

PORTLAND TOWN COUNCIL

Council Offices
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21st June 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND** on **WEDNESDAY, 28TH JUNE 2017**, 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) **Police** – to receive a report
 - b) **Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) **Reports from Borough and County Councillors** – to receive
6. **Minutes**
 - a) **Annual Town Council Meeting, 16th May 2017**
(attached)
 - b) **Adjourned Town Council Meeting, 17th May 2017**
(attached) – to agree and sign
7. **Minute Update and Matters Arising from the Minutes**
(attached) – to receive
8. **Written Questions for the Chairman** – to receive replies
9. **Town Mayor's Announcements**
10. **Financial Matters**
 - a) **Payments for Authorisation** – to receive the schedule provisionally approved by Finance Committee on 14th June
(attached)
 - b) **2016/17 Financial Report to 31st May 2017** (attached) – to accept
 - c) **Internal Audit 2016/17** – to receive the final report
(attached)
 - d) **Annual Return, 2016/17** (attached) – to approve

11. **Community Bus** – to receive an update report from Cllr. Cocking
12. **Events & Tourism Working Group**
– to receive notes of recent meetings and consider any recommendations (see attached)
13. **Nationwide Building Society Account and 900 Years Tapestries** – to receive a verbal report from Cllr. Nowak, including correspondence from St. George’s (attached)
14. **Parking and Visitor Facilities** – to consider the report by Cllr. Grieve (attached)
15. **Borough Council Disposal of Portland Sites** – to receive an update from Cllr. Nowak
16. **Grass-Cutting Contracts** – to receive verbal reports from the Clerk and Property Representatives, and to consider any subsequent actions
17. **Closure of Lloyds Bank** – to receive an update from Cllr. Nowak
18. **DAPTC Annual General Meeting, 2017** – to consider whether the Council wishes to submit a motion (see attached)
19. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
20. **Staff Pension** – to receive a report from the Chairman of the Staffing Committee and consider further action
21. **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.”

22. Date of Next Meeting

The next scheduled meeting of the Town Council is scheduled to take place on Wednesday, 19th July 2017 at 7pm at the Peter Trim Hall, St. George's Centre.

PORTLAND TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY, 16TH MAY 2017 AT THE NATIONAL SAILING ACADEMY, OSPREY QUAY, PORTLAND

PRESENT: Councillors Jo Atwell, Susan Cocking, Jim Draper, Charlie Flack, Chris Gover, Ray Nowak, Alex Sergison, David Thurston, Sandy West and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk) and Rev. Chris Briggs (Mayor's Chaplain), together with invited guests and members of the public.

1Y – CHAIRMAN OF THE TOWN COUNCIL, 2017/18

RESOLVED unanimously – that Cllr. Ray Nowak be elected Chairman of the Town Council, to hold office until the next Annual Meeting of the Council.

Cllr. Nowak made the statutory declaration of acceptance of office.

2Y – PRAYERS

Rev. Chris Briggs led the meeting in prayer.

3Y – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Lucy Grieve.

4Y – DECLARATIONS OF INTEREST

There were none.

5Y – MINUTES OF THE ANNUAL TOWN COUNCIL MEETING, 17TH MAY 2016

RESOLVED – that the previously approved minutes be received.

6Y – TOWN MAYOR, 2016/17

Cllr. Sandy West addressed the Council and wider audience.

7Y – TOWN MAYOR, 2017/18

There being no further nominations, it was **RESOLVED** unanimously – that Cllr. David Thurston be elected Town Mayor of Portland, to hold office until the next Annual Meeting of the Council.

Cllr. Thurston made the statutory declaration of office and was invested with the Chain of Office by the outgoing Mayor, Cllr. West.

Cllr. Thurston then gave a short speech of thanks.

He advised that the Mayoress would be Mrs Lizzy Thurston, his Chaplain Rev. David Farmer, his Mayor's Sea Cadet, William Louch and Explorer Scout Alice Govier. His chosen charity would be Portland Sea Cadets.

Cllr. Thurston then invited a former Town Mayor, Rob Hughes, to speak. Mr Hughes explained the loss of the Mayor's Badge and the manufacture of a replacement by

the jeweller Mr Danny Moran. Mr Moran official presented the new Badge to Cllr. Thurston.

8Y – DEPUTY TOWN MAYOR

There being no further nominations, it was **RESOLVED** unanimously – that Cllr. Charlie Flack be elected Deputy Town Mayor of Portland, to hold office until the next Annual Meeting of the Council.

Cllr. Flack made the statutory declaration of acceptance of office and was invested with the Badge of Office by the Town Mayor.

9Y – TOWN MAYOR’S INVITATION

The Town Mayor, with the assistance of the Town Crier, invited all the guests present to join him for light refreshments at the close of the meeting.

10Y – ADJOURNMENT OF MEETING

It was proposed by the Chairman and **RESOLVED** – that the Town Council’s meeting be adjourned, to reconvene on Wednesday, 17th May 2017 at the Peter Trim Hall, St. George’s Centre, Reforne to transact the remainder of the business on the Council’s agenda.

The meeting ended at 7.30pm.

Signed..... Dated.....
(Chairman)

PORTLAND TOWN COUNCIL

ADJOURNED TOWN COUNCIL MEETING HELD ON WEDNESDAY, 17TH MAY 2017 IN THE PETER TRIM HALL, ST. GEORGE'S CENTRE

PRESENT: Councillors Ray Nowak (Chairman), Jo Atwell, Susan Cocking, Jim Draper, Charlie Flack, Chris Gover, Sue Lees, Sandra Reynolds, Alex Sergison (from 7.45pm), Dave Symes, David Thurston and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Cllr. Katharine Garcia (Dorset County Council) Cllr. Kate Wheller (Dorset County Council and Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group) and seven members of the public.

3421 – CHAIRMAN'S WELCOME

Cllr. Nowak welcomed all to the meeting and advised of fire precautions at the hall.

3422 – PRAYERS

The Clerk led the meeting in prayer.

3423 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Lucy Grieve, together with Cllr. Jason Webb (Weymouth & Portland Borough Council) and PC Mike Holman (Dorset Police.)

3424 – DECLARATIONS OF INTEREST

There were none.

3425 – OPEN FORUM

a) Police Question Time

There were no members of the Police present.

b) Public Half-Hour

Michael Munro raised the topic of planning applications for beach huts. In particular he had concerns about the approval of Hut 45. From the chair Cllr. Nowak said he thought it likely that the hut would be subject to a further application.

June Morley queried the cost of buying the present Offices and its effect on the precept. Cllr. Nowak said a report would be prepared in due course.

Andy Matthews was given permission to speak on Agenda Item 27 – Neighbourhood Plan (Planning Minute 2565).

c) Reports from Borough and County Councillors

Cllr. Garcia introduced herself as the new County Councillor for Tophill, saying she was already involved in various discussions with residents.

Cllr. Wheller reported that she was due to meet Lloyds with Cllr. Nowak the following week. She was also concerned about the proposed closure of the pharmacy in Underhill and was looking for alternative providers.

3426 – COMMUNITY BUS

Mr Simon Newport gave a presentation. Mr Newport lives on the Island and works for First Bus, but was offering advice to the Council just as someone with knowledge and experience in transportation.

He estimated that it would cost £30,000 a year to run a viable service. Given that the Town Council would provide foundation funding it would then be necessary to attract finance from other sources and be offered some ideas.

It was agreed that Cllrs. Cocking and Flack would continue to research the proposal on behalf of the Council.

3427 – MINUTES OF THE TOWN COUNCIL MEETING HELD ON 19TH APRIL 2017

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

3428 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES RESOLVED – that the minute update be received.

Minute 3415 – Mayor’s Plaque

Cllr. Lees asked regarding the progress of the move. Cllr. Nowak said no date had been given yet.

3429 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3430 – TOWN MAYOR’S ANNOUNCEMENTS

Cllr. Thurston said the Search and Rescue presentation arrangements were proceeding satisfactorily with the invitations due to go out soon.

(Cllr. Sergison joined the meeting.)

3431 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices (including cheque refs. 300121 - 300127) in the revised sum of £7,288.69 including VAT be authorised for payment.

b) Bank Signatories

RESOLVED – that Cllr. Draper replace Cllr. Wild as a signatory.

3432 – DELEGATION ARRANGEMENT

RESOLVED – that the report be received.

3433 – TERMS OF REFERENCE FOR COMMITTEES

The Clerk will bring the draft Terms for the Finance Committee to the next meeting.

RESOLVED – that the report be received.

3434 – COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

a) Finance Committee

RESOLVED – that the membership comprise Cllrs. Atwell, Cocking, Draper Flack and Nowak.

b) Staffing Committee

RESOLVED – that the membership comprise Cllrs. Atwell, Draper, Gover, Thurston and Wild.

c) Cheyne Weares Working Group

RESOLVED – that the membership comprise Cllrs. Atwell, Gover and Lees.

d) Events & Tourism Working Group

RESOLVED – that the membership comprise Cllrs. Atwell, Lees and Symes.

3435 – STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED – that Standing Order 20 be revised as drafted in Council Minute 3419(a).

3436 – REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

RESOLVED – that all the current representatives be retained with the exception of:-

DAPTC – Cllr. Draper to replace Cllr. Cocking (Larger Councils)
Portland Youth & Community Management Committee – deleted
Property Representative – Cllr. Grieve (West Weares)

3437 – INSURANCE ARRANGEMENTS

The Clerk gave a verbal report and was asked to report back on cover for events and civic regalia.

3438 – SUBSCRIPTION

The report was noted.

3439 – COMPLAINTS POLICY AND PROCEDURE

RESOLVED – that the report be accepted.

3440 – FREEDOM OF INFORMATION AND DATA PROTECTION

RESOLVED – that the report be accepted.

3441 – MEDIA POLICY

It was agreed the report be accepted.

3442 – MINUTES OF PLANNING COMMITTEE MEETING, 26TH APRIL 2017

RESOLVED – that the Council write to the Borough about the identification of sites for development and the Borough's lack of cooperation in this respect.

3443 – GRASS-CUTTING CONTRACTS, 2017-19

a) Cheyne Weares

b) West Weares

RESOLVED – that in both cases the contract be awarded to the contractor submitting the lowest quotation.

3444 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

There were none.

3445 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 28th June 2017, at the Peter Trim Hall, St. George's Centre, Reforne starting at 7.00 pm.

The meeting ended at 8.20 pm.

Signed Dated.....
(Chair)

MINUTE UPDATE

Adjourned Town Council Meeting, 17th May 2017

a) Minute 3425(b), para 1 – Hut 45

The topic was discussed further at the Planning Committee meeting on 24th May. A further planning application has now been received by the Borough.

b) Minute 3428 – Mayor's Plaque

The plaque has now been moved and installed in the Peter Trim Hall, St. George's Centre.

c) Minute 3431(b) – Bank Signatories

The necessary forms are awaiting completion.

d) Minute 3433 – Terms of Reference for Committees

The Clerk has not yet found sufficient time to download all of the source document from the Internet.

e) Minute 3435 – Standing Orders

A revised edition will be published when time permits.

f) Minute 3437 – Insurance Arrangements

Details of the insurance policy have been sent to members of the Finance Committee.

g) Minute 3442 – Planning Committee: Sites for Development

A letter was sent on 18th May. Mr Hamilton's reply has been circulated to members.

Agenda Item 10(b)

Portland Town Council - Financial Report, 28.6.17

	Budget 2017/18	Expend. 2016/17	Expend. to 31.5.17	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	30,500	30,152	5,106	16.74
Advertising	286	229	47	16.43
Audit	1,326	890	0	0.00
Bank Charges	70	185	0	0.00
Civic Expenditure	1,020	579	230	22.55
Computer Equipment	306	236	0	0.00
Computer Software	367	21	114	31.06
IT Support	255	0	60	23.53
Contingency	5,000	0	0	0.00
Council Offices	12,000	25,019	131	1.09
Elections	4,000	4,209	0	0.00
Furniture & Equipment	624	365	5	0.80
Hire of Halls	857	990	192	22.40
Honorarium	100	100	100	100.00
Insurance	1,530	1,250	0	0.00
Legal Fees	0	703	0	-
Mayoral Allowance	1,000	1,000	1,000	100.00
Postage	500	545	121	24.20
Publications	20	114	0	0.00
Stationery	700	684	108	15.43
Subscriptions	1,632	1,638	0	0.00
Telephone / Internet	510	605	131	25.69
Training / Conferences	800	285	250	31.25
Travelling & Subsistence	102	142	7	6.86
Sub-Total	63,505	69,941	7,602	11.97
Cheyne Weares	0	236	0	-
Gifts and Donations	102	93	0	0.00
Grants	1,000	1,915	0	0.00
Landscape Maintenance	6,000	1,284	0	0.00
Lottery-Funded Events	500	901	150	30.00
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan	3,000	3,923	4,105	136.83
Office Move	800	4,298	98	12.25
Projects	5,000	1,400	0	0.00
Town Crier	50	35	0	0.00
Website	1,224	1,290	56	4.58
Sub-Total	18,676	15,375	4,409	23.61
TOTAL	82,181	85,316	12,011	14.62

INCOME

Precept	76,132	63,679	38,066	50.00
Discount Grant	549	2,007	274	49.91
Compensation	0	50,000	0	-
Council Offices Rent	3,000	0	0	0.00
Fair	1,000	1,000	0	0.00
Hire of Halls Refund	0	1,350	0	-
Interest	0	192	0	-
Lottery-Funded Events	500	5,800	0	0.00
Lottery-Funded Facilities	1,000	0	0	0.00
Neighbourhood Plan Grant	0	3,375	4,500	-
Sale of Council Furniture	0	1,909	0	-
Other	0	231	0	-
TOTAL	82,181	129,543	42,840	52.13

**SURPLUS / DEFICIT (-)
FOR YEAR**

0	44,227	30,829
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RESERVES RELEASED

Cheyne Weares	0	0
Grants - Fair	0	0
Landscape Maintenance	0	0
Legal Fees	0	0
Neighbourhood Plan	0	0
TOTAL	0	0
Net Total after Reserve Release	0	30,829

Council Offices

	Expend. to 31.5.17
Council Tax	257
Electricity	106
Rent	0
Waste Collection	0
Water & Sewerage	0
Building Materials	21
Contractor Payments	15
Fire Risk Assessment	0
Insurance	355
Legal Fees	0
Signage	0
Refund of Contractor Payment	-623
Total	£131

Neighbourhood Plan

	Expend. to 31.5.17
Consultant's Fee	4,050
Staff Overtime	55
Grant Received	-4,500
Total	-£395



FINAL

Internal audit report 2016/17

Visit 2 of 2

PORTLAND TOWN COUNCIL

Date: 16th June 2017

Report author: R Darkin-Miller

Email: [REDACTED]

Introduction

This report contains a note of the audit recommendations made to Portland Town Council following the carrying out of internal audit testing on site on the 25th May 2017 and remotely up to 14th June 2017.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2016/17 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively.

Please include a copy of the two audit reports issued for 2016/17 with the annual return sent to your external auditor.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	2
Low	0
Info	1
TOTAL	4

The number of recommendations made at all of the audit visits in 2016/17 and their priorities are summarised in the following table:

Rating	Number		
	Visit 1	Visit 2	TOTAL
High	0	1	1
Medium	4	2	6
Low	1	0	1
Info	0	1	1
TOTAL	5	4	9

I would like to thank Ian Looker, Town Clerk for his assistance during this audit.

Darkin Miller Chartered Accountants
2016/17 INTERNAL AUDIT OF PORTLAND TOWN COUNCIL
FINAL REPORT: 16th JUNE 2017

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
5.1 – Refund of VAT	<p>The Council ordinarily makes a claim for a VAT refund once a year. No claim was made in 2016/17. The trial balance indicates around £6k was owed to the Council at the end of the 2016/17.</p> <p>I recommend that the claim is made as soon as possible in order to ensure that the Council receives all the income to which it is entitled.</p>	M	<p>The claim for 2015/16 has now been completed and sent to HMRC for processing.</p> <p>The Council has been made well aware of the continuing resource problem we have in dealing with the administrative workload. Completion of the claims has been given a lower priority than in previous years, because the Council no longer has a current account that gains interest, thereby reducing the urgency to obtain a refund.</p>		
5.2 – Income records for auction	<p>The Council disposed of a number of items of furniture prior to its move to new offices. Many of these items were sold by silent auction, with the remainder to be disposed of via an auction house where the fee was waived. The audit trail for sale prices and receipts is not as good as it should have been, meaning that there are</p>	M	<p>I think it is fair to say that members took the responsibility for deciding how the Council would dispose of its surplus assets and for carrying out that process.</p> <p>In a largely passive role I deemed it my task to ensure there were no</p>		

	<p>differences between the items noted as having sold (which totalled £2.6k), and the amount of monies received into the Council's bank account (which totalled £1.8k). The Clerk has carried out a reconciliation between the items marked as sold (the sales for some of which subsequently fell through) and the receipts. This has proved most of the income.</p> <p>The auction house made sales of £445.70, but has not yet paid the money over. The Council is pursuing the outstanding income via a court action.</p> <p>Although it is unlikely that the Council would run a similar event in future, I recommend that better records are kept of any future auctions in order to ensure that it is possible to tie back sale proceeds and receipts so that the Council can ensure that it has received all income due.</p>		<p>improprieties and I am satisfied that there were none.</p>		
8.1 – Fixed asset register	<p>The Fixed Asset Register has been updated in the year to reflect the disposal of a number of identifiable assets when the Council moved to new offices. The asset register still contains a single value for some pooled assets (the</p>	H	<p>The need for an itemised asset register is fully acknowledged. The comment about workload above applies here also.</p>		

	<p>most significant one being office equipment). This makes it more difficult to ensure that the register correctly reflects the value of assets held by the Council.</p> <p>It is recommended that the Council make a new listing of the office equipment held by the Council, valued in accordance with the Practitioner's Guide, in order to improve the accuracy of the asset register and its usefulness for the recognition and management of assets.</p>				
10.1 Adjusted errors	<p>The following errors were identified and adjusted in the annual return and financial statements:</p> <p>The fixed asset register was restated to exclude revaluations and to include two donated assets shown at £1 nominal;</p> <p>Other income and other payments were reduced by £21.30 to correct the treatment of old cheques written-off in 2016/17;</p> <p>Other payments was reduced and cash at bank and reserves increased by £108 to remove a direct debit from the year-end bank reconciliation.</p>	Info	<p>The advice of the auditor was actively sought regarding the two un-presented cheques and how they should be recorded in the accounts, an issue not encountered before.</p>		

PORTLAND TOWN COUNCIL

Bank Reconciliation as at 31.3.17

Bank Balances at 1.4.16	
Current	500.00
Premier Interest	39,257.58
Fixed Term	28,000.00
Nationwide 900 Years	<u>2,468.35</u>
	70,225.93
Less cheques for 15/16 presented in 16/17	<u>5,336.46</u>
	64,889.47
Plus receipts	<u>129,543.18</u>
	194,432.65
Less payments	<u>89,384.29</u>
	<u><u>£105,048.36</u></u>
Bank and Other Balances at 31.3.17	
Unity Trust Bank	102,575.70
Nationwide 900 Years	<u>2,472.66</u>
	105,048.36
Less payments drawn but not presented	
	<u>0.00</u>
	<u><u>£105,048.36</u></u>

PORTLAND TOWN COUNCIL

RECEIPTS

2015/16		2016/17
£		£
50,723	Precept	63,679.00
3,390	Discount Grant	2,007.00
-	Compensation	50,000.00
1,375	Fair	1,000.00
801	Hire of Hall Refund	1,350.00
74	Interest	191.96
-	Lottery Fund Grant	5,800.00
2,500	Neighbourhood Plan	3,375.00
-	Sale of Council Furniture	1,909.00
70	Other	231.22
3,400	VAT	0.00
62,333		129,543.18

PAYMENTS

2015/16		2016/17
£		£
30,333	Salaries	30,152.21
219	Advertising	228.80
1,377	Audit	890.10
-	Bank Charges	185.26
956	Civic Expenditure	578.72
0	Computer Equipment	236.43
39	Computer Software	20.82
175	IT Support	0.00
0	Contingency	0.00
163	Council Offices	25,019.39
4,210	Elections	4,209.00
895	Furniture & Equipment	364.84
1,108	Hire of Halls	989.50
100	Honorarium	100.00
1,309	Insurance	1,250.12
1,896	Legal Fees	703.00
700	Mayoral Allowance	1,000.00
0	Miscellaneous	0.00
945	Postage	545.36
5	Publications	114.05
719	Stationery	684.25
1,471	Subscriptions	1,636.77
598	Telephone	604.74
389	Training / Conferences	285.00
89	Travel Expenses	142.50
4,608	Cheyne Weares	236.00
70	Gifts and Donations	93.00
2,232	Grants	1,915.00
52	Landscape Maintenance	1,284.09
-	Lottery-Funded Events	900.99
3,678	Neighbourhood Plan	3,923.04
-	Office Move	4,298.15
1,375	Projects	1,400.00
35	Town Crier	35.00
2,651	Website	1,290.00
2,933	VAT	4,068.16
65,330		89,384.29

Explanation of Differences Between 2015/16 and 2016/17

RECEIPTS

1) Precept

The Council was asked to vacate its premises in June 2016/17, which it had occupied as a tenant of Weymouth & Portland Borough Council since local government reorganisation in 1974. By the apparently unwritten agreement of tenancy the Borough had borne most of the costs for the building in that time.

The Town Council is now renting new accommodation at market prices and has had to spend money on building improvements, necessitating a significant rise in the precept.

2) Discount Grant

These sums are at the discretion of the government and our overseeing Borough Council.

3) Compensation

The Borough Council offered to the Town a one-off payment of £50,000 as compensation for vacating the Offices.

4) Portland Fair

The payment for the autumn fair by the promoters remains unchanged, but they have decided not to hold any spring fairs in future and no further donation in lieu of a spring fair was forthcoming.

5) Hire of Hall Refund

The refund by the Borough Council was the last under the agreement. As well as reimbursement for the Town's expenditure in 2015/16 meetings in April and May 2016 were also compensated.

6) Lottery Fund Grant

This is the first time the Council applied for such funding.

7) Neighbourhood Plan

The increase in grant reflects increased activity on the Plan as it starts to take shape.

8) Sale of Council Furniture

This was necessitated by the move to much smaller premises. As much of the furniture was elderly the sale only raised part of the value by which the Council's assets were reduced.

9) Other Income

The Council benefitted from the maturing of a fixed interest account this year.

10) VAT

No reclaim form was completed for 2015/16 because of pressure on staff resources and the Council no longer has an interest-bearing current account to provide an incentive for completion.

PAYMENTS

1) Audit

There were fewer demands on the internal auditor's time this year.

2) Bank Charges

The Council decided to transfer all of its current financial resources. The new bank levies a charge for its account unlike the old and costs were incurred over three cheques presented against the old account but falling foul of the transfer arrangements.

3) Civic Expenditure

This year's civic events were less extensive than those of the previous year, which for example had required a road closure.

4) Computer Equipment

A replacement, refurbished lap-top was purchased.

5) IT Support

IT problems occurred as a result of the office move and were recorded against the Office Move budget. The changes made were sufficient to avoid further assistance in the rest of the year.

6) Council Offices

See Receipts: Precept.

7) Furniture & Equipment

Five quarterly charges were recorded in 2015/16 and the volume of photocopying carried out was much reduced.

8) Hire of Halls

There were slightly fewer meetings in 2016/17.

9) Legal Fees

It is hoped that an ongoing legal dispute was resolved in 2016/17.

10) Mayoral Allowance

Council made a reassessment to deal with successive inflationary pressure.

11) Postage

We have looked to make economies, in particular the use of Internet banking.

12) Publications

These included a new edition of Arnold-Baker.

13) Subscriptions

One subscription paid this year is triennial to take advantage of the discount offered.

14) Training / Conferences

More training was requested last year when we had an intake of new councillors.

15) Cheyne Weares and Landscape Maintenance

Costs were reassigned between the two budgets. Last year's costs had involved a significant landscape exercise.

16) Grants

Reductions are being made to match the fall in Fair revenue, from which comes the basic funding.

17) Lottery-Funded Events

See Receipts: Lottery Fund Grant.

18) Office Move

See Receipts: Precept

19) Website

Two annual charges were recorded at each end of 2015/16, but only one was made in 2016/17.

20) VAT

The volume of payments has increased significantly with the additional responsibilities for our premises.

TOTAL FIXED ASSETS

Because the Council was obliged to move into much smaller premises during the year most of the furniture had to be sold. See also Receipts: Sale of Council Furniture.

PORTLAND TOWN COUNCIL

Register of Assets at 31.3.17

(The basis of valuation of these assets is cost or replacement value at 31.3.10)

ITEM	VALUE
	£
Office Equipment	5,232
Hearing Aid Equipment	586
Civic Regalia	12,126
One remaining of a collection of local prints / watercolour drawings by J W Upham formerly in the possession of the Town Council	80
English School, 20 th Century (portrait of Sir Winston Churchill)	270
Commemorative (Loyal Address to Queen Victoria's Golden Jubilee)	750
Safe	200
Eight late Victorian upright chairs	430
A Victorian pitch pine library table	857
Stone Mayors' plaque	800
Wooden Mayors' plaque	125
Commemorative (other plaques, scrolls and prints)	200
Projector (donated)	1
portable screen (donated)	1
Kitchen contents (refrigerator, kitchen units, photographs etc)	428
Gateway to Portland Pillars	30,000
Total	<u><u>£52,086</u></u>

PORTLAND TOWN COUNCIL

SUPPORTING STATEMENT TO THE RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR END 31ST MARCH 2017

ASSETS

At 31st March 2017 the following assets were held:-

	<i>VALUE</i>	<i>BASIS OF VALUATION</i>
	£	
Office equipment	5,232	Replacement
Hearing aid equipment	586	Cost
Civic regalia	12,126	Replacement
Artefacts, furniture and equipment	3,714	Replacement
Kitchen contents	428	Replacement
Gateway to Portland Pillars	30,000	Cost
Total	52,086	

LEASE

The Council has a 30 year lease in operation on the Cheyne Weares viewing area at a £1.00 per annum rent from Hanson, Bath & Portland Stone Ltd, expiring in October 2025.

BORROWINGS

At the close of business on 31st March 2017 the Council had no outstanding borrowings.

RECEIPTS

No comment to make.

SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables local councils to spend up to the product of £7.42 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The maximum authorised sum was therefore £7.42 x 8,813 electors = £65,392.46.

During the year of account the following payments were made:-

	£
Isle of Portland Heritage Trust	500.00
Opportunities R Un Limited	200.00
Portland Museum Trust	500.00
Portland Women' Institute	90.00
Royal British Legion	50.00
Royal British Legion	43.00
South Dorset Community Sports Trust	500.00
TOTAL	1,883.00

SECTION 133 PAYMENTS

Section 133 of the Local Government Act 1972 enables local councils to contribute to expenses incurred in providing and furnishing community buildings.

During the year of account the following payment was made:-

	£
Portland YMCA Red Triangle Club	125.00

Signed

Chairman

Responsible Financial Officer

Date:

Date:

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

PORTLAND TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.				has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

PORTLAND TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	67,886	64,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	50,723	63,679	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	11,610	65,864	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	30,333	30,152	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	34,997	59,232	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	64,889	105,048	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	64,889	105,048	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	81,988	52,086	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

PORTLAND TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ROSE DACKIN-MILLER LUR(HONS) FCA

Signature of person who carried out the internal audit [REDACTED] Date 25/05/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

EVENTS WORKING GROUP

Notes of Meeting held 3rd May 2017

Present Cllrs Thurston , Lees , Attwell also non voting Mathews , Larkin , Cllrs West , Wild & Nowak

Portland Fete Sat 29th July

Alf Larkin kindly offered to organise the Dog Show element , it was agreed up to a £100 to cover incidentals rossets etc . That any surplus from the show would be divided between local charity , yet to be agreed and PTC to go towards future events in next year . Alf also had contacts for things like porta-loos .

Cllr Lees reported a very positive response to the idea of the Soap Box Derby , it was agreed to ask Cllrs Symes and Sergisson if they could take on the organisation and on the day actions for the Soap Box Derby .

There was concern that the Advert had not gone in FPN , to ask the Town Clerk why not .

A list of people etc to check for participation / help including St Johns Ambulance , ICA , Rotary , Cubs & other community groups .

We needed a good Raffle prize and a printed programme of the afternoon events would also be numbered to be the raffle ticket .

Cllr Wild said he had made contact as to a possible display of Cars and Trains as well as the Portland Archaeology Society re the Roman mosaic and building find on the field .

Farewell to Helicopter Crew Sat 1st July

Cllr Thurston update on the events, as previously reported, it was agreed that he should proceed with the ordering of the certificates for the last crew members, to order the stone and plaque commemorating all, current and past crew , To up the number for the buffet so it was inclusive of the crew etc thus taking the total to 100. That Tesco had donated Champagne for the crew members.

The public Farewell, Cllr Lees to order hand Flags at 25p . Cllr Nowak was asked to contact the Street Performers for availability etc and to arrange for the Ice Cream van with half price ices for all children. To contact the Sea Cadets to confirm times etc. . Contact the land owner for permission to muster and then process to the unveiling of the plinth and plaque. Also to contact the Concert Band and to order some bunting and high viz vests for marshals at this and future events.

Agreed next meeting 23rd May

Ray Nowak (Cllr)

900 YEARS TAPESTRIES

From: office IOPHT
Sent: 20 June 2017
To: Portland Town Council

Hello Ian,

I have been asked to email you and give you an update about the Name Embroidered Pictures.

The Trustees have sought quotes for re-framing the broken embroidered picture, framing the 2 unframed and replace any that have glass with Perspex. This is for safety.

The quote is between £500 and £660 depending on the need to replace backing boards etc or not and that can only be known once the frames are down .

The names in the blue books are being checked with the Name Embroidered Pictures. It might take a little time because it has to be done when the hall isn't in use.

Regards
Carol

PARKING AND VISITOR FACILITIES IN CHISWELL

Proposal: that parking arrangements and facilities for visitors to Chiswell and Chesil Cove be changed to take account of the growing numbers of visitors, lack of facilities for visitors, lack of provision for the disabled and for scuba divers and safety hazards.

Detailed Proposal for Changes

Following consultation (using FPN, Echo, letters to relevant people) with residents on Brandy Row, divers' representatives, disabled charities etc:-

1. Refurbish toilet block at Lord Clyde Car Park (the most central of the 4 car parks)
2. Paint **yellow cross hatching** in area by storm gate to discourage parking on double yellow lines and parked cars blocking the gate
3. Designate the 6 parking spaces on Brandy Row nearest to the storm gate at Chesil Cove as **disabled parking only** (4 disabled spaces)
4. Designate the next 4 spaces on Brandy Row for **divers only** between 9.00 am and 6.00pm (Easter weekend and 1 May to 30 Sept)
5. Erect a **row of strong bollards** down the eastern side of Brandy Row from the storm gate to the start of the open drain to **provide a safe walkway for pedestrians**
6. Install **cycle parking** at Brandy Row and Lord Clyde CPs (4 stands, say, at each location)
7. Change all signage so as to change parking habits and reduce hazards
8. Remove all signage to car parks on Brandy Row except for **a sign to disabled and cycle parking**
9. Ask WPBC to **reverse the current car park charging situation** so that **the Masonic Car Park is FREE** in order to encourage visitors to park there and reduce the **current hazardous situation** of multiple cars turning and reversing on Brandy Row
10. Ask WPBC to put up clear signage **on the approach to Victoria Square** indicating that cars should drive round and into the Masonic CP and that it is FREE
11. Introduce **metered parking** for the 3 car parks nearest to Chesil Cove to run from 1 May to 30 September each year and Easter with free parking only for the disabled and divers
12. Build a small changing (and showering?) cabin for divers on Brandy Row on the land currently owned by WPBC
13. Finance these changes from some of proceeds of any land sold off by WPBC, donations from local businesses and fund-raising
14. Consult with Brandy Row residents
15. Introduce changes by a phased programme:
 - I. signage changes and painting of road on Brandy Row; changes to car park pricing (low cost – precept and WPBC?)
 - II. pedestrian walkway on Brandy Row (ask Quiddles and Cove House Inn to 'sponsor', and fund-raise?)
 - III. Toilet block at Lord Clyde refurb (PTC precept?)
 - IV. Divers' cabin/block/hut (WPBC to fund? some contribution from diving community?)

Points to Consider

1. Hundreds (if not thousands) of visitors, including general tourists, divers, walkers and anglers, visit Chesil Cove daily in high season
2. there was a **serious accident on Brandy Row** on 14 May 2017 involving three pedestrians, one of whom was pinned to a wall by a car which had reversed from a parking space
3. many pedestrians walk down Brandy Row from Chesil Cove and there is no pavement or protection for them
4. there is little manoeuvring room for cars on Brandy Row, especially on the section nearest to the storm gate
5. many cars drive up Brandy Row hoping to find a parking space as near as possible to the Cove and then have to turn around, causing chaos and further danger to pedestrians at peak times
6. there are **no disabled parking spaces** near to the Cove, and cars with disabled documents, sometimes several of them, park in the area surrounded by double yellow lines in front of the storm gate
7. The Masonic Car Park is currently **very under-used** due to a) **lack of signage** in the appropriate places and therefore visitors are largely unaware of this car park b) the **charges are high** for this car park so that visitors attempt to park in one of the three free car parks for Chesil Cove
8. there is no cycle parking provision at all despite this being a highly popular stop-off point for cyclists
9. There are currently **NO toilet facilities** in any of the car parks for visitors (the only public toilets at all for Chesil Cove are at Quiddles: 2 ladies, 2 gents)
10. There is therefore an **urgent need for good quality toilet facilities** to be provided in at least one of the car parks
11. There is already a toilet block at Lord Clyde Car Park and, as the most centrally positioned of the car parks, this is the best location for a block of toilets
12. whilst the block is currently in considerable disrepair, it could be refurbished at a lower cost than building a completely new block
13. there is no obvious location for another block except in the Masonic Car Park – this is too far away for the disabled and for divers
14. Diving is hugely popular at Chesil Cove which is rated ‘one of the most popular shore dives on the South Coast’. **Divers have nowhere to change** but there are two signs on Brandy Row telling divers to park further away as changing into diving gear can upset residents. Divers then have to walk up Brandy Row in heavy diving gear, complete with oxygen tanks. We should be welcoming and encouraging divers to visit as a key area of tourism for Underhill and not making them feel unwelcome and making their visit difficult in this way.
15. Divers are currently advised on a diving website that, “The trick is to drive up to the cove, drop off all your equipment with someone in attendance, then drive to the closest car parking space available - park up and get back to dive!” This means cars driving up to the storm gate, depositing equipment and then reversing and turning, causing a genuine hazard in a confined space which is used by pedestrians walking to and from the Cove.
16. WPBC currently owns an area of land on Brandy Row. This could be a perfect location for divers to have changing (and even toilet and showering) facilities.

DAPTC ANNUAL GENERAL MEETING, 2017

Proposals and Resolutions

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

Submission of Proposals

Proposals for a resolution at the AGM should be sent to the DAPTC office by **28 July 2017** with the following information:

- A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC.
- B. How the issue is affecting local councils in their area (with case study evidence)
- C. What it is specifically the Parish or Town Council would like to change (eg a law)

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

Executive Committee Consideration, 16 September 2017

Any proposed motions are considered by the Executive Committee for submission to the AGM. The Executive will consider:

1. What it is specifically that the county association would like to change
2. The action that the county association wants to take on the issue.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

Please note that representatives at the AGM may be required to **make a decision after an informed debate and possible amendment**. DAPTC will recognise the final decision.

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

AGM, 4 November 2017

The AGM will debate the motions, and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

OTHER MATTERS

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **28 July 2017**.

Hilary Trevorah
Chief Executive, DAPTC [Edited]