

## PORTLAND TOWN COUNCIL

Council Offices  
Three Yards Close  
Fortuneswell  
PORTLAND  
Dorset  
DT5 1JN

Tel: 01305 821638

E-mail:- [finance@portlandtowncouncil.gov.uk](mailto:finance@portlandtowncouncil.gov.uk)

29<sup>th</sup> May 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **POLICY & RESOURCES COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 5<sup>TH</sup> JUNE 2019** 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  
Finance Officer

Membership:  
Cllrs Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

## **AGENDA**

- 1. Election of a Chairman**
- 2. Apologies for Absence**
- 3. Declarations of Interests**
- 4. Minutes of the Finance Meeting Held on 1<sup>st</sup> May 2019  
Minutes of the Staffing Meeting Held on 10<sup>th</sup> April 2019**
- 5. Minute Update and Matters Arising**
- 6. Public Participation**
- 7. Finance**
  - a. Items for approval**
    - i. New door for Allsorts**
    - ii. Repair of windows Allsorts**
    - iii. New plugs for lobby**
    - iv. Vermin control**
    - v. Computer desk (PCV) additional costs**
    - vi. Mobile Fencing**
    - vii. Ex gratia payment for fuel - gardeners**
    - viii. Grant donation for Ray Nowak funeral**
  - b. Payments for authorisation**
    - i. See June payments list**
  - c. Budget update**
    - i. Allocation of funds to allotments from Green Space cost centre**
- 8. Procurement**
  - a. Contractor for burial ground**
  - b. Goal posts for Officers Field**

- 9. Policy**
  - a. Financial Regulations (draft)**
- 10. Risk assessment**
- 11. Staffing**
  - a. DBS checks for staff**
- 12. IT and communications**
  - a. New phones**
  - b. Tablet for gardeners**
  - c. New web site**
  - d. Disposals of old IT**
  - e. Free Portland News write up**
- 13. Changing room project at Osprey Leisure Centre**
- 14. Transfer of funds from Unity Bank – Lloyds Bank  
Policy and procedure**
- 15. Transfer of funds to comply with FSCS limits  
Options**
- 16. The Committee's next meeting is scheduled to take place on  
Wednesday 3<sup>rd</sup> July 2019 at Portland Community Venue,  
Three Yards Close, Portland starting at 10.30 am.**

## PORTLAND TOWN COUNCIL

### FINANCE COMMITTEE

#### MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 1<sup>ST</sup> MAY 2019 at 10.30 AM

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

**IN ATTENDANCE:** Cllr David Thurston, Town Clerk, Assistant Town Clerk, Finance Officer, Mrs Avery and one member of the public.

**340. Apologies for Absence**

Cllr Nowak sent apologies.

**341. Declarations of Interests**

There were no declarations made.

**342. Minutes of the Finance Meeting Held on 13<sup>th</sup> March 2019**

These were signed as a true record of the meeting with two minor amendments which were noted on the minutes.

**343. Minute Update and Matters Arising**

It was noted that the debit card had been applied for but not yet arrived (329). It was confirmed that specific reserves would be reviewed in 6 months (333).

**344. Public Participation**

A member of the public enquired if the grants projects had been completed. **The Town Clerk confirmed that this was in hand.**

**345. Purchase of new lawn mower for Gardens**

Approval was given to proceed with the purchase of a Honda HRH536QX from C&O at a cost of £1208.34.

**346. Purchase of new soil boxes for cemetery**

Approval was given to proceed with the purchase of a new soil box from Teleshore group at a cost of £1220.00

**347. Approval for a new commercial strimmer**

Pre-approval was given to purchase a new strimmer up to £500.00

**348. Funding for Dog Waste Scheme**

Mrs Avery gave a presentation on a Dog Waste scheme. Funding was approved for this project up to £500.00

**349. New website discussion and funding**

Funding was approved for this project up to £3000.00

**350. Initial discussion on new vehicles**

It was agreed to start capturing the cost of all areas of vehicles and comparing with alternations later in the financial year.

**351. Approval for new mobile phones**

Pre-approval was given to buy 3 new smart phones at a cost of £50 each. It was also agreed for 4 new SIM card with mobile ID at a cost of £3.99 per month.

**352. Initial Precept discussion 2020/21**

The Finance Officer produced the first draft of the 2020/21 Precept. This showed known changes from the Precept of 19/20 which had been set in Jan 19. The document can be found at Annex A.

**353. Payments for approval**

The following were approved and authorised for payment:

PHS Group	BACS	255.36
BT Group	BACS	7.47
DAPTC	BACS	1,405.23
Wallgate	BACS	1,332.00
G Crook and Sons	BACS	170.04
Portland Community Venue	BACS	250.00
Park Laundry	BACS	38.60
Island Motor Services Ltd	BACS	69.39
Nantes	BACS	898.20
SWIT	DD	416.51
SWIT	DD	90.00

**354. The Committee's next meeting is scheduled to take place on Wednesday 12<sup>th</sup> June 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

Note: This meeting was later moved to 5<sup>th</sup> June 2019.

A vote of thanks was given to Cllr Susan Cocking on her excellent chairmanship of the Finance Committee.

The meeting closed at 11.58 hours.

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

**PORTLAND TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**WEDNESDAY 10<sup>th</sup> APRIL 2019**  
**AT THE COUNCIL OFFICES**  
**PORTLAND COMMUNITY VENUE (PCV)**

**PRESENT** Councillors Jim Draper (Chairman) and Cllr Rod Wild

**IN ATTENDANCE**

One member of the public

**25. APOLOGIES FOR ABSENCE**

Cllrs Sue Cocking, Jo Atwell and Chris Gover.

**26. DECLARATIONS OF INTEREST**

None were declared.

**27. MINUTES OF THE STAFFING COMMITTEE 6<sup>th</sup> February 2019**

These were signed as a true and accurate record of the meeting.

**28. MATTERS ARISING**

There were no matters arising.

**29. PUBLIC PARTICIPATION**

Mr Vincent asked why only one payroll entry was shown against staff budgets when he was aware that Ms Nicola Terry was employed and paid by the Portland Community Venue. Cllr Draper explained that staff costs were internally attributed to specific cost centres but agreed that the accounts as they currently stood did not show specific costs (including staff costs) for the PCV. He agreed that he would take the matter up with the Responsible Finance Officer (RFO) and hoped that accounts for the PCV would be presented either quarterly or annually.

**Action with Cllr Draper to engage with the RFO to agree the publication of the PCV Accounts.**

**30. TO DISCUSS STAFFING APPOINTMENTS AND REQUIREMENTS**

**a. Assistant Town Clerk (ATC)**

The Chairman advised that an assistant town clerk (Mrs Anna Takashima) had been appointed and would start on 1<sup>st</sup> May 2019.

**b. Increase in Hours of Responsible Finance Officer (RFO)**

The Chairman advised that the hours for the RFO had been increased from 13 to 22 – Approved at Full Council Meeting dated 27<sup>th</sup> March 2019

**c. Seasonal Gardener - Temporary Contract**

The Clerk advised that further to the approval received at the Full Council Meeting of 27<sup>th</sup> March 2019 a seasonal gardener had been employed on a temporary six-month contract; his employment had commenced on the 8<sup>th</sup> April and would run until 4<sup>th</sup> October 2019.

The Chairman enquired as to whether the new Head Gardener was settling in; the Clerk responded that he was and that he had some interesting ideas which were being taken forward.

**31. Staffing Review**

The Chairman asked whether everyone had had the opportunity to review the Staffing Report that had been issued with the agenda. He went on to explain that due to the speed at which it had been necessary to move, with the implementation of the local government review, the report was not really a view on what was required but rather a review of what had occurred. He explained that the Clerk had confirmed that she believed that the current staffing levels would be sufficient for the immediate future. He asked the assembled committee members whether they were content to accept the report and received an affirmative response. He further requested that the report, in a redacted format be published with the minutes (See Annex A).

Mr Vincent asked who, in the absence of the Town Clerk, would act as Deputy? The Chairman explained that it was the intention that the RFO would act as Deputy. The Clerk added that it was her intention to seek permission at the next Full Council Meeting to start the process to seek a permanent RFO. She highlighted para 7 of the Staffing Report which stated that, subject to the approval of the Staffing Committee she would seek approval to run a competition for a permanent RFO to start from 1<sup>st</sup> July 2019. The Chairman advised that as there were no financial implications in advertising for a permanent RFO, by accepting the report they had in fact provided the approval to commence the recruitment activity. The Chairman further requested that the redacted report be issued with the Agenda for the next Full Council Meeting.

**32. Date of Next Meeting**

The Committee's next meeting is scheduled to take place on Wednesday 12<sup>th</sup> June 2019 at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

The meeting ended at 11.00 am

Chairman ..... Date .....

8<sup>th</sup> April 2019

To: Chair of the Staffing Committee – Councillor Jim Draper

Report to the Staffing Committee

1. At the January staffing committee, I agreed to produce a report detailing my proposal to adequately resource the administrative and business requirements of Portland Town Council.

Background

2. In October 2018 the Council staff numbered 3, an interim town clerk (20 hours a week), an assistant town clerk (15 hours a week) and an administrative assistant/mayor's secretary (20 hours a week). At that point the precept was £83,000, refurbishment of the Portland Community Venue (PCV) was in full flow and the services to be transferred under the local government review were still being finalised. Roles were divided as follows:
  - a. The Town Clerk dealt with the normal day to day business of the council, was the responsible finance officer and was the minute secretary for many of the regulatory committee meetings including the Planning and Highways Committee, the Finance Committee and Full Town Council Meeting.
  - b. The Assistant Town Clerk was primarily involved with supporting the refurbishment of the PCV, being the secretary for the events committee charged with organising Council held events, and minute secretary for the Marine, Environmental and Tourism (MET) committee meetings.
  - c. The Administrative Assistant/Mayor's secretary was responsible for providing the administrative support for the office; ensuring that agendas and minutes were printed, opening and recording incoming mail and processing outgoing mail. She also dealt with enquiry emails sent to the Office email account, ensuring that they were dealt with where she was able to or ensuring that they were seen by the appropriate person. As the Mayor's secretary she was responsible for organizing civic events and generating and dealing with the Mayor's correspondence. It is not anticipated that the activities of this post will change.
3. In November 2018 a permanent town clerk was appointed on 25 hours a week. In December 2018 the interim town clerk completed his contract and left, and the assistant town clerk resigned due to family issues. At that point the decision was made not to immediately advertise for a new assistant town clerk but rather to offer the interim town clerk the post of responsible finance officer (RFO) on a six-month contract. The reason for this was two-fold, i) the new town clerk was new to the post and with no previous experience was unable to provide training and guidance to a new assistant town clerk and ii) having an experienced RFO freed up the town clerk to focus on gaining experience and also being able to deal with the more detailed LGR issues that were increasing as the deadline drew nearer.

4. In November 2018 the Council Offices moved from its temporary office in Easton Street to its permanent office within the PCV. As part of the LEADER grant there was a requirement to create two new posts, and in December 2018 a Cleaner was employed on 5 hours a week.
5. In January 2019 Council staff numbered four; a town clerk (25 hours a week), a responsible finance officer (13 hours a week<sup>1</sup>), an administrative assistant/mayor's secretary (20 hours a week) and a cleaner (5 hours a week). As previously stated, a requirement of the LEADER grant was to create two new posts; the role of the post was two-fold; to ensure that the PCV reached its potential and to support the growing number of long-term tenants. To this end a PCV administrator was appointed on 10 hours a week<sup>2</sup> from 4<sup>th</sup> February 2019, bringing the total number of staffs to 5.

#### Current Staffing

6. As part of LGR the Council determined that in order to support the Parks and Gardens service being transferred from Weymouth and Portland Borough Council to Portland Town Council it would need to ensure that it had a team of gardeners. One gardener was being transferred on TUPE terms on 1<sup>st</sup> April 2019, and to augment this post there was a need to employ another skilled gardener to bring the team to two. It was advised that a team of two was the minimum required to maintain the current level of service, and necessary to adhere to safety requirements when digging graves. It was further advised by W&PBC that to deal with the increased workload during the summer that the Council should consider employing a seasonal gardener. To that end a skilled gardener was advertised for, appointed and commenced work on 18<sup>th</sup> March 2019, the additional gardener TUPE'd across to PTC on 1<sup>st</sup> April 2019 and a seasonal gardener started a 6-month contract on 8<sup>th</sup> April which will run until the 4<sup>th</sup> October 2019.
7. The following services and assets transferred to PTC from the 1<sup>st</sup> April 2019; the maintenance of parks and gardens, large green spaces, public toilets, maintenance of car parks, administration of cemetery services and allotment services. In taking on these services far more administrative and finance resource will be required (in addition the precept increases from £83,000.00 to £362,000). The additional resource required could not be provided from the current staffing levels and, in January 2019, approval was given to increase the RFO hours from 13 to 22 and an assistant town clerk post be re-created at 20 hours a week. Interviews for the assistant town clerk were undertaken in March and the successful applicant will start work on 1<sup>st</sup> May 2019. The RFO's temporary contract will expire on 30<sup>th</sup> June 2019 and, subject to the Staffing Committees approval, at the next Full Council Meeting approval will be sought to advertise for a permanent RFO on 22 hours a week to start on 1<sup>st</sup> July 2019. The temporary RFO has indicated his interest in applying for this post, although this is not a given and a fair and open competition will be held.

#### Finance

8. For confidentiality reasons this report does not go into the specific details of salaries, however a budget of £156,000 has been allocated to cover staff costs for the year 2019/20. This equates to less than 50% of the overall precept which has been set at £362,000.00, which is the generally accepted limit for enabling services i.e staff resources. A detailed

---

<sup>1</sup> When letting a contract for the RFO the only proviso made by the staffing committee was that in replacing the assistant town clerk with an RFO that the cost should remain cost neutral, to achieve that the hours were reduced from 15 to 13.

<sup>2</sup> Of the 10 hours worked, 5 are provided for by the PCV and the Council fund the remaining 5.

analysis has confirmed that this will be sufficient to cover the posts detailed on the organisation chart held at Annex A to this report.

## **Conclusion**

9. Whilst the full extent of the resource necessary to support those services and assets that have transferred from W&PBC is not yet known, I believe that the current levels of staff (and the range of functions appointed) – see job roles detailed below, does not require the appointment of any further staff at this time. To reduce risk of insufficient resource in the early days, certain risk mitigation plans have been put in place, for example an SLA is currently in place with the existing Cemetery Services, this SLA ensures that the administrative element of running the funerals service will continue to be provided by experienced staff until such time that PTC feel confident in taking it over.

## **10. Job Roles**

**Town Clerk** – To advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk is totally responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out.

**Responsible Finance Officer (RFO)** - Responsible for the finances of the Council including monitoring expenditure, income and the preparation of estimates, budgets and final accounts to ensure that all matters raised by internal and external auditors are dealt with. In the absence of the Town Clerk the RFO will act as Deputy Town Clerk.

**The Assistant Town Clerk** – Responsible for providing administrative support to the Town Clerk and to be proactive in ensuring the smooth delivery of services provided by the Town Council.

**Administrative Assistant/Mayor's secretary** – As above

**PCV Administrator** – Promotion of the PCV with aim of increasing the utilization of the venue. Liaison with existing long-term tenants and ad hoc hirers.

**Cleaner** – Undertake cleaning duties around the PCV (excluding Allsorts Nursery), as identified by the cleaner and agreed with the Town Clerk.

**Head Gardener** – Supervision of the Gardener and the Seasonal Gardener. Carry out a wide range of grounds maintenance operations, including grass and hedge cutting, weeding, planting, ground preparation, litter collection, watering and weed spraying. Undertake grave digging and associated duties.

**Gardener** - Reporting to the Head Gardener. Carry out a wide range of grounds maintenance operations, including grass and hedge cutting, weeding, planting, ground preparation, litter collection, watering and weed spraying. Undertake grave digging and associated duties.

**Seasonal Gardener** – Reporting to the Head Gardener. Carry out a wide range of grounds maintenance operations, including grass and hedge cutting, weeding, planting, ground preparation, litter collection, watering and weed spraying. Undertake grave digging and associated duties.

Karon McFarlane  
Town Clerk

