

PORTLAND TOWN COUNCIL

Council Offices
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25th April 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, 2ND MAY 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

Wayne Lewin
Interim 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**
 - a) **Minutes of the Extraordinary Meeting Held on 3rd April 2018**
 - b) **Minutes of the Extraordinary Meeting Held on 4th April 2018** (attached) – to approve
4. **Minute Update and Matters Arising**
5. **Public Participation** – to receive questions and comments from the public on agenda items only
6. **2018/19 Financial Report to 18th April 2018** (attached) – to accept
7. **BEACH** – to receive updates
 - a. Public works loan
 - b. Grant application
 - c. 3-year financial plan
 - d. Procurement process for works
8. **Coastal Communities Team** – to consider the proposal for the Portland gateway and other areas.
9. **West Weares** – to confirm contract
Cheyne Weares – to confirm contract
10. **Recruitment of the new Town Clerk**
11. **Freedom of Information requests** – to review policy and charges

12. 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.”

13. Date of Next Meeting

The Committee’s next meeting is scheduled for Wednesday, 06th June 2018, at the Council Offices starting at 10.30 am.

PORTLAND TOWN COUNCIL

EXTRAORDINARY FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON TUESDAY, 3RD APRIL 2018

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Jim Draper, Ray Nowak and Rod Wild (ex officio)

IN ATTENDANCE: Ian Looker (Town Clerk)

170 – APOLOGIES FOR ABSENCE

Apologies were received from Councillor Charlie Flack.

171 – DECLARATIONS OF INTEREST

There were none.

172 – PUBLIC PARTICIPATION

There were no members of the public present.

173 – GENERAL DATA PROTECTION REGULATION

Members had before them NALC'S GDPR Toolkit and "GDPR – The Simple Guide" produced by Lacey's Solicitors. In particular they discussed the 11 – point NALC action plan, from which the following sub-headings have been taken.

1) Raise Awareness

Cllr. Draper supported the NALC recommendation that all Councillors and staff should undergo training in the GDPR. He and Cllr. Atwell had received training from Lacey's (27th February and 9th March respectively). He was willing to lead such a training session.

The Regulation requires that a Data Protection Officer be appointed for the Council.

RECOMMENDED – that the Chairman of the Staffing Committee hold the post of Data Protection Officer (DPO).

2) Data Audit

RECOMMENDED – that the DPO carry out a data audit, if possible within the next month. Further items should be dealt with by the replacement Clerk.

The audit would be reviewed at the next Finance meeting.

The Clerk advised the Committee that his records storage policy had three levels:-

Records of minor importance – to be kept for three years
Records of major importance – to be kept for seven years
Records of lasting importance – to be retained indefinitely

Action Plan Items with a Legal Basis.

Members identified them as:-

- 3) Identify “Lawful Basis” for Processing Data
- 4) Individuals’ New Rights and Subject Access Requests
- 6) Update Policies and Notices and six other items

5) Review Consent to Use Personal Data

The Committee considered that, because of the limited nature of the personal data currently held, there was no need to obtain consents. However there might well be a need for such procedures when the BEACH was established.

6) Privacy Notices

It was agreed that the two GDPR privacy notices should be displayed on the Council website by 25th May, the formal implementation date of the Regulation.

The Committee discussed precautionary measures with regard to Facebook. A disclaimer will be published on the Council’s Facebook page.

7) Build in Extra Protection for Children

The Council does not hold any data concerning children.

Other Issues

Cllr. Draper will inform the Clerk of what and how data is stored on the electronic personnel system.

Circulation of outside e-mail addresses will be restricted to the “BCC” copy function. Councillors will be given training in this respect.

The Council’s risk assessment will in future ensure data protection checks.

174 – DATE OF NEXT MEETING

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

The meeting ended at 11.50 am.

Signed Dated
(Chair)

PORTLAND TOWN COUNCIL

FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY, 4TH APRIL 2018 AT 10.30 AM

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Jim Draper and Charlie Flack

IN ATTENDANCE: Ian Looker (Town Clerk), Councillor Kerry Baker (Weymouth & Portland Borough Council), together with two members of the public.

175 – APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ray Nowak and Councillor Katharine Garcia (Dorset County Council and Weymouth & Portland Borough Council).

176 – DECLARATIONS OF INTEREST

There were none.

177 – MINUTES OF THE MEETING HELD ON 28TH FEBRUARY 2018

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

178 – MINUTE UPDATE AND MATTERS ARISING

Minute 163 – West Weares

Cllr. Draper said the Community Partnership had sent him a letter with details of what assets were being transferred to the Council. This will be forwarded to the Clerk.

179 – PUBLIC PARTICIPATION

Paul Snow quoted the DCLG / NALC guidance notes in seeking a loan that there should be public support for the increase in precept necessary to finance it. In his view there had been no public meeting on the Island yet to secure such support.

In reply Cllr. Draper said in the absence of County approval to the BEACH scheme the Council had presented a range of financial options with differing effects on the precept. He thought that when the County had approved the transfer and the cost to the Council was known a public consultation meeting would be held. Mr Snow requested comprehensive advertising of the meeting.

Cllr. Baker asked whether the Council had a timetable for the BEACH project. Cllr. Cocking replied that the Council were constrained by the requirements set by other bodies. For example the application for a loan had to be submitted by 10th April.

180 – 2017/8 FINANCIAL REPORT TO 27TH MARCH 2018

The Clerk explained the figures were not the final ones for the year and there might be some small adjustments still to come.

RESOLVED – that the report be accepted.

181 – BEACH

RESOLVED – that the loan application form be signed by the Council Chairman, Clerk and Chairman of the Finance Committee.

With regard to alterations to the building Cllr. Cocking said the planning application would be straightforward since there would be no external alterations.

182 – ACQUISITIONS

Cllr. Cocking reported that the Royal Manor field would be leased at a peppercorn rent until 2052. A meeting was required to progress the transfer of the Lord Clyde toilets. The Borough was at present reviewing land near the Cenotaph for a transfer to the Town as a Centenary Field.

183 – COMMUNITY INFRASTRUCTURE LEVY

Cllr. Flack observed that the value of CIL payments to the Council was likely to increase sharply when the Neighbourhood Plan was complete to 35% of the Levy sums. Cllr. Draper suggested the Council might use some of the payments received for capital purposes e.g. buying strategic areas of land to avoid their development and some for revenue items such as repairs and maintenance to Island infrastructure.

184 – PORTLAND APP

It was agreed to refer the proposal to the Marine, Environment & Tourism Partnership for further investigation.

185 – NEIGHBOURHOOD PLAN FUNDING

With regard to the three requests in Mr Matthews' agenda paper it was:-

RECOMMENDED – that the Finance Committee recommend that a total resource of £5,000 be set aside within the 2018/19 budget and this should be financed from reserves.

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

RECOMMENDED – that Paul Weston's continued engagement in 2018/19 is covered by Standing order 11.1(a)(ii) and therefore there is no requirement to seek competitive quotation of tender.

186 – WEST WEARES

Cllr. Flack reported that a stone memorial plaque had been attached to the wall nearby apparently without notice. The Environment Agency actually own the wall and the Borough are investigating the legality of affixing items.

The risk assessment had been carried out on site. It was queried whether the lighting by Quiddles needed to be redirected for safety reasons, but first details of the two accidents should be obtained, principally to identify their location.

187 – ACCOUNT SIGNATORIES

It was agreed the interim Clerk should become a signatory to the bank accounts. The Clerk reported that the bank card had not been received yet.

188 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 2nd May 2018, starting at 10.30 am.

The meeting ended at 11.20 am.

Signed Dated
(Chairman)