

PORTLAND TOWN COUNCIL

Council Offices
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13th November 2014

Dear Councillor

You are hereby summoned to attend an **ADDITIONAL MEETING of PORTLAND TOWN COUNCIL**, to be held at **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **THURSDAY, 20TH NOVEMBER 2014**, commencing at 7.00 pm when the business set out below will be transacted.

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. Public Half-Hour** – to raise issues relating to the agenda, insofar as this is possible given the present confidentiality of the report itself
- 5. Exclusion of Press & Public**
“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 the following item(s), by reason of the confidential nature of the business to be transacted.”
- 6. Staffing Review Report (Confidential)**
 - a) to receive a presentation by Mr Nick Randle of Nick Randle Associates
 - b) to raise any questions about the report with Mr Randle
 - c) to consider the report and agree responses
- 7. Date of Next Meeting**
The next scheduled meeting of the Council is due to take place on Wednesday, 18th February 2015, starting at 7.00pm.

Permissive Powers and Duties of Town and Parish Councils not having the general Power of Competence (2012)

Function	Powers & Duties	Statutory Provisions
Allotments	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	Smallholdings & Allotments Act 1908, ss 23, 26 and 42
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936, s 221
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s.214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1; Local Government Act 1972, s.214(6)
Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s.4; Parish Councils Act 1957
Bye Laws	Power to make bye-laws in regard to pleasure grounds Cycle Parks Baths and Washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s.164; Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198

Charities	Duties re parochial charities	Charities Act 2011 s. 298
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed Churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Commons and common pastures	Powers in relation to enclosure, and as to providing common pasture	Inclosure Act 1845; Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to spend money on various crime prevention measures	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to repair and maintain public footpaths and bridle-ways	Highways Act 1980, ss.43, 50
	Power to light roads and public places	Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5, 6 Road Traffic Regulation Act 1984, ss.57, 63
	Provision of litter bins	
	Power to provide parking places for vehicles, bicycles and motor-cycles	Highways Act 1980, ss.30, 72 Parish Councils Act 1957, s.1
	Power to enter into agreement as to dedication and widening	
	Power to provide roadside seats and	

	Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway	Highways Act 1980, ss.47, 116
	Power to complain to highway authority as to protection of rights of way and roadside wastes	Highways Act 1980, s.130
	Power to provide traffic signs and other notices	Road Traffic Regulation Act 1984, s.72
Investments	Power to plant trees etc and to maintain Power to participate in schemes of collective investment	Highways Act 1980 s.96 Trustee Investments Act 1961. S.11
Land	Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972, ss.124, 126, 127
	Power to accept gifts of land	Local Government Act 1972, s.139
Litter	Provision of receptacles	Litter Act 1983, ss.5, 6
Lotteries	Having a lottery operating licence	Gambling Act 2005, s.98
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s.260
Open spaces	Power to acquire land and maintain	Open Spaces Act 1906, ss.9 and 10
Parish Property and Documents	Powers to direct as to their custody	Local Government Act 1972, s.226
	Provision of depositories	Local Government Act 1972, s.227
Public buildings and village hall	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972, s.133
Public	Power to provide	Public Health Act 1936,

Conveniences		s.87
Recreation	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them	Public Health Act 1875, s.164 Local Government Act 1972, Sched.14 para.27 Public Health Acts Amendment Act 1890, s.44 Open Spaces Act 1906, ss.9 and 10
	Power to provide gymnasiums, playing fields, holiday camps	Local Government (Miscellaneous Provisions) Act 1976, s.19
	Provision of boating pools	Public Health Act 1961, s.54
Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to contribute to organisations encouraging tourism	Local Government Act 1972, s.144
Traffic Calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers to spend money on community transport schemes	Local Government and Rating Act 1997, s.26-29
War memorials	Power to maintain, repairs, protect and adapt war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	Public Health Act 1936, s.125



**NATIONAL ASSOCIATION OF LOCAL COUNCILS 109
GREAT RUSSELL STREET, LONDON, WC1B 3LD**

AND

**SOCIETY OF LOCAL COUNCIL CLERKS
8, THE CRESCENT, TAUNTON, TA1 4EA**

JULY 2013

2013/14 NATIONAL SALARY AWARD FOR LOCAL COUNCIL CLERKS

REVISED SCALES

1. The National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2013-14. Consequently the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full and part-time clerks be adjusted in accordance with the new spinal column points (SCP) – including revised figures (based on the change as agreed at NJC) for SCPs 50 and above.
The rates of pay set out below should be applied from **1st APRIL 2013**,

Scale	Points below Substantive range	Substantive Benchmark range	Points above substantive range		
LC1					
	(15-17)	(18-22)	(23-25)		
15	£16,215	18	£17,333	23	£20,400
16	£16,604	19	£17,980	24	£21,067
17	£16,998	20	£18,638	25	£21,734
		21	£19,317		
		22	£19,817		
LC2					
	(26-29)	(30-34)	(35-38)		
26	£22,443	30	£25,727	35	£29,528
27	£23,188	31	£26,539	36	£30,311
28	£23,945	32	£27,323	37	£31,160
29	£24,892	33	£28,127	38	£32,072
		34	£28,922		
LC3					
	(39-42)	(43-47)	(48-51)		
39	£33,128	43	£36,676	48	£41,148
40	£33,998	44	£37,578	49	£42,032
41	£34,894	45	£38,422	50	£43,085
42	£35,784	46	£39,351	51	£44,158
		47	£40,254		

LC4

(52-55)		(56-60)		(61-68)	
52	£45,268	56	£49,963	61	£58,053
53	£46,390	57	£51,208	62	£59,752
54	£47,415	58	£52,918	63	£61,475
55	£48,743	59	£54,619	64	£63,162
		60	£56,330	65	£64,763
				66	£66,398
				67	£68,071
				68	£69,794

PART-TIME CLERKS - HOURLY RATES

2. Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. **For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st April 2013 are:**

Scale LC1 and part LC2

SCP (Spinal Column Point) 15	£8.428p
SCP 16	£8.630p
SCP 17	£8.835p
SCP 18	£9.009p
SCP 19	£9.345p
SCP 20	£9.687p
SCP 21	£10.040p
SCP 22	£10.300p
SCP 23	£10.603p
SCP 24	£10.949p
SCP 25	£11.296p
SCP 26	£11.665p
SCP 27	£12.052p

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

3.

SCP	£	Hourly £p	SCP	£	Hourly £p
4	12,266	£6.375	9	13,725	£7.134
5	12,435	£6.463	10	14,013	£7.283
6	12,614	£6.556	11	14,880	£7.734
7	12,915	£6.713	12	15,189	£7.895
8	13,321	£6.924	13	15,598	£8.107
			14	15,882	£8.255

On October 1st 2013, all employees paid at the rate of SCP4 are automatically raised to SCP5.

Town and Parish Councils

From: Department for Communities and Local Government and Kris Hopkins MP

Delivered on: 29 October 2014 (Original script, may differ from delivered version)

Location: National Association of Local Councils annual general meeting

First published: 29 October 2014

Part of: Making local councils more transparent and accountable to local people,
Giving local authorities more control over how they spend public money in their area

...

Kris Hopkins speech on empowering local government.

I'm delighted to be here today.

I'm from Keighley and I started my political career in local government – from the outset, I had to team up with my local parishes – they earned my respect very early on as it was clear that they knew their local communities inside out.

Now is a particularly exciting time for town and parish councils, as you have a crucial role to play in building localism.

Delivering services locally can mean people receive better services – local councils can draw on local knowledge; community support and engagement; and efficient organisation.

Empowering councils

We're empowering parish councils.

We're removing the requirement for external audit for smaller parishes with turnover below £25,000.

Qualifying councils have the general power of competence. This includes the power to trade. Parishes can stop looking over your shoulder to Whitehall.

We have removed the '2 signature rule' governing parish payments.

We're going to put in place legislation to put it beyond doubt that you can send agendas and meeting papers electronically, if that is your preference.

On parish polls, we have listened to your calls to modernise them. A public consultation on this will be published before Christmas.

Empowering electorate

At the same time we are empowering your electorate.

The Openness of Local Government Bodies Regulations 2014 is now in force giving rights to the public to use modern communication methods to report on council meetings. I know that this has created a degree of tension, but we should never shy away from the fact that we represent local people.

New transparency rules will enable electorates to see how councils are using their money.

That means the relationship between town and parish councils and their electorate is crucial.

That relationship is the foundation of better local delivery that the parish tier can achieve. I know that members of parish and town councils spend considerable amounts of their time working for their local area and this should be recognised.

Challenges and expectations on parishes

In the first year of local Council Tax support, the government made an estimation of how much of the grant funding ought to go to parishes – around £40 million. I was encouraged to see that billing authorities passed down over 95% of that money last year. It shows that local authorities recognise the important role parishes play in local democracy and in delivering local services.

However, I am extremely disappointed to see that billing authorities are planning to pass down 20% less this year.

I expect billing authorities to continue to passing funding on to town and parish councils and have written to the 31 local authorities who have indicated they have no intention of passing down any funding this year.

It simply cannot be acceptable to local taxpayers if parishes are left with no choice but to increase Council Tax precepts or scale back services to fill the void. Billing authorities and parishes must work together to ensure they secure the best outcome for local tax payers – and be answerable to them if they don't. Billing authorities need to understand and appreciate the amount of work that you undertake at a local level, and you have my support in challenging them to recognise this.

Referendum principles - ability to raise Council Tax a strength of parishes. We have said we are prepared if necessary to apply referendum principles to higher spending town and parish councils from 2015 to 2016 onwards. This has not changed. But I have heard your message that timing is important.

All tiers of government are facing the challenge of tackling the deficit. We know you can deliver services innovatively and efficiently.

There isn't a tension between keeping tax down and wanting parishes to do more. It's because we need to keep tax down, be efficient and deliver services better that we want parishes to do more.

Opportunities and powers for the parish tier

We are changing the rules, and helping campaigners, to make it easier to set up new parish councils.

When I was leader of Bradford, I helped to set up several parishes, and virtually all of Bradford is now parished – people straight away felt empowered and engaged at a local level because of this change. However, 6 in 10 people in the country aren't covered by a parish council. We've already helped 27 campaigns. There are over 30 live campaigns for new town and parish councils in previously unparished areas. We should expect to see town and parish council tier receiving increasing attention as a result.

The Localism Act gives parish councils a range of powers to help address the problems they want to address. Town and parish councils are showing what can be achieved.

Already many are taking control and having a greater say over what goes where in the neighbourhood.

We surveyed parishes over the summer. Of those who responded, there have been significant increases on last year in the numbers doing neighbourhood planning, taking action on assets and taking on services from local authorities.

Around 1200 communities have taken their first step with neighbourhood planning, with over 130 plans published for consultation, and 33 neighbourhood planning referendums.

More than 1500 assets have now been listed using the Community Right to Bid, 500 of which are pubs. As well as my local government role, I am also Minister for Pubs. The fact that you can now secure a local pub, such an important part of the community, as an asset, is very powerful. You at a parish council level can make this happen. I've visited excellent examples in Salford and York which are owned by their respective communities, and are used by their entire localities for gatherings and meetings - one even has its own micro brewery too!

Shops, sports facilities, community centres, football stadiums (including Old Trafford and Anfield) and green spaces have also been listed.

There is huge potential for more parishes to make use of community rights.

My politics started in local government so I really do understand the hard work and effort you put into the running of your local communities, and I want to say thank you to you all for this. We respect what you're doing, and although isn't always possible for me to give you everything that you want, my door is always open, so please don't hesitate to engage with me.

(Reformatted)