

PORTLAND TOWN COUNCIL

ADJOURNED TOWN COUNCIL MEETING MINUTES HELD ON WEDNESDAY 16TH MAY 2012 AT 7.00 PM

PRESENT: Councillors Mrs S. Bradley (Mayor), L. Ames, Mrs J. Collinge, Miss A. Munro, T. Munro, Mrs E. Munro-Price, I. Munro-Price, Mrs S. West, R. Wild and T. Woodcock.

IN ATTENDANCE: John Vanderwolfe (Relief Clerk) and Rev. Tim Gomm (Mayor's Chaplain).

2105 – PRAYERS

The Mayor's Chaplain led the meeting in prayer.

2106 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R. Denton-White and R. Hughes.

2107 – DECLARATIONS OF INTEREST

Cllrs Amanda Munro, Elspie Munro-Price and Ian Munro-Price declared personal interests in any discussion on Item 25(b) – Hambro Car Park due to their business connections.

Cllr Tim Munro declared a personal interest in Item 30 – Weston Road Playing Field as he is a School Governor.

2108 – MINUTES OF THE ANNUAL TOWN COUNCIL MEETING 18TH MAY 2011

The minutes of the Annual Council Meeting held on the 18th May 2011 were formally adopted as a true record and signed by the Mayor.

2109 – OPEN FORUM

a) Public Half-Hour

b) Police Question Time

There were no members of the public or police in attendance.

2110 – MINUTES OF THE TOWN COUNCIL MEETING HELD ON 18TH APRIL 2012

The following amendments were made:-

Minute 2090, para 1 – final sentence to read, “A meeting was going to be arranged for Monday 23rd April.” Minute 2091 – to read “defibrillator” instead of “fibrillator.”

With these two changes the minutes were formally agreed and signed as a correct record.

2111 – MINUTE UPDATE AND MATTERS ARISING

(a) Minute 2090, para 1 – Events Working Group

Cllr Tim Munro questioned why a meeting of the working group had not been arranged. He made the point that there were a number of civic events on the calendar that this group should deal with.

RESOLVED – that the Working Group meet on Monday 21st May at 7.00 pm and that membership of the Group be an item on the agenda at the next meeting. The Group will consider drawing up a protocol document for Mayor-Making. The Relief Clerk will forward a similar document from Tiverton Town Council to assist with this.

Cllr Tim Munro asked if the letter to Portland United Football Club had been written as agreed at the previous meeting. The Relief Clerk will contact the Clerk to ascertain if this has been done.

(b) Minute 2096 – IT Improvements / Provision of Internet Services

The Mayor reported that BT were due to install superfast broadband at the Council Offices on 28th May.

2112 – TOWN MAYOR'S ANNOUNCEMENTS

Responding to an e-mail from Cllr Wild, the Mayor was pleased to confirm that there would be a Civic Service on Sunday 3rd June 2012 to celebrate HM the Queen's Diamond Jubilee. Cllr Bradley also confirmed that a letter of congratulations would be sent to Her Majesty on behalf of the Town Council and the people of Portland.

2113 – ELECTION OF CHAIRS AND DEPUTY CHAIRS FOR 2012/13

a) Marine & Environment Partnership

RESOLVED – that Cllr Wild be elected as Chair and Cllr Elspie Munro-Price as Deputy Chair.

b) Planning and Highways Advisory Committee

RESOLVED – that Cllr Ames be elected Chair and Cllr Woodcock as Deputy Chair.

c) Portland Youth Council

RESOLVED – to defer the appointment of a Lead Councillor until the next meeting.

2114 – FINANCIAL MATTERS

a) Payments for Authorisation

There was a question as to whether the stockpile of stamps had been purchased as there were no payments for it shown on the schedule.

RESOLVED – that the schedule of invoices (cheque refs. 2725 – 2736) in the sum of £3,744.64 including VAT be authorised for payment.

b) Account Balances

The report was accepted.

c) Annual Financial Return, 2011/12

There was concern regarding both the internal auditor's report and the Annual Governance Statement. It was agreed that these items be referred back to the Town Clerk.

d) Bank Signatories

RESOLVED – that Cllr Ames to be added to the list of authorised signatories and Cllr Hughes removed.

2115 – APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

RESOLVED – that with the following exceptions the representatives remain the same as last year:-

Weymouth and Portland Standards Committee - Cllrs Bradley and Tim Munro, with Cllr Ames as Deputy.

Cllr Woodcock informed the meeting that he had never been invited to a meeting of the 2012 Olympic Working Group and as arrangements would now hopefully be sorted there would not be a need for that working group.

Several Councillors stated that whilst they were on various groups they were never invited to a meeting.

2116 – MATTERS ARISING FROM THE ANNUAL TOWN MEETING

RESOLVED – that this item be deferred until the next meeting due to the long agenda and the need to spend more time on it.

2117 – LIBRARY PROVISION IN UNDERHILL

The meeting noted the minutes of the meeting held on 30th April.

It was agreed that any proposals by the Working Men's Club regarding possible siting of library facilities on its premises are a matter of negotiation between Club and the County Council.

Cllr Collinge was concerned that a list published by Dorset County Council of the mobile library calling points did not list Hambro car park. The Town Clerk was requested to investigate this.

2118 – COUNCIL GRANTS, 2012/13

It was agreed that the grants form needed revising. Cllr Elspie Munro-Price felt that the 50% maximum sum of the total amount required should be increased to 75%. There was also concern that the wording of item 8 of the Grant Scheme needed revision.

RESOLVED – that a working group consisting of Cllrs Bradley, Elspie Munro-Price and Woodcock would meet and provide a report for the next meeting of the Council.

Cllr Elspie Munro-Price asked the Relief Clerk if he would provide a copy of the Tiverton Town Council grant form, which he agreed.

2119 – INSURANCE

The meeting noted a register of assets provided by the Town Clerk. There were some concerns as to whether all the items listed were owned by the Town Council. The Relief Clerk confirmed that only items owned by the Council should be listed as assets for the purpose of audit, although depending on the agreement, some items on loan may need to be insured. It was agreed to defer this item.

2120 – CLOSED CIRCUIT TELEVISION IN THE COUNCIL CHAMBER

The Mayor proposed that the council purchase a CCTV System. Several Councillors spoke on the matter stating that they felt it was not necessary and that it was an expense that had not been budgeted for.

RESOLVED – that no CCTV or other electronic equipment for the recording of meetings be purchased.

2121 – WESTON ROAD PLAYING FIELD

Council noted a letter from Mr Rowland Reynolds and his concerns about the future of this field.

RESOLVED – that the Council write to Dorset County Council to establish who owns the field and to seek an assurance that the County Council will do all in its power to preserve this facility.

The Relief Clerk informed the meeting that under the Localism Act assets such as this could be registered with the Borough Council. It was agreed that this action be taken.

2122 – FLAGPOLE

The meeting noted the Town Clerk's report. It was felt that this was an item of great urgency to ensure that the flag was flying for both the Olympics and the Diamond Jubilee.

RESOLVED – that Weymouth and Portland Borough Council be asked to replace the flag pole as a matter of urgency, or if they will not do this the power to act be given to purchase a new flag pole up to £250.00.

2123 – RISK ASSESSMENT

The meeting noted a report by the Town Clerk. It was generally felt that the training event being offered by the insurance company would not meet the general needs of this council. There was a general need for some members of the council to undertake some risk assessment training. It was agreed that the Borough Council be approached with the idea of providing some risk assessments, which would include training personnel on this legally required subject.

2124 – REPORT FROM OUTSIDE BODIES

There were no reports.

2125 – EXCLUSION OF PRESS OR PUBLIC

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 the following item, by reason of the confidential nature of the business to be transacted.

2126 – PERSONNEL MATTERS

The meeting considered a confidential report prepared by the Town Clerk.

RESOLVED – that the member of staff concerned be awarded a salary increment, effective from 1st April 2012.

2127 – RELIEF CLERK

The meeting thanked Mr John Vanderwolfe for his assistance.

2128 – DATE OF NEXT MEETING

The next scheduled meeting is due to take place on Wednesday 20th June 2012 at 7.00 pm.

The meeting ended at 9.40 pm.

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