

PORTLAND TOWN COUNCIL

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20th June 2018

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE** on **WEDNESDAY, 27TH JUNE 2018**, 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

Wayne Lewin
Interim Town Clerk

AGENDA

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence**
- 4. Declarations of Interest**
- 5. Open Forum**
 - a) Police
 - b) Public Half-Hour
- 6. Reports from Borough and County Councillors**
- 7. To Approve the Minutes of the Adjourned Meeting Held on 16th May 2018**
- 8. Minute Update and Matters Arising**
- 9. Written Questions for the Chairman**
- 10. Town Mayor's Announcements**
- 11. Financial Matters**
 - a) Payments for Authorisation
 - b) 2018/19 Financial Report to 27th June 2018
- 12. BEACH – to receive updates**
- 13. To discuss the LGR asset transfer proposal**
- 14. To nominate the preferred contractors for the BEACH project**
- 15. To confirm the contract of the Interim Town Clerk as recommended by the Staffing Committee**
- 16. To confirm the hours of the Assistant Town Clerk as recommended by the Staffing Committee**

- 17. To confirm new roles for office staff on the move to BEACH as recommended by the Staffing Committee**
- 18. Staff payroll payment dates as recommended by the Finance Committee**
- 19. Approval for payment of invoices out of Full Council as recommended by the Finance Committee**
- 20. Closure of Nationwide account update and recommendation from Finance Committee**
- 21. Litter picking coordinator for Portland Town Council**
- 22. 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.”
- 23. Date of Next Meeting**
The Committee’s next meeting is scheduled to take place on Wednesday, 25th July 2018 at the Peter Trim Hall, St. George’s Centre, Reforne, Easton at 7.00 pm.

PORTLAND TOWN COUNCIL
ANNUAL MEETING
HELD ON WEDNESDAY, 16TH MAY 2018
AT THE PETER TRIM HALL, ST GEORGE'S CENTRE

PRESENT: Councillors Ray Nowak (Chairman), Jo Atwell, Sue Cocking, Jim Draper, Charlie Flack, Lucy Grieve, Sandra West and Rod Wild

IN ATTENDANCE: Charlotte Richards (Assistant Clerk), Dave Farmer (Mayor's Chaplain), Councillors Kate Wheller and Paul Kimber (both Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group) and eleven members of the public.

3678 – CHAIRMAN'S WELCOME

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

3679 – PRAYERS

The Mayor's Chaplain led the meeting in prayer.

3680 – APOLOGIES FOR ABSENCE

Councillors Chris Gover, Sue Lees, Sandra Reynolds, David Symes and David Thurston.

3681 – DECLARATIONS OF INTEREST

There were none.

3682 – ORDER OF BUSINESS

3683 – OPEN FORUM

a) Police Question Time

There was no representative of the Police present.

b) Public Half-Hour

The chairman ruled that he would accept comments and questions on Agenda Item 24 – BEACH when that item was reached.

Mr Vincent noted that the mistake relating to any future precept in last minutes had not been amended in his copy of the minutes. Cllr. Nowak advised that it had been amended.

Mr Vincent also noted that his request for council meetings and minutes to be available in the Easton library once council offices have moved was not in the minutes, and he would like it recorded. Cllr. Nowak noted the comment and made the amendment and will also action the request for notices to be sent to the library once the offices have moved.

Mr Snow queried why some public documents relating to the BEACH had been taken down from the website. Cllr. Grieve advised that this was due to the website

news items having an end date but this would be changed and the documents would be back up the next day.

Mr Snow asked why the presentation from 14/3/18 Town council meeting hadn't been published on the PORTLAND TOWN COUNCIL website, Cllr. Grieve stated she was unaware of this oversight but would ensure it would be available from tomorrow.

RH asked council for reassurance that, after the wrong recording of figures in last months' Town council Meeting minutes, they are experienced enough to manage the large amount of finance involved in the BEACH project. Cllr. Nowak thanked Mr Hughes' for his question and reassured him that mistakes would be corrected moving forward.

Mr Hughes asked who the members of the public are that will be included in the BEACH committee, how were they selected and what background do they have? Cllr. Nowak stated that the members of the public referred to would be recruited from the tenants and partners of the BEACH Hub.

c) Reports from Borough and County Councillors

Cllr. Garcia sent a report read out by Cllr. Nowak.

Cllr. West questioned whether Portland Town Council been consulted re. Cllr. Garcia being the lead councillor for the asset transfer process from WPBC to Portland Town Council.

Cllr. Nowak advised that Cllr. Cant was legally allowed to delegate posts as he saw fit within WPBC council.

Cllr. Nowak advised that re. podcasts of town council meetings Portland Town Council will follow WPBC and DCC lead at present which is not to upload recordings of meetings on to the web. If either borough or county council revise this procedure then Portland Town council would review the policy too.

Cllr. Wheller responded to Cllr. West: both Cllr. Nowak and herself had attended the same meeting re. asset transfers and had been informed that they were only there as observers and were not allowed to comment on asset transfer proceedings in the meeting. Cllr. Wheller expressed her disappointment in this situation.

On county issues, Cllr. Wheller raised her concern that Children's Education and Social Care funding was under huge pressure and that Learning centres for excluded children are at capacity. Cllr. Wheller chairs this committee for DCC. CAMHS enquiry day was cancelled which was a great shame due to Ofsted visiting. Cllr. Wheller hopes this inquiry will be rescheduled this year.

Cllr. Wheller reported that there will be more roadworks in May/June 2018 on Portland Road. Cllr. Wheller has asked that works continue at weekends, over long days and during school holidays. Cllr. Wheller has also asked that the lights are manually controlled to ease pressure.

Cllr. Wheller suggested live broadcasting of council meetings.

Cllr. Wild asked Cllr. Wheller if it would be possible to make Rylands Lane one way during the road works. Cllr. Wheller said she would ask at the next meeting.

Cllr. Kimber reported that Portland will be designated 3 councillors for the whole ward within the new unitary authority boundary changes. Portland will be just one ward. Cllr. Kimber urged council to make comments on the web and meet up to consider the impact of the possible boundary changes.

Cllr. Grieves asked if the above Children's' services issues meant that no children could be excluded as this is already an issue on the island. Cllr. Wheller will investigate the issue some more and report back. Mr Andy Matthews, Governor of Compass Centre, will ask Principal of Compass Centre to reach out to Cllr. Wheller.

Cllr. West reported that she had agreed with the architect of the former Portland Town Council Offices in Fortuneswell that the wooden and brass plaque would be kept in situ and not destroyed but it wasn't possible to remove it. However, the architect did promise that any other items that would be of value to Portland Town Council would be removed and gifted to council.

Re. council artefacts that are currently at Atlantic Academy. Cllr. West asked if council could request that if they are not on display or any interest to the academy could Portland Town Council have them to display and look after.

Cllr. Nowak reported that Zone C flats and houses have been mostly sold to Weymouth and Portland residents which is good news.

3684 – MINUTES OF MEETINGS

b) Town Council Meeting, 18th April 2018

Corrections noted from member of the public Mr Vincent. This will be amended. The minutes were formally approved and signed as a correct record.

3685 – MINUTE UPDATE AND MATTERS ARISING

Minute 3658 b, para 2 – Public Half-Hour

Minute 3665 amendment suggested by local government officer 'it was resolved that PWLB loan of £200,000 for the purchase of Brackenbury infant school site and it's conversion to a community hub including offices for the town council. The precept will not be increased for the purpose of the loan repayments.

3686 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3687 – TOWN MAYOR'S ANNOUNCEMENTS

I've attended many civic services across the county during the month.

I opened the dry boat stack in Portland Marina and opened and welcomed new business (Why Boats) to the marina.

I attended and presented badges to new head boy, head girl and deputies at Atlantic Academy.

I started the Mayor of WPBC off on his 60 mile charity walk starting at Portland Bill on 3rd May.

I will be attending Louviers Twinning Society 20 May, Mayor Making in Sherborne 21 May, LGR Meeting in Dorchester 25 May, opening of Castle court memory garden on 31st, 1st June Operation Albany on Portland Bill and on 6th June the D-Day Service Victoria Gardens.

I would also like to reappoint Pastor Dave Farmer of Easton Methodist Church as Mayor's Chaplain for 2018-2019.

3688 – APPROVE PROPOSED FINANCE COMMITTEE LIST OF DATES FOR MEETINGS.

RESOLVED – that the dates are approved.

3689 – FINANCIAL MATTERS

Payments for Authorisation

RESOLVED – the schedule of invoices in the sum of £9,480.80 including VAT be authorised for payment. Added to invoices solicitor's fee of £12876.80

3690 – STANDING ORDERS, RISK ASSESSMENTS AND FINANCIAL REGULATIONS

RESOLVED – stand as given.

3691 – COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Appointed:

- a) Finance Committee
- b) Staffing Committee
- c) Cheyne Weares Working Group
- d) Events and Tourism Working group
- e) Planning and Highways Sub-Committee
- f) B.E.A.C.H delivery group
- g) Neighbour Plan Working Group

RESOLVED – all committees will remain as last year due to the unitary changes at Dorset and Weymouth and Portland councils in 2019 except for Jurassic Trust as it no longer exists. The Portland Centre is now a CAB office. Cllr. Atwell to liaise with CAB re. council involvement over the next year.

3692 – REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

Cllr. Nowak proposed that the positions remain the same until the new unitary trust is in place in 2019.

Exceptions – Portland Centre is no longer in existence. Cllr. Atwell to liaise with new residents, the CAB.

RESOLVED – All positions to remain.

3693 – COMPLAINTS POLICY AND PROCEDURE

RESOLVED – Reviewed and approved

3694 – FREEDOM OF INFORMATION AND DATA PROTECTION

RESOLVED – Reviewed and approved the current publications.

3695 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

Cllr. Wild reported that St Peter's Church, the Grove, state of disrepair has been reported to English Heritage and Historic England. Condition of church is very bad and dangerous to enter. Re the Culver pit, Tesco have provided a grant for roofing the pit. The pit is collapsing at present so may need to be filled in but the current owner isn't keen to do this at present.

3696 – GRASS-CUTTING CONTRACTS

RESOLVED – to reaffirm the tender from last year and to continue with the 3 year contract.

3697 – B.E.A.C.H

a) RESOLVED – that Portland Town Council formally agrees to proceed with the purchase from Dorset County Council of the Brackenbury Infant School site, Three Yards Close, Portland, for the sum of £100,000 and further that Portland Town Council authorise that the legal transfer deed for this purchase be executed on behalf of the council as per Standing Orders February 2016 23 a and b

The Council agreed on 14 March 2018 to apply to the Secretary of State to endorse a loan of £200,000 to enable this purchase and to make the alterations necessary for the site's conversion to a community hub

b) RESOLVED – that hat Portland Town Council accepts the 'Heads of Terms' for the transfer of Brackenbury site which have been negotiated with DCC and have been checked by the separate solicitors acting for DCC and PTC.

c) RESOLVED – that Portland Town Council formally accepts the appointment of an interim Project Delivery Team of 5 councillors: Cocking, Draper, Grieve, Lees & Nowak & 3 community representatives as reported at the meeting on 18th April which will report back to Full Council and further delegates to this team the immediate management of day-to-day issues so that the team can facilitate the successful delivery of the BEACH project.

d) RESOLVED – that hat Portland Town Council delegates to Cllrs. Cocking and Grieve the powers to negotiate agreements for the use of the hub with outside agencies providing that these agreements comply with the description of the hub as set out in PTC's bid to DCC and in PTC's application for Leader grant funding.

e) RESOLVED – that Portland Town Council approves the full text of the Full Application form submitted in application for a Leader grant, together with the Appendix Spreadsheets and the associated Project Delivery Team Plan, Marketing Plan and Fund-Raising Plan.

f) RESOLVED – that Portland Town Council delegates to Cllrs. Cocking, Draper, Grieve and Nowak and the Interim Town Clerk the powers to liaise with the solicitor representing the Town Council in its purchase of the Brackenbury site and to make on behalf of the Town Council such decisions as are necessary to ensure that the transfer is completed on or before 18th May 2018 and that the interests of the Town Council and the people of Portland are met in this transaction.

g) RESOLVED – that Portland Town Council approve the proposed terms of the Agreement to Lease and of the Future Lease with Allsorts Pre-school as drawn up by PTC's solicitor

h) RESOLVED – that Portland Town Council agrees that its preferred contractors for the 7 jobs costing under £10,000 for the delivery of the BEACH project are as given on the attached confidential list subject to availability of the contractors

3698 – JOHN UPHAM WATERCOLOURS

Cllr. Nowak reported that WPBC have offered the paintings back to the island but there will be maintenance and conservation costs involved. Thanks to WPBC.

3699 – EXCLUSION OF PRESS & PUBLIC (discretionary)

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 Item(s) ... by reason of the confidential nature of the business to be transacted."

3700 – DATE OF NEXT MEETING

The next scheduled meeting is due to take place at the Peter Trim Hall, St George's Centre on Wednesday, 27th June 2018, starting at 7.00 pm.

The meeting ended at 9.00 pm.

Signed Dated.....
(Chairman)