years, having a full programme ahead of her, but she left us leaving a confidence that she will be a great ambassador for Great Britain, the Royal Navy and of course the name Portland.

As I mentioned at the beginning we are entering a pivotal period of change. We move into more accessible premises in Easton shortly, having been given

notice to quit the lovely art deco building occupied for eighty-odd years. Talks are under way to establish unitary authorities in the county, which will mean extra responsibilities will be passed to Town and Parish Councils. If all goes well we will finally break the shackles which have held us tied to Weymouth since 1974. Work proceeds with the Neighbourhood Plan which will be so vital in shaping our future and I thank all involved in preparing this, especially Andy Matthews, who supports the Council in so many unsung ways. Our reduced staff of Ian Looker and Sue Thomason, working under pressure, have kept us going and I am grateful to them.

I took over office from Rob Hughes, who was a hard act to follow, having many innovative ideas, and I have tried to keep the momentum going. I am confident that with her experience Sandy will continue to maintain the profile. The civic calendar is already filling up and three events are coming up soon. On 31st May it is the hundredth anniversary of the pivotal Battle of Jutland. A lot of Portland lads were killed and injured then. There will be a short service at the Cenotaph followed soon after by the annual D-Day service in Victoria Gardens and later the hundredth anniversary of the Battle of the Somme. These are civic occasions and whilst not calling for a three-line whip for Councillors I would expect attendance when possible and likewise would invite all members of the public to attend.

Finally, to wind up this rambling, I would like to present cheques to my chosen charities and would ask my Chaplain, Rev James Menzies, my daughter Becky Tacey, who has been so supportive, and Mr Stuart Cave, the Town Crier each to accept a small memento of the last year.

Rod Wild
[Erstwhile] Town Mayor