

## PORTLAND TOWN COUNCIL

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28<sup>th</sup> March 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 4<sup>TH</sup> APRIL 2018** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker  
Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack and Nowak

## AGENDA

1. **Apologies for Absence** – to receive
2. **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 interest
3. **Minutes of the Meeting Held on 28<sup>th</sup> February 2018** – to approve
4. **Minute Update and Matters Arising** – to consider (see attached)
5. **Public Participation** – to receive questions and comments from the public on agenda items only
- 5A. **2017/18 Financial Report to 27<sup>th</sup> March 2018** (attached) – to accept
6. **BEACH** – to receive updates
7. **Acquisitions** – to receive updates
8. **Community Infrastructure Levy** – to give initial consideration to a strategy
9. **Portland App** – to give initial consideration (see attached)
10. **Neighbourhood Plan Funding** – to consider a paper from the Working Group on funding to complete the Plan (attached)
11. **West Weares** – to receive any updates
12. **Account Signatories** – to receive updates
13. **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.”

**14. Date of Next Meeting**

The Committee's next meeting is scheduled for Wednesday, 2<sup>nd</sup> May 2018, at the Council Offices starting at 10.30 am.

## **PORTLAND TOWN COUNCIL**

### **FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY, 28<sup>TH</sup> FEBRUARY 2018**

**PRESENT:** Councillors Susan Cocking (Chairman), Jo Atwell, Jim Draper, Charlie Flack and Ray Nowak (from 10.55 am)

**IN ATTENDANCE:** Ian Looker (Town Clerk), Councillors Lucy Grieve and Rod Wild, together with three members of the public.

#### **148 – CHAIRMAN’S WELCOME**

Cllr Cocking welcomed all to the meeting and advised of fire precautions at the Offices.

#### **149 – APOLOGIES FOR ABSENCE**

All members of the Committee were present.

#### **150 – DECLARATIONS OF INTEREST**

Cllr Draper declared a non-pecuniary interest as a member of the Portland Community Land Trust.

#### **151 – MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> JANUARY 2018**

The minutes were formally agreed and signed as a correct record.

#### **152 – MINUTE UPDATE AND MATTERS ARISING**

No issues were raised.

#### **153 – PUBLIC PARTICIPATION**

Derek Vincent complained that he had not received a reply to his letter of 8<sup>th</sup> February about the precept and proposed Brackenbury Community Hub.

Paul Snow expressed concern that some people had not received details of the Community Hub that they had requested and there were very short timescales involved.

#### **154 – BRACKENBURY SCHOOL AND OTHER POSSIBLE ACQUISITIONS**

Cllr Grieve updated members on recent events concerning the bid for Brackenbury. Generally it had received a positive response from the County, but one of its councillors had requested further information, which would require further work. The bid would be presented to the Cabinet on 7<sup>th</sup> March, but this would not be giving a definite decision as had previously been expected.

Cllr Cocking said the Town Council would be looking for other sources of funding to avoid having to increase the precept.

### **155 – ORDER OF BUSINESS**

From the chair Cllr Cocking said there were other confidential aspects to Brackenbury under Agenda Items 7 and 8 that would be dealt with towards the end of the meeting after exclusion of press and public.

### **156 – PUBLIC WORKS LOAN PROCEDURES**

The Clerk was asked to obtain a copy of the application form for a loan.

Continuing the discussion on Brackenbury Cllr Draper explained that the County had requested different options as to how the money for the bid would be raised, including a worst-case scenario which relied on funding from the precept.

(Cllr Nowak joined the meeting.)

Cllr Grieve said that the Town had demonstrated to the County there was a need for the services to be provided at the hub but had not yet shown that there was also a demand for them. Therefore the Town Council would be carrying out a survey of public opinion, online partly but mainly by face-to-face interviews.

### **157 – CIVIC REGALIA VALUATION**

The Clerk advised that the civic regalia had been valued at £49,767. He was asked to inform the insurers to that effect.

### **158 – NATIONWIDE ACCOUNT**

The Clerk reported that he had not taken any further action regarding the signatories.

### **159 – COUNCIL WORKING PARTIES**

a) West Weares, January

The Clerk explained that a response from Zurich had been delayed due to the original claim being sent to the wrong e-mail address.

**RECOMMENDED** – that the Clerk be reimbursed for payment of the Autoglass invoice.

b) General Protocols

Cllr Cocking offered to draft a protocol for insurance claims involving the Council. She also suggested that the Council conduct a risk assessment for every event it undertook.

### **160 – GENERAL DATA PROTECTION REGULATION**

Cllr Draper reported on a presentation he had attended. He highlighted two areas that could be affected, the keeping of personal information on individuals and marketing, but thought these did not really involve the Council.

It was agreed to hold a Finance Committee meeting to discuss the regulation, in particular the recently published NALC toolkit, on Tuesday, 3<sup>rd</sup> April at 10.30 am.

### **161 – OFFICE CATERING**

Attention was drawn to the fact that there was no budget provision for refreshments provided at the Offices. A member offered to cover the costs for a while.

### **162 – ORDER OF BUSINESS**

The Chairman deferred Agenda Item 15 – Electricity Supply Contract until after the exclusion of press and public.

### **163 – WEST WEARES**

Cllr Draper said he was waiting to receive information from the Community Partnership on what was being transferred to the Council. He had not yet been able to discuss electricity charges with Quiddles. Members set 28<sup>th</sup> February for an on-site risk assessment.

### **164 – ACCOUNT SIGNATORIES**

No new signatories had registered.

### **165 – EXCLUSION OF PRESS & PUBLIC**

**RESOLVED** - 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 Items 7, 8 and 15 by reason of the confidential nature of the business to be transacted.

### **166 – ELECTRICITY SUPPLY CONTRACT**

It was agreed not to take any action on the quotation received, but to obtain two more quotations first.

### **167 – BRACKENBURY SCHOOL AND OTHER POSSIBLE ACQUISITIONS**

It was agreed that Cllrs Grieve and Nowak attend County Cabinet meetings in March and April to speak in support of the bid.

Cllr Grieve led members in a discussion of the next project stages for which action was required, in particular obtaining estimates for work required at the site in order to submit grant applications.

The possible need for a caretaker / site manager for the community hub was also considered.

### **168 – BRACKENBURY AND OTHER PROPERTIES**

- a) Crowdfunding
  - b) Opening Hours
- Not discussed.

- c) Staffing Requirements

**RECOMMENDED** – (1) that £2,000 be released from reserves to Contingencies in the 2018/19 budget for staffing and other incidental costs and (2) that up to four hours per week overtime be granted for six weeks in March and April at the discretion of the Clerk.

### **169 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Wednesday, 4<sup>th</sup> April 2018, starting at 10.30 am.

The meeting ended at 1.40 pm.

Signed ..... Dated .....  
(Chair)

## MINUTE UPDATE

**a) Minute 157 – Civic Regalia Valuation**

A sum of £162 will be added to the premium for 2018/19 when it comes into force in June. Zurich have waived the pro rata premium due before then.

**b) Minute 158 – Nationwide Account**

I am now hoping the necessary signatures can be obtained by next week, April 5<sup>th</sup>.

**c) Minute 159 – Council Working Parties**

Zurich have not yet responded. I will pursue this. The draft protocol will be brought to a later meeting.

**d) Minute 163 – West Weares**

The risk assessment has been carried out. Other aspects have been delayed due to member absence.

**e) Minute 166 – Electricity Support Contract**

Further quotations have not been sought yet.

**f) Minute 168(c) – Staffing Requirements**

Council approved the Committee's recommendations.



# Agenda Item 6

## Portland Town Council - Financial Report, 4.4.18

	<b>Budget 2017/18</b>	<b>Expend. 2016/17</b>	<b>Expend. to 27.3.18</b>	<b>Paid / Rec'd to Date (%)</b>
<b>EXPENDITURE</b>				
Salaries	30,500	30,152	34,157	111.99
Advertising	286	229	465	162.59
Audit	1,326	890	651	49.10
Bank Charges	70	185	61	87.14
Civic Expenditure	2,020 <sup>1</sup>	579	2,060	101.98
Computer Equipment	306	236	0	0.00
Computer Software	367	21	155	42.23
IT Support	255	0	454	178.04
Contingency	2,400	0	0	0.00
Council Offices	12,000	25,019	13,788	114.90
Elections	4,000	4,209	0	0.00
Furniture & Equipment	624	365	891	142.79
Hire of Halls	857	990	886	103.38
Honorarium	100	100	100	100.00
HR Support	1,600 <sup>3</sup>	0	1,525	95.31
Insurance	1,530	1,250	863	56.41
Legal Fees	0	703	0	-
Mayoral Allowance	1,000	1,000	1,000	100.00
Postage	500	545	284	56.80
Publications	20	114	0	0.00
Stationery	700	684	617	88.14
Subscriptions	1,632	1,638	1,526	93.50
Telephone / Internet	510	605	614	120.39
Training / Conferences	800	285	380	47.50
Travelling & Subsistence	102	142	12	11.76
<b>Sub-Total</b>	<b>63,505</b>	<b>69,941</b>	<b>60,489</b>	<b>95.25</b>
BEACH	0	0	95	-
Cheyne Weares	0	236	0	-
Gifts and Donations	102	93	190	186.27
Grants	1,400 <sup>2</sup>	1,915	1,525	108.93
Landscape Maintenance	6,000	1,284	1,785	29.75
Lottery-Funded Events	500	901	3,428	685.60
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan	3,000	3,923	13,135	437.83
Office Move	800	4,298	1,463	182.88
Projects	5,000	1,400	2,606	52.12

Town Crier	50	35	35	70.00
Website	1,224	1,290	1,346	109.97
<b>Sub-Total</b>	<b>19,076</b>	<b>15,375</b>	<b>25,513</b>	<b>133.74</b>
<b>TOTAL</b>	<b>82,581</b>	<b>85,316</b>	<b>86,002</b>	<b>104.14</b>
<b>INCOME</b>				
Precept	76,132	63,679	76,132	100.00
Discount Grant	549	2,007	549	100.00
Compensation	0	50,000	0	-
Council Offices Rent	3,000	0	0	0.00
Fair	1,000	1,000	1,000	100.00
Grant Income	0	0	798	
Hire of Halls Refund	0	1,350	0	-
Interest	0	192	1	-
Lottery-Funded Events	900	5,800	1,177	130.78
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan Grant	0	3,375	10,500	-
Sale of Council Furniture	0	1,909	0	-
Other	0	231	0	-
<b>TOTAL</b>	<b>82,581</b>	<b>129,543</b>	<b>90,157</b>	<b>109.17</b>
<b>SURPLUS / DEFICIT (-)</b>	<b>0</b>	<b>44,227</b>	<b>4,155</b>	
<b>FOR YEAR</b>				
<b>RESERVES RELEASED</b>				
Lottery Fund				
Neighbourhood Plan	3,000		2,635	
<b>TOTAL</b>	<b>3,000</b>		<b>2,635</b>	
<b>Net Total after Reserve Release</b>	<b>3,000</b>		<b>6,790</b>	

<sup>1</sup> £1,000 vired from Contingencies to Civic Expenditure, 20.9.17

<sup>2</sup> £400 added to budget from Events income, ref RN 9.10.17

<sup>3</sup> £1,600 vired from Contingencies to HR Support, 15.11.17

**Council Offices**                      **Expend. to**  
**27.3.18**

Council Tax	1,273
Electricity	1,681
Refuse Sacks	49
Rent	10,500
Water & Sewerage	150
Building Materials	21
Contractor Payments	95
Equipment	95
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
<b>Total</b>	<b>£13,789</b>

**Lottery Events**                      **Expend. to**  
**27.3.18**

Advertising	199
Catering Expenses	690
Equipment (inc Hire)	850
First Aid	92
Flags	450
Furniture	66
Insurance	78
Licence	71
Materials	120
Performamce Fee	450
Pony Rides	85
Printing	82
Prizes	182
Stationery	12
Total Expenditure, 2017/18	3,427
Total Expenditure, 2016/17	901
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	4,328
Projected Additional Expenditure	1,370
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	5,698
Lottery Grant	-5,800
Projected Refund	-102
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Income (less £40 donation)	-1,137
<b>Total</b>	<b>£2,290</b>

**Neighbourhood Plan**                      **Expend. to**  
**27.3.18**

Advertising	275
Computer Software	403
Consultant's Fee	11,100
Printing	875
Staff Overtime	282
Website	200
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	13,135
Grant Received	-10,500
Reserves Released	-2,635
<b>Total</b>	<b>£0</b>

## **PORTLAND APP**

We have received one or two unsolicited approaches from companies offering their services in providing a Portland app. A fellow clerk showed me an app for his town so I have an inkling of the potential such an app provides. Appraisal of that potential could be looked at from a technological, financial, social or tourism aspect. Perhaps the Marine, Environment and Tourism Partnership could be asked to carry out an initial investigation.

## NEIGHBOURHOOD PLAN FUNDING

### Background

The Draft Neighbourhood Plan is now working through its final stages with a view to be concluded during this year. At the last Planning Committee there was a consensus that the Plan could form a major aspect to underpinning support on how the Town Council is preparing for its future role within the Local Government Reform changes post April 2019.

Notwithstanding this as the Plan moves through the various public engagement phases the policies and context within this will increasingly have a material impact on planning decisions as well as the Local Plan Review.

The current phase looking at the results of the Informal consultation etc is now on the Plan's website.

<https://www.portlandplan.org.uk/2018/03/19/introduction-and-next-stages/>

### Potential Risk

It is true to say that our plan would not have had the scope and content to achieve the above if we had not received Paul Weston's support. Paul often works above and beyond the days contracted but is increasingly becoming in demand as more Neighbourhood Plans are commenced.

As the Government appreciates the role that Neighbourhood Planning is achieving with increased support for local growth this is likely to increase further.

Paul has indicated that to complete the final stages of the work a figure of £4750 has been quoted and he would be grateful for an early indication of commitment so he can plan his immediate workloads.

Currently the Town Council have not set aside any direct funds from its 2018/19 budget.

It is possible that I could look to cover this work directly on a voluntary basis but there is a risk to this. Also with the level of work involved it has been difficult to interest other community members who have an appropriate skill set.

There are potentially further grant funds via Locality/MHDCLG amounting to £3k but we will not know whether we satisfy the criteria for these until after the Finance meeting. Also we have asked the Borough Council for the remaining part of a grant indicated as being available of £2.5k but again have not heard anything further at the moment.

It is estimated that a cost of £5k will needed to be set aside this will allow for minor costs around further publicity etc.

**Requests**

That the Finance Committee recommend that a total resource of £5k be set aside within the 2018/19 budget and this should be financed from reserves.

That the Neighbourhood Plan Management Group should look to mitigate this cost by pursuing appropriate grants and other support if appropriate.

That Paul Weston's continued engagement in 2018/19 is covered by Standing order ..... and therefore there is no requirement to seek competitive quotation or tender.

Andy Matthews