

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 19TH APRIL 2017, IN THE PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE

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

IN ATTENDANCE: Ian Looker (Town Clerk), Mr Andy Matthews (Neighbourhood Plan Working Group) and four members of the public.

3398 – CHAIRMAN'S WELCOME

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

3399 – PRAYERS

The Clerk led the meeting in prayer.

3400 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. C. Gover and A. Sergison, together with Rev. Chris Briggs (Mayor's Chaplain).

3401 – DECLARATIONS OF INTEREST

There were none.

3402 – OPEN FORUM

a) Police

There were no members of the Police present.

b) Public Half-Hour

A lady asked if there could be a delay to the cutting of the grass verge along the beach road this year in order to let the wild flowers bloom. From the chair Cllr. Nowak said it probably depended on when the Borough had scheduled a cut, but the message would be passed on.

Paul Snow thanked Cllrs. Nowak and West for their opposition to the Borough's sale of land on the Island at the recent Management Committee meeting. Regarding Agenda Item 10(c) he also asked if the scheduled June and December Council meetings could be reinstated. Cllr Nowak said the issue of approval of payments linked to this would be resolved by amendment of Council's Financial Regulations.

c) Reports from Borough and County Councillors

Cllrs. West and Nowak both reported further on the proposed sale of Island sites, questioning the timing of this and how likely it was that Portland would benefit financially.

3403 – MINUTES

(a) Town Council Meeting, 15TH March 2017

Minute 3389(a) – Finance

It was proposed by Cllr Nowak and **RESOLVED** – that the second paragraph be

amended to read, "The resolved motion included an additional sentence that the Finance Committee be given delegated power to approve invoices for payment in the event of no suitably dated Town Council meeting. With amendments to Financial Regulations to follow."

With this amendment the minutes were formally agreed and signed as a correct record.

b) Annual Town Meeting, 5th April 2017

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

3404 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

No matters were raised.

3405 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3406 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr. West thanked the people of Portland for their support during her mayoral year. She had recently been interviewed by local radio about the proposed closure of the Lloyds Bank branch on the Island.

3407 – FINANCIAL MATTERS

a) Payments for Authorisation

Cllr. Cocking queried the rate of spending on postage.

RESOLVED – that the schedule of invoices as stated (including cheque refs. 300119 - 300120) in the sum of £5,465.78 including VAT be authorised for payment.

b) 2016/17 Financial Report to 28th February 2017

RESOLVED – that the report be accepted.

c) Payment Procedures

RESOLVED – that the Clerk provide appropriate wording to amend Financial Regulations to allow the Finance Committee to approve payments in the event of the Council not meeting.

3408 – CLOSURE OF LLOYDS BANK BRANCH, PORTLAND

There was general feeling that local action was needed to try to prevent the closure and it was agreed that Cllr. Nowak should coordinate the various efforts.

3409 – COMMUNITY BUS

The Finance Committee was asked to consider options and bring a recommendation back to the Council.

3410 – EVENTS & TOURISM WORKING GROUP

a) Helicopter Event

Cllr. Thurston reported the various arrangements made to date.

RESOLVED – (1) that the Council obtain buff-coloured certificates for the helicopter service staff at an approximate cost of £15, (2) that the Council accept the quotation

to provide refreshments for invited guests at a cost of £630, (3) that the report of the Working Group meeting on 4th April 2017 be received.

3411 – FINANCE COMMITTEE MEETING, 10TH APRIL 2017: COUNCIL OFFICES

It was proposed by Cllr. Nowak and **RESOLVED** – that Finance Committee investigate through DAPTC and NALC the procedures for obtaining a loan to purchase the Council Offices and gather outline costs for the necessary building alterations.

3412 – ORDER OF BUSINESS

It was agreed that Agenda Item 15 - Staffing Committee Meeting, 11th April 2017 be discussed at the end of the meeting in confidence.

3413 – CO-OPTION OF COUNCILLOR FOR UNDERHILL WARD

RESOLVED – that Lucy Grieve be co-opted as a member for Underhill.

3414 – ROYAL MANOR PLAYING FIELD

It was proposed by Cllr. Thurston and **RESOLVED** – that the Council appoint a solicitor to deal with the legal aspects of the lease on behalf of the Council for a fee in the region of £500 – £700.

3415 – MAYORS' PLAQUE

It was proposed by Cllr. Reynolds and **RESOLVED** – that Albion Stone move and install the plaque in the Peter Trim Hall for the sum of £655.

3416 – WINDOW CLEANING

It was proposed by Cllr. Nowak and **RESOLVED** – that the front of the Offices be cleaned on a regular basis and the Finance Committee obtain an economical price for this to be done.

3417 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

As a result of a DAPTC meeting he had attended Cllr. Wild suggested that the Council look at compiling a list of people locally who were seeking housing accommodation to buy or rent, perhaps as an exercise in conjunction with the Neighbourhood Plan.

Cllr. Nowak reported from the Coastal Communities Forum that no money had been forthcoming for the Castletown Visitors Centre.

3418 – 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 15 by reason of the confidential nature of the business to be transacted.

3419 – STAFFING COMMITTEE MEETING, 11TH APRIL 2017

a) Minute 8 – Terms of Reference

RESOLVED – (1) that there be no provision for public participation at future meetings in accordance with Standing Order 4 (e) (ix).

(2) that Council adopt the following set of Terms of Reference for the Staffing Committee:-

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff programmes for staff.
7. To oversee any process leading to dismissal of staff (including staff redundancy.)
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer his leave requests, record and monitor his absence, and handle grievance and disciplinary matters and pay disputes.
14. That the staffing committee meet four times a year in July, October, January and April with additional meetings as necessary.

(3) that Standing Order 20 amended as follows (changes italicised) rest on the table for consideration at the next meeting of the Council:-

20 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the *Chairman of the Staffing Committee* or, if he is not available, the *Chairman* of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chairman of *the Staffing Committee* or in his absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the *Staffing Committee* are subject to approval by resolution of the *Staffing Committee*
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the *Staffing Committee* or in his absence, the Deputy Chairman of *the Staffing Committee* in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of *the Staffing Committee*.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman of the *Staffing Committee* or Deputy Chairman of *the Staffing Committee*, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and / or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and the Chairman of the *Staffing Committee*.

b) Minute 11 – Staff Pension

The request submitted by the officer was accepted. If time permitted, given the circumstances, further clarification on the legal position would be sought.

c) Minute 12 – Staff Leave

The letter would now be written to the officer concerned.

3420 – DATE OF NEXT MEETING

The next scheduled meetings of the Town Council are due to take place on Tuesday, 16th May 2017 (Annual – Mayor-Making) at the National Sailing Academy, Osprey Quay and Wednesday, 17th May 2017 (Adjourned) in the Peter Trim Hall, St. George's Centre, Reforne, both starting at 7.00 pm.

The meeting ended at 9.20 pm.

Signed Dated.....
(Chair)