

## **PORTLAND TOWN COUNCIL**

### **ADJOURNED TOWN COUNCIL MEETING HELD ON WEDNESDAY, 18<sup>TH</sup> MAY 2016 IN THE PETER TRIM HALL, ST. GEORGE'S CENTRE**

**PRESENT:** Councillors R. Nowak (Chairman), Ms J. Atwell, G. Chadwick, Mrs S. Cocking, J. Draper, C. Flack, C. Gover, Mrs S. Reynolds, D. Thurston, Mrs S. West and R. Wild.

**IN ATTENDANCE:** Ian Looker (Town Clerk), Rev. Chris Briggs (Mayor's Chaplain), Cllr. P. Kimber (Dorset County Council and Weymouth & Portland Borough Council) and Andy Matthews (Finance Working Group and Neighbourhood Plan Working Group.)

#### **3160 – CHAIRMAN'S WELCOME**

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

#### **3161 – PRAYERS**

Rev. Chris Briggs led the meeting in prayer.

#### **3162 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. A. Sergison and D. Symes.

#### **3163 – DECLARATIONS OF INTEREST**

Cllr. Chadwick declared a pecuniary interest in Agenda Item 20 – Council Offices (Old and New.)

#### **3164 – OPEN FORUM**

##### **a) Police Question Time**

Cllr. Flack pointed out the Police had undertaken to provide a written report if unable to send a representative. The Clerk agreed to follow this up.

##### **b) Public Half-Hour**

Andy Matthews requested permission to speak on Agenda Item 21 – West Weares and 23 – Youth Work on the Island, which was granted.

Chris Briggs spoke regarding Agenda Item 23, declaring an interest as someone actively involved with youth work. He regretted the disappearance of "open access" work with the consequent loss of the support structure. A potential difficulty was that the community might be divided in competing for the resources that were left. He expressed support for Mr Matthews' agendas paper and hoped that members of the community would continue to support one another in this regard.

##### **c) Reports from Borough and County Councillors**

Cllr. Kimber said the numbers using the community bus had been disappointing and he had asked the County to give the scheme more publicity. There would also be a big advert about it in the Free Portland News.

He also reported pursuing alternative approaches to make more use of the library.

Cllr. West reported on recent planning applications considered by the Borough and Cllr. Nowak said the Borough was deciding the following day on membership of its committees.

### **3165 – MINUTES OF THE TOWN COUNCIL MEETING HELD ON 20<sup>TH</sup> APRIL 2016**

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

### **3166 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES**

No issues were raised.

### **3167 – WRITTEN QUESTIONS FOR THE CHAIRMAN**

There were none.

### **3168 – TOWN MAYOR'S ANNOUNCEMENTS**

Cllr. Wild announced a service on Tuesday, 31<sup>st</sup> May 2016 to commemorate the Battle of Jutland.

### **3169 – FINANCIAL MATTERS**

#### **a) Payments for Authorisation**

**RESOLVED** – that the schedule of invoices (cheque refs. 3486 - 3502) in the sum of £5,285.40 including VAT be authorised for payment.

#### **b) 2016/17 Financial Report to 30<sup>th</sup> April 2016**

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

#### **c) Bank Signatories**

**RESOLVED** – that the Chairman of the Council be added to the list of signatories, in this case Cllr. Nowak.

### **3170 – DELEGATION ARRANGEMENT**

**RESOLVED** – that the Clerk's report be accepted, including formal recognition of the Planning & Highways Committee's delegated ability to make decisions on planning applications.

### **3171 – TERMS OF REFERENCE FOR COMMITTEES**

The Clerk was asked to draft terms of reference for the MET Partnership, Planning Committee and Neighbourhood Plan Committee. He was also asked to check on the availability of training in planning matters by the Dorset Council Partnership.

### **3172 – COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

#### **a) Cheyne Weares Working Group**

It was agreed that this would take in West Weares.

Membership: Cllrs. Atwell, Gover and Lees.

#### **b) Events & Tourism Working Group**

This wish was expressed that the Group would meet soon and report to the Council.

Membership: Cllrs. Atwell, Chadwick, Lees and Sergison.

#### **c) Finance Working Group**

Membership: Cllrs. Cocking, Flack, Nowak, Symes (ex officio), West (ex officio) and Mr Andy Matthews (co-opted)

#### **d) Human Resources & IT Working Group**

Membership: Cllrs. Chadwick, Cocking, Flack, Symes (ex officio) and West (ex officio)

**RESOLVED** – that each of the four groups continue to operate as Working Groups.

#### **3173 – STANDING ORDERS AND FINANCIAL REGULATIONS**

It was agreed that the Clerk would check both documents for errors and inconsistencies.

#### **3174 – REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS**

The attached schedule of appointments was agreed.

#### **Notes to Schedule.**

- 1) Cllr. Kimber to obtain details of involvement
- 2) Cllr. Nowak to check involvement with Dorset Wildlife Trust
- 3) Lack of invitations to be checked
- 4) Guidelines required
- 5) Cllr. Cocking to discuss with internal auditor

The Clerk was asked to check the ownership of the Jubilee Pillars and the ownership of the land there.

#### **3175 – COUNCIL OFFICES (Old and New)**

Cllr. Nowak reported on progress to date. Cllr. Thurston had taken up the old carpet at Easton Street and more minor works would be done shortly. Planning permission for change of use was not needed. The landlord was happy with the Council's proposed changes and more practical help would be needed from Councillors.

Cllr. Nowak also reported on the details of the auction. However a final summary had yet to be drawn up.

It was proposed by Cllr. Nowak and **RESOLVED** – that the reserve price be removed from unsold auction items still with Jurassic Auctions in order to effect a sale. Cllr. Chadwick did not vote on the motion.

Cllr. Wild explained how the Council was disposing of its collection of ships' plaques. British ones would be retained, foreign ones passed to the Nothe Fort, while the identity of three plaques was still being checked on the Internet.

#### **3176 – WEST WEARES**

Concern was expressed that the Council was being asked to maintain the various items mentioned when they were all labelled "Portland Community Partnership."

**RESOLVED** – that the matter be deferred for a month in order to check the effect on the Council's insurance premium.

Members were encouraged to visit the site and familiarise themselves with the items under discussion.

### **3177 – NEIGHBOURHOOD PLAN**

Mr Matthews reported that two more workshops had been held and the Plan objectives finalised. The Working Group was in the process of agreeing the remaining work to be carried out. The first half of the grant requested, £4,500, had been provided. Public consultation on the Plan was targeted for around October or November with a view to the referendum taking place in May 2017.

Cllr. Chadwick requested a full breakdown of costs of the Plan.

### **3178 – YOUTH WORK ON THE ISLAND**

Cllr. Thurston was disturbed that IPACA proposed to set up a sea cadet group, apparently ignoring the one already in existence. It was agreed that Cllr. Nowak should contact IPACA to arrange a formal discussion with the Academy. This would include a request for the Town Council to be more involved in its work.

Cllr. Atwell undertook to report on the Rights Respecting Community meeting in June. Council accepted Mr Matthews' report and asked him to submit proposals based on the report that he wished to pursue.

### **3179 – INSURANCE ARRANGEMENTS**

Cllr. Cocking reported that the Finance Group had analysed the insurance schedule with the Clerk. Some cover had been reduced, such as for the Mayor's regalia, some had been increased. Building insurance would be dealt with separately.

### **3180 – COMPLAINTS PROCEDURES**

**RESOLVED** – that the draft complaints policy be accepted with suitable adjustments by the Clerk.

### **3181 – FREEDOM OF INFORMATION AND DATA PROTECTION**

**RESOLVED** – that the draft policy and procedures be accepted.

### **3182 – MEDIA**

**RESOLVED** – that the Clerk draft a media policy.

### **3183 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS**

Cllr. Flack drew attention to the increasing presence of Japanese knotweed on the Island. This was responsibility of the landowners to eradicate.

### **3184 – EXCLUSION OF PRESS & 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 Agenda Item 28 – Correspondence Concerning Former Member of the Council by reason of the confidential nature of the business to be transacted.

### **3185 – CORRESPONDENCE CONCERNING FORMER MEMBER OF THE COUNCIL**

**RESOLVED** – that the Council cease to communicate with the former member's solicitor. (For: 8 votes, Against: 0 votes, Abstentions: 4 votes)

**3186 – DATE OF NEXT MEETING**

The next scheduled meeting of the Town Council is due to take place on Wednesday, 15<sup>th</sup> June 2016, at the Peter Trim Hall, St. George's Centre, Reforne starting at 7.00 pm.

The meeting ended at 9.20 pm.

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