

## PORTLAND TOWN COUNCIL

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9<sup>th</sup> November 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, 16<sup>TH</sup> NOVEMBER 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) Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
  - b) Reports from Borough and County Councillors** – to receive
- 6. Minutes of the Town Council Meeting, 19<sup>th</sup> October 2016** (attached) – to agree and sign
- 7. Minute Update and Matters Arising from the Minutes** (attached) – to receive
- 8. Deputy Town Mayor** – to hear Cllr. David Thurston's declaration of acceptance of office and invest him with the badge of office
- 9. Written Questions for the Chairman** – to receive replies
- 10. Town Mayor's Announcements**
- 11. Financial Matters**
  - a) Payments for Authorisation** (to follow) – to approve
  - b) 2016/17 Financial Report to 31<sup>st</sup> October 2016** (attached) – to accept
- 12. IPACA** – to consider the following motion from Cllr. Wild, "Portland Town Council is concerned about recent events concerning the proposed management of IPACA and will support the moves to retain local governors to manage the school."

- 13. Boots Pharmacies on the Island** – to consider a draft letter (attached) and the following motion, both from Cllr. Atwell, “that Portland Town Council writes to Boots urging them to respect the residents of the Island as a unique, separate community and keep the two pharmacies on the Island without curtailing opening hours or levels of service.”
- 14. Events & Tourism Working Group Meetings**

  - a) to consider a recommendation that the remaining three Lottery-funded events be as follows:-  
Easter, 2017 – Easter Bunny Run  
Early August – Go Karting  
September – Harvest Special
  - b) to receive a verbal report on recent meetings of the Group
- 15. Council Grants, 2016/17** – to consider the applications received (attached) and make awards
- 16. Fortuneswell Offices: Deed of Receipt and Release** – to receive a report from the Chairman
- 17. Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive  
Dorset Association of Parish and Town Councils AGM (attached)
- 18. 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.”
- 19. Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place at the Easton Methodist Church Hall, Easton on Wednesday, 14<sup>th</sup> December 2016, starting at 7.00 pm.

## MINUTE UPDATE

**a) Minute 3273(c), paras 1 and 2 – Round-the-Island Bus Service**

Cllr. Kimber has supplied cost details of the service.

**b) Minute 3273(c), para 3 – Grass-Cutting Services**

We have not received a reply from Mr Martin about having a presentation by someone from the County, so I have written instead to someone at the local area office.

**c) Minutes 3278(d) – External Auditor’s Report**

With one exception all the issues raised by the external auditor are those identified by the internal auditor in her final report. These together with my responses had already been seen and noted by the Council. The exception was with regard to the inspection period for the accounts. While I cannot recollect the precise circumstances now I suspect this was related to the disruption caused by the office move.

The Finance & Staffing Working Group had considered the external auditor’s report prior to the Council meeting. I assumed it would recommend acceptance to Council. I shall bring the report again to the Group meeting on 15<sup>th</sup> November and invite written comment to present to Council in December.

The auditor’s report actually made no reference to Internet banking. However after experiencing some initial difficulties I can report that we are now able to access our Unity Trust account online. At the time of writing I am hoping to make a few payments online this month on a trial basis and extend the procedure in December.

**d) Minute 3286 – Fortuneswell Offices: Deed of Receipt and Release**

We wrote to the Borough on 26<sup>th</sup> October in accordance with the legal advice and received a reply on 7<sup>th</sup> November, which has been circulated. See Agenda Item 16.

**e) Minute 3288 – Council Offices: Auctions**

A letter was sent on 3<sup>rd</sup> November. No reply has been received to date.

**f) Finance & Staffing Working Group, 4<sup>th</sup> October 2016**

The fire precautions and heating work has been completed.

## 2016/17 FINANCIAL REPORT TO 31<sup>ST</sup> OCTOBER 2016

### Changes to Projections

Target for expenditure and income this month is 58% of budget figure.

#### Expenditure

Advertising	Decrease £40	Adjustment to current spending level
Furniture & Equipment	Decrease £230	Adjustment to current spending level
Postage	Decrease £60	Adjustment to current spending level

#### Income

Discount Grant	Increase £7	Corrected figures
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**DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS  
AGM, 5<sup>TH</sup> NOVEMBER 2016**

I attended the meeting at County Hall. A copy of the minutes will be circulated when published. A hard copy of the Annual Report has been deposited in the Council Offices.

Seven motions were put before the meeting. Apart from motion 7 I had no direction from Councillors so voted as shewn below:

Motion 1: from Chideock Parish Council - that this conference requests via NALC that the Department for Transport urgently amends the Road Traffic Regulations 1984 to include a mandatory maximum speed limit of 20 mph on all single track roads with no footway.

*I voted against motion not carried*

Motion 2: from Chideock Parish Council - [abridged] that NALC contact the Department for Communities and Local Government to include AONB boards as statutory consultees as appropriate in planning applications.

*I voted for motion carried*

Motion 3: from Purbeck area of DAPTC to change legislation to ensure the right to buy is removed from Rural Exception Sites.

*I voted for motion carried*

Motion 4: Purbeck area of DAPTC requests NALC to seek legislation that requires cycling events of all types involving ten or more cyclists to be licensed by district, borough or unitary councils and an admin fee charged.

*I voted for motion carried*

Motion 5: Purbeck area of DAPTC supports that principal authorities inform parish and town councils of any national consultations [eg fracking] that could affect that parish or town.

*I voted for motion carried*

Motion 6: Wareham St Martin Parish Council requests NALC to seek a change in legislation to allow parish and town councils to once again become statutory consultees for any licences being specifically applied for in their areas.

*I voted for motion carried*

[Continued]

Motion 7: Blandford Forum Town Council submits a request for town councils to have legal powers to split the roles of Council Chairman and Town Mayor.

*[as instructed] I voted for motion carried*

NHS Dorset CCG Clinical Services Review Public Consultation. An update was given by Dr Karen Kirkham.

NALC Chief Executive Jonathan Owen spoke on devolution and the future roles of parish and town councils.

Rod Wild  
[Edited]

## Portland Town Council - Financial Report, 16.11.16

	<b>Budget 2016/17</b>	<b>Expend. 2015/16</b>	<b>Expend. to 31.10.16</b>	<b>Projected 2016/17</b>	<b>Paid / Rec'd to Date (%)</b>
<b>EXPENDITURE</b>					
Salaries	29,844	30,333	17,262	29,600	57.84
Advertising	280	219	103	180	36.79
Audit	1,300	1,377	652	1,380	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	200	0.00
Contingency	0	0	0	0	-
Council Offices	17,200 <sup>1</sup>	0	9,586	17,070	55.73
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	592	1,100	70.48
Honorarium	100	100	100	100	100.00
Insurance	1,500	1,309	1,250	1,250	83.33
Legal Fees	0	1,896	168	700	-
Mayoral Allowance	1,000	700	1,000	1,000	100.00
Miscellaneous	0	0	0	0	-
Postage	790	945	369	640	46.71
Publications	20	5	79	80	395.00
Stationery	850	719	293	570	34.47
Subscriptions	1,600	1,471	1,602	1,600	100.13
Telephone / Internet	500	598	406	700	81.20
Training / Conferences	1,000	389	285	600	28.50
Travelling & Subsistence	100	89	133	190	133.00
<b>Sub-Total</b>	<b>65,446</b>	<b>47,533</b>	<b>39,248</b>	<b>63,390</b>	<b>59.97</b>
Cheyne Weares	4,800	4,608	236	3,000	4.92
Gifts and Donations	100	70	50	70	50.00
Grants	1,750	2,232	0	1,000	0.00
Landscape Maintenance	5,000	52	1,152	2,000	23.04
Neighbourhood Plan	18,000	3,678	2,389	8,000	13.27
Office Move	3,800	163	3,969	4,300	104.45
Projects	4,150	1,375	400	4,150	9.64
Town Crier	50	35	35	35	70.00
Website	1,200	2,651	0	1,450	0.00
<b>Sub-Total</b>	<b>38,850</b>	<b>14,864</b>	<b>8,231</b>	<b>24,005</b>	<b>21.19</b>
<b>TOTAL</b>	<b>104,296</b>	<b>62,397</b>	<b>47,479</b>	<b>87,395</b>	<b>45.52</b>



**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	4,500	15,000	30.00
Sale of Council Furniture	0	0	1,909	2,000	-
Other	0	70	20	20	-
<b>TOTAL</b>	<b>83,496</b>	<b>58,931</b>	<b>129,456</b>	<b>141,056</b>	<b>155.04</b>

**SURPLUS / DEFICIT (-)** -20,800 -3,466 81,977 53,661  
**FOR YEAR**

**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		5,000	5,000	
Legal Fees	4,000		4,000	4,000	
Neighbourhood Plan	3,000		3,000	3,000	
<b>TOTAL</b>	<b>20,800</b>		<b>16,236</b>	<b>19,000</b>	
<b>Net Total after Reserve Release</b>	<b>0</b>		<b>98,213</b>	<b>72,661</b>	

<sup>1</sup> £4,000 added from Reserves 17.8.16

## Council Offices

	<b>Expend. to 31.10.16</b>
Council Tax	618
Electricity	72
Rent	5,250
Waste Collection	19
Water & Sewerage	19
Building Materials	304
Contractor Payments	2,967
Fire Risk Assessment	280
Signage	58
<b>Total</b>	<b>£9,587</b>

## Office Move

	<b>Expend. to 31.10.16</b>
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
Legal Fees	712
IT Support	280
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	291
<b>Total</b>	<b>£3,969</b>

## Neighbourhood Plan

	<b>Expend. to 31.10.16</b>
Consultant's Fee	2,250
Staff Overtime	139
<b>Total</b>	<b>£2,389</b>