

## PORTLAND TOWN COUNCIL

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25<sup>th</sup> October 2017

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, 1<sup>ST</sup> NOVEMBER 2017** 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 4<sup>th</sup> October 2017** – to receive
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
6. **2017/18 Financial Report to 31<sup>st</sup> October 2017** (to follow) – to receive
7. **Artist Row and Lord Clyde Toilets** – to consider the Borough’s correspondence of 23<sup>rd</sup> October (attached, including a confidential document)
8. **Review of Council Services and Strategy** – to consider and make preliminary recommendations (see attached)
9. **Budget, 2018/19** – to consider further (see attached)
10. **Account Signatories** – to consider the requirements for:-
  - a) Unity Trust Bank
  - b) Nationwide Building Society (see attached)- and receive a verbal report from the Clerk on the latter
11. **Small Claim** – to receive an update from the Clerk
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, 13<sup>th</sup> December 2017, at the Council Offices starting at 10.30 am.

**PORTLAND TOWN COUNCIL**  
**FINANCE COMMITTEE**  
**MINUTES OF THE MEETING**  
**HELD IN THE COUNCIL OFFICES**  
**ON WEDNESDAY, 4<sup>TH</sup> OCTOBER 2017**

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

**IN ATTENDANCE:** Ian Looker (Town Clerk)

**69– APOLOGIES FOR ABSENCE**

All members were present.

**70 – DECLARATIONS OF INTEREST**

Cllr. Nowak declared an interest as a trustee of both the Island of Portland Heritage Trust and Portland Museum.

**71 – MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> SEPTEMBER 2017**

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

**72 – MINUTE UPDATE AND MATTERS ARISING**

**a) Minute 61 – West Weares**

Quotations have now been received.

**b) Minute 65 – Artist Row**

The letter has been sent, but no reply received.

**73 – PUBLIC PARTICIPATION**

No members of the public were present.

**74 – 2017/18 FINANCIAL REPORT TO 30TH SEPTEMBER 2017**

**RESOLVED** – that the report be accepted.

**75 – ELECTRICITY CHARGES**

The Clerk confirmed that a check meter had recently been installed.

**76 – COMMUNITY BUS**

Cllr. Cocking said she had been unable to progress this lately because of her domestic circumstances.

**77 – WEST WEARES GRASS-CUTTING CONTRACT**

The members considered the quotations received for additional work on the sculpture and **RECOMMENDED** – that a community work day be organised to carry out what was required.

## **78 – CLEANING CONTRACT**

The Clerk has not been able to progress this because of other commitments. It was agreed to refer the contract when drafted to full Council rather than the Staffing Committee.

## **79 – CIVIC REGALIA INSURANCE**

The Clerk had visited Good as Gold's premises and explained the Council's requirements. He will take the regalia there when an opportunity presents itself.

## **80 – ARTIST ROW AND LORD CLYDE TOILETS**

The Clerk was asked to seek a reply from the Borough.

## **81 – REVIEW OF COUNCIL SERVICES AND STRATEGY**

The Clerk was asked to check the progress made by the County in dealing with the transfer.

Members expressed an interest in the Council taking responsibility for Gooseberry Green. Cllr. Flack was asked to make enquiries.

It was agreed that Cllr. Draper would draft a list of the Council's "aspirations" for discussion at the next Town Council meeting.

## **82 – BUDGET, 2018/19**

The following decision and recommendations were made:-

The Clerk was asked to substitute the % Increase column on the budget working paper with the Committee's proposed figures.

### **EXPENDITURE**

Salaries	35,000
Advertising	300
Audit	1,000
Bank Charges	100
Civic Expenditure	1,100
Computer Equipment	300
Computer Software	300
IT Support	300
Contingency	4,000
Council Offices	12,324
Elections	4,000
Furniture & Equipment	700
Hire of Halls	900
Honorarium	100
Insurance	1,000
Legal Fees	600
Mayoral Allowance	1,000
Postage	400

Publications	0
Stationery	800
Subscriptions	1,700
Telephone / Internet	700
Training / Conferences	1,000
Travel & Subsistence	100
<b>Sub Total</b>	<b>67,724</b>
Cheyne Weares	0
Gifts and Donations	100
Grants	2,000
Landscape Maintenance	6,000
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan	3,000
Office Move	800
Projects & Events	4,000
Town Crier	50
Website	1,300
<b>Sub Total</b>	<b>17,250</b>
<b>TOTAL</b>	<b>84,974</b>

## **INCOME**

Precept	80,374
Discount Grant	0
Compensation	0
Council Offices Rent	0
Fair	1,000
Hire of Halls Refund	0
Interest	200
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan Grant	3,000
Projects & Events	400
Sale of Office Furniture	0
<b>TOTAL</b>	<b>84,974</b>

It is **RECOMMENDED** – that publications be paid from a slightly enhanced stationery budget. The projects budget heading should be amended to include events, this to be reflected in an income heading also.

**83 – VOLUNTEER CENTRE DORSET**

**RECOMMENDED** – that the Council make a donation of £50 this year.

The Clerk was asked to check the Committee’s ability to authorise expenditure.

**84 – COUNCIL GRANTS, 2017/18**

It was agreed that the exact amount of event income to be added to this year’s grants budget figure needed to be determined.

(Cllr. Nowak withdrew from the meeting.)

**RECOMMENDED** – that the following grants be made:-

Portland Women’s Institute	£165
Westcliff on Wednesday	
Baby & Toddler Group	£200
Island of Portland Heritage Trust}	
Portland Museum Trust	} 1/3 of balance remaining
Portland Sea Cadets	}

(Cllr. Nowak rejoined the meeting.)

**85 – COUNCIL TAX**

The Clerk confirmed that the Council is liable for Council Tax.

**86 – EXTERNAL AUDIT REPORT 2016/17**

The Committee reviewed the errors referred to in the audit report.

**87 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Wednesday, 1<sup>st</sup> November 2017, starting at 10.30 am.

The meeting ended at 1.00 pm.

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

## MINUTE UPDATE

**a) Minute 72(a) – West Weares**

Council decided to carry out the work through a volunteer working party.

**b) Minute 75 – Electricity Charges**

The check meter remains in operation.

**c) Minute 76 – Community Bus**

I am not aware of any developments.

**d) Minute 78 – Cleaning Contract**

The documentation has still to be prepared.

**e) Minute 79 – Civic Regalia Insurance**

The regalia was required for the installation of the new Mayor. We are looking for an opportunity to take the items for valuation when civic duties permit.

**f) Minute 81 – Review of Council Services and Strategy**

I infer from the silence of the County and the lack of a Government decision on unitaries that it will be some time before we get any further information in general terms.

Members will be aware that County officers gave a presentation to the Council recently on the history and progress of the Living and Learning project. The opportunity was taken to remind them about the transfer of Royal Manor playing fields and to investigate the feasibility of alternative uses for the buildings of the old Royal Manor school.

Council agreed that the list of aspirations be referred to the Staffing Committee. It is also included in this Finance agenda for discussion.

**g) Minute 84 – Council Grants, 2017/18**

Council accepted Finance Committee's recommendations. The Chairman and Clerk are due to meet to agree the final income figure arising from events, which will determine the exact amount of grant money to be paid this year.



## ARTIST ROW AND LORD CLYDE TOILETS

**From:** [Redacted], Dorset Councils Partnership

**Sent:** 23 October 2017

**To:** Portland Town Council

**Subject:** Artist Row, Lord Clyde Toilets and Brandy Row - Subject to Contract

Dear Ian

[...]

Artists Row - There is a Cultivation Licence live to a neighbour containing one month mutual break clauses. A straight forward Transfer could be arranged with the Licence in place. The Town Council can then decide whether to retain the Licensee or not.

Brandy Row - The stone store building is Registered land. The land to the rear is leased by a Mr Saunders. The parcel of land is not registered and our solicitors are instructed to Register that land. A second parcel on the frontage contains two huts. The occupiers of the huts are in contact with us and again our solicitors are instructed to Register that parcel of land.

Lord Clyde Toilets - The toilets are boarded up and we are making enquiries as to whether there are locks behind the boarding to get access. Our specialist toilets surveyor is due in but speaking to our Utilities team I am told there are no locks to the left, just 28 screws but I am told recent access means only 4 screws are effective ! We can arrange access for you to view but I am not sure yet if the left hand side will get access to all of the building.

My instructions are that we would Transfer the Toilets as is without the yard. I would suggest that we arrange access and you estimate the likely costs for the toilets. We can then consider the costs and seek a decision on re - opening or use for stores. An alternative use could be considered. We have 5 - 6 enquiries for purchasing these toilets including an enquiry from the seafish occupier next door. Any development would be subject to issues with the sea defences. We wish to retain the neighbouring car park land but could consider licensing part of the car park to the Council.

[...]

[Redacted]

Senior Estates Surveyor - Asset and Infrastructure Team  
Dorset Councils Partnership

## **REVIEW OF COUNCIL SERVICES AND STRAGETY**

It is suggested that the Committee reviews the list of services the Council provides in terms of:-

- a) effectiveness
- b) value for money

This may assist in considering both the draft lists of aims and objectives, and draft budget figures for 2018/19 (Agenda Item 9).

## **REVIEW OF COUNCIL SERVICES AND STRATEGY**

### **Discussion Document on the Aims and Objectives of the Council**

As part of the review of Council services and strategy at the Finance committee meeting on 4<sup>th</sup> October it was agreed to bring forward a discussion document for consideration of the full council

At present the Council delivers the following services:-

Statutory Functions for provision of council  
Planning Committee – review of planning applications, highway requests from the public and planning contravention issues  
Marine, Environment and Tourism Partnership – liaison with Island organisations and community groups  
Neighbourhood Plan – facilitating a Plan for Portland  
Civic, charity and Lottery-funded events  
Grants to community organisations  
Representatives on outside bodies, including the Portland Quarries Liaison Committee  
Maintenance responsibility for:-  
    Cheyne Weares car park and viewing area  
    Jubilee Gateway  
    West Weares land sculpture  
Replacement recycling bins for the public  
Community grit bins  
Town Crier  
Portland Fair  
Registration of and advice on Portland Flag  
Tourism leaflets and financial support for visitors' maps  
Emergency planning liaison for flooding and sirens  
Maintenance of Portland Resilience Plan for general emergencies

It is foreseen that the council will also deliver

Maintenance responsibility for:-  
Former toilet block at Lord Clyde carpark  
Royal Manor Playing fields  
Land in Artist Row

The Council should have aims and a strategy for achieving its aims which should put in words what the council aspires to do

We should be careful that we do not mislead the electors into thinking we take responsibility for a host of services that we cannot deliver

The aims should be brief and succinct and not be a long list of obvious and woolly high aspirations.

Objectives should be measurable and time based/constrained and set out what we intend to achieve in the coming year

We should report on the objectives in October and May

### **Suggestion of what aims might be**

To be a strong voice to represent residents views to other bodies both governmental and business

To engage positively in the protection and improvement of both the built and natural environment within the means of the council so that we maintain Portland's Unique Landscape.

In part this is achieved by responding to planning applications and other statutory consultations on time, ensuring that recommendations made to the District and County Council adhere to the Neighbourhood plan, any statutory regulations, and the interests of the community.

Support local business and economic activity on the island

To support and improve supply of amenities and social enterprises

Acquire income streams such as Managing Car Parks so that we do not solely rely on the precept

### **Possible Objectives for 2018/19**

Support the current service provision and

Having acquired the lease for Royal Manor Playing fields bring forward action plans for community use and possible income source

Adopt the NP

Negotiate with other authorities for the acquisition of assets including car parks

Prepare and negotiate with other authorities for funding for provision of services (as other similar local parishes) in the light of the prospect of Local Government reorganisation

Obtain loan funding and proceed with the acquisition of Council Offices

Review budget so that it reflects services

Promote the Annual Parish meeting as a civic event.

Jim Draper (Cllr)

## **BUDGET, 2018/19**

It was suggested at the last Town Council meeting that subdivision of the budget be considered under committee headings. While this is the normal way that larger councils handle their budget, smaller councils do not need such a complex structure. While Portland Town Council seems likely to gain additional responsibilities in the foreseeable future the current situation does not seem to merit a change of approach yet. Members should bear in mind the following:-

- 1) The Planning Committee does not oversee any expenditure at present and therefore has no need for its own budget.
- 2) The Neighbourhood Plan Management Committee oversees a small amount of expenditure, but may well cease its functions next year or in 2019.
- 3) Examination of the list of Council services shows there are very few that involve direct expenditure, probably only Cheyne Weares and West Weares currently. Oversight seems logically to rest with Marine & Environment, but direct budget control would place a question mark against the continuing involvement of outside members and its Partnership status.
- 4) If the Events Working Group were to be given budget powers its status would need to be changed to that of a committee in order to allow proper public accountability.
- 5) If a structure of budget-holding committees were to be created at a future date, then each Committee should be given the power to set its own budget year by year.

## 2018/19 Budget Working Paper, 18.10.17

	Budget 2016/17	Expend. 2016/17	Budget 2017/18	Expend. to 30.9.17	Projected 2017/18	Notional Budget 2018/19	Fin. Comm. Proposal
<b>EXPENDITURE</b>							
Salaries	29,844	30,152	30,500	15,319	33,500	31,324	35,000
Advertising	280	229	286	121	250	294	300
Audit	1,300	890	1,326	251	890	1,362	1,000
Bank Charges	0	185	70	36	100	72	100
Civic Expenditure	1,000	579	1,020	1,828	2,100	1,048	1,100
Computer Equipment	300	236	306	0	0	314	300
Computer Software	360	21	367	155	300	377	300
IT Support	250	0	255	210	250	262	300
Contingency	0	0	5,000	0	0	5,135	4,000
Council Offices	17,200	25,019	12,000	6,197	13,400	12,324	12,324
Elections	6,000	4,209	4,000	0	0	4,108	4,000
Furniture & Equipment	612	365	624	254	520	641	700
Hire of Halls	840	990	857	363	880	880	900
Honorarium	100	100	100	100	100	103	100
Insurance	1,500	1,250	1,530	829	830	1,571	1,000
Legal Fees	0	703	0	0	0	0	600
Mayoral Allowance	1,000	1,000	1,000	1,000	1,000	1,027	1,000
Postage	790	545	500	172	400	514	400
Publications	20	114	20	0	20	21	-
Stationery	850	684	700	340	800	719	800
Subscriptions	1,600	1,637	1,632	1,491	1,650	1,676	1,700
Telephone / Internet	500	605	510	305	700	524	700
Training / Conferences	1,000	285	800	285	400	822	1,000
Travelling & Subsistence	100	142	102	7	100	105	100
<b>Sub-Total</b>	<b>65,446</b>	<b>69,940</b>	<b>63,505</b>	<b>29,263</b>	<b>58,190</b>	<b>65,220</b>	<b>67,724</b>
Cheyne Weares	4,800	236	0	0	0	0	-
Gifts and Donations	100	93	102	40	100	105	100
Grants	1,750	1,915	1,000	125	1,000	1,027	2,000
Landscape Maintenance	5,000	1,284	6,000	996	1,800	6,162	6,000
Lottery-Funded Events	0	901	500	2,337	2,800	514	-

Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan	18,000	3,923	3,000	4,196	12,000	3,081	3,000
Office Move	3,800	4,298	800	1,013	1,500	822	800
<b>Projects &amp; Events</b>	4,150	1,400	5,000	0	1,000	5,135	4,000
Town Crier	50	35	50	35	40	51	50
Website	1,200	1,290	1,224	56	1,400	1,257	1,300
<b>Sub-Total</b>	<b>38,850</b>	<b>15,375</b>	<b>18,676</b>	<b>8,798</b>	<b>21,640</b>	<b>19,180</b>	<b>17,250</b>
<b>TOTAL</b>	<b>104,296</b>	<b>85,315</b>	<b>82,181</b>	<b>38,061</b>	<b>79,830</b>	<b>84,400</b>	<b>84,974</b>
<b>INCOME</b>							
Precept	63,679	63,679	76,132	76,132	76,132	78,188	80,374
Discount Grant	2,007	2,007	549	549	549	564	-
Compensation	0	50,000	0	0	0	0	-
Council Offices Rent	0	0	3,000	0	1,000	3,081	-
Fair	1,750	1,000	1,000	0	1,000	1,027	1,000
Hire of Halls Refund	840	1,350	0	0	0	0	-
Interest	220	192	0	0	0	0	200
Lottery-Funded Events	0	5,800	500	569	570	514	-
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan Grant	15,000	3,375	0	4,500	9,000	0	3,000
<b>Projects &amp; Events</b>						0	400
Sale of Council Furniture	0	1,909	0	0	0	0	-
Other	0	231	0	0	0	0	-
<b>TOTAL</b>	<b>83,496</b>	<b>129,543</b>	<b>82,181</b>	<b>81,750</b>	<b>88,251</b>	<b>84,400</b>	<b>84,974</b>
<b>SURPLUS / DEFICIT (-) FOR YEAR</b>	<b>-20,800</b>	<b>44,228</b>	<b>0</b>	<b>43,689</b>	<b>8,421</b>	<b>0</b>	<b>0</b>
<b>RESERVES RELEASED</b>							
Cheyne Weares	4,800	236					
Council Offices	4,000	4,000					
Grants - Fair	0	0					
Landscape Maintenance	5,000	1,284					
Legal Fees	4,000	703					
Lottery Fund	0	0					
Neighbourhood Plan	3,000	548	3,000	1,929	3,000		
<b>TOTAL</b>	<b>20,800</b>	<b>6,771</b>	<b>3,000</b>	<b>1,929</b>	<b>3,000</b>		
<b>Net Total after Reserve Release</b>	<b>0</b>	<b>50,999</b>	<b>3,000</b>	<b>45,618</b>	<b>11,421</b>		

# Opening an account - what you'll need

To help us open your business savings account(s) as quickly as possible, below you can find all the information that you'll need to provide in the application form.

## Information about the business:

- Business name
- Business trading address
- Business contact number
- Nature of business
- Legal status of business
- Registration number (if applicable)
- Annual turnover
- Headcount
- Total assets

## Information about your new accounts:

- Intended use
- Initial deposit amount
- Name of the bank the deposit will come from
- Name of the account the funds will come from
- Where your funds will come from
- How frequently the account will be used
- How much money will go through the account annually
- How any new funds will be generated
- Where you'd like us to pay the interest
- Nominated bank account details (where your withdrawals will be sent)

## The details of any Beneficial Owners who own 25% or more of the business:

(A beneficial owner is an individual with a controlling interest or shareholding of 25% or more in the business.)

- Name
- Date of birth
- Country of birth
- Nationality
- Tax residence
- Residential address
- Time lived there



### The details of two Business Officials (unless you only have one or you're a sole trader):

(Business officials are anyone with the authority to act on behalf of a company, eg. directors, partners, members or trustees.)

- Name
- Date of birth
- Nationality
- Residential address
- Time lived there

### The details of anyone who will be an Authorised Signatory on the account:

(Authorised signatories are anyone who will be able to authorise transactions and operate the account.)

- Name
- Date of birth
- Nationality
- Residential address