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12th November 2026

Dear Councillor

You are hereby summoned to attend a **FULL COUNCIL MEETING** of **PORTLAND TOWN COUNCIL**, to be held at the Portland Community Venue on **WEDNESDAY 18th November 2026** commencing at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

Please inform the Clerk if you are unable to attend.

All members of the public are cordially invited to attend the meeting. We respectfully ask you to assist us with managing a safe meeting by contacting the office prior to the meeting to register your intention to attend as numbers admitted may be restricted if excessive.

Agenda and papers are available at www.portlandtowncouncil.gov.uk

Yours faithfully

Jane Miles
Town Clerk

Agenda

1. Chairs Welcome

2. Apologies for absence
To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

3. Declarations of interest
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 s29-34)

4. Minutes of previous meetings
Members are asked to consider the minutes of the Town Council meeting held on **21st October 2026** at **Annexe A** as a true and accurate record.

Recommendation:
That Members agree the minutes of the meeting held on **21st October 2026** as a true and accurate record, and that they be signed as such.

5. Democratic Public Half Hour Open Forum
To receive commentary from members of the public wishing to address the meeting. Matters must relate to one of the following categories, and those wishing to speak will be called in the following order:

- business on the agenda of the meeting;
- matters where the Town Council has powers or duties;
- other matters which directly affect the parish of Portland

6. To Co-opt a Councillor to the Casual Vacancy in the Tophill West Ward
A short presentation by **Catherine Bennett**, **Jenny Cooper, Alfie Fowler, Jerry Hallett** and **Eli Stanners**, who have applied for co-option to the vacancy, This will be followed by a paper vote.

A candidate must achieve an absolute majority to be co-opted, and this may take more than one round of voting, with the lowest candidate/s eliminated each time.

7. To Receive the Declaration of Acceptance of Office from the Co-opted Councillor

8. Chair's update
To receive a verbal update from the Chair of the Council.

9. Town Mayor's Announcements
To receive announcements from the Town Mayor.

10. Neighbourhood Policing Team
To receive an update from the Neighbourhood Policing team.

Cllr Woodcock has put together a briefing paper, regarding a Police Service Satisfaction Survey, attached at **Annexe B1** and **B2**.

Recommendation
That Council considers the following:

1. Undertaking a public Police Service Satisfaction Survey, inviting all Portland residents to participate.

2. Publishes the survey findings to provide transparency and establish an evidence-based understanding of residents' concerns and expectations.

3. Formally submits the findings to the Dorset Police and Crime Commissioner and Dorset Police Chief Constable, requesting a written response addressing the issues raised.

4. Requests that Dorset Police provide information on:

- The current level of police resources allocated to Portland.
- The number of officers and police staff regularly serving the island.
- Police response times to emergency and non-emergency incidents on Portland.
- The frequency of visible patrols and neighbourhood policing activity.
- How Portland's policing provision is assessed against other communities in Dorset.
- The feasibility of providing dedicated beat officers based on Portland.

5. Requests a meeting with Dorset Police representatives to discuss the findings and agree what practical improvements can be made.

6. Publishes both the survey results and the formal response from Dorset Police, enabling residents to understand what action, if any, is proposed.

11. Clerk's Report

To receive the Clerks report at **Annexe C**.

12. Dorset Councillors Reports

To receive a written or verbal update from Dorset Councillors.

13. Bus Service Wakeham and Weston Street

At the meeting of the Full Council on 21st October, it was agreed to bring this to the November meeting for formal discussion and decision, and that any decisions be forwarded to First Bus, Dorset Council and the Member of Parliament.

Recommendation - that the Council discusses this proposal and formulates a response, if required.

14. Baseline Ecological Surveys

A report is attached at **Annexe D.**

Recommendation from the Services & Facilities Committee is that Full Council agrees to these surveys being undertaken.

15. Policy Reviews

The following policies are due for review:

- 023 Gifts and Hospitality Policy - **Annexe E1**
- 024 Freedom of the Town Policy – **Annexe E2**
- 025 Fixed Asset Valuation Policy – **Annexe E3**
- 027 Bad Debts Policy – **Annexe E4**
- 028 Publication Scheme – **Annexe E5**
- 030 IT Policy – **Annexe E6**
- 031 Biodiversity Policy – **Annexe E7**

A new policy is being proposed that complies with both the National Association of Local Councils model policy and will comply with the publication scheme in terms of accessibility.

Recommendation
The Council approves the policy documents Annexe E1 to E7

16. 2026-27 Quarter 2 Bank Reconciliation

To receive and consider the Quarter 1 (1st July 2026 – 30th September 2026):
All banks' reconciliation summary for Unity Trust Bank and Lloyds bank at **Annexe F,** as recommended by the Finance & Governance Committee..

- The original bank statements are available if any Councillor would like to review by contacting the RFO.

Recommendation:
That Council approves the Quarter 1 all banks reconciliation and bank statements for Unity Trust Bank and Lloyds Bank.

17. 2026-27 Quarter 2 Budget Monitoring Report

To consider the 2026-27 Quarter 2 Budget monitoring report at **Annexe G**, as recommended by the Finance & Governance Committee.

Recommendation:
That the Council approves the 2026-27 Quarter 1 Budget monitoring report.

18. Bank Transfers

To consider the bank transfers initiated to date in accordance with the Councils adopted Financial Regulations and Treasury Management & Investment policy, attached at **Annexe H,** as recommended by the Finance & Governance Committee.

Recommendation

That the Council approves the bank transfers.

19. Fund Transfer Report

To consider the transfer of funds as set out in the attached report at **Annexe I**, as recommended by the Finance & Governance Committee.

Recommendation

That the Council approves the transfers and new reserve heading:

- £1,000 to Headstone Inspections.
- £2,000 to Elections
- £1,000 to Tree Surveys
- £1,000 to Cenotaph
- £7,586 to General Prudent Reserve.

20. CIL Report

To review the current CIL position, attached at **Annexe J**, as recommended by the Finance & Governance Committee..

Recommendation
That the Council agrees the current CIL position

21. The Falklands War 45th Anniversary

From **Cllr Flack**:
Next year 2027, is the 45th anniversary of the Falklands War which took place between 2nd April and 14th June 1982. Portland Town Council held a service of

remembrance and reflection at the Portland cenotaph in 2022 marking the 40th anniversary.

Portland is the home of many veterans from the armed forces, merchant seaman and civilians, additionally, Portland played an important role in the preparations of naval vessels as well as sending the Portland based RMAS Typhoon an ocean-going tug which was one of the first vessels to leave and one of the last to return. None of this would have been possible without the exceptional contribution of the 1982 Dockyard workforce who quite rightly were awarded the Freedom of Portland by the town council in recognition of this.

It is requested that Portland Town Council supports the proposal to hold a service of remembrance and reflection next year on Sunday 13th June 2027. Details of national events to mark this anniversary have not yet been published.

Recommendation
That Council agree to holding a Service of Remembrance on Sunday 13th June 2027, to commemorate the 45th anniversary of the ending of the Falkland War.

22. Mayor's Chain Adjustments
Report attached at **Annexe K**

Recommendation
That Council agree that the proposed work be carried out to the Mayor's chain, with the cost being taken from the PCV budget.

23. Information Items

a) Dates of next meetings of Committees

• Planning, Highways & Licensing Committee	25th Nov	7.00pm
• Finance & Governance Committee	6th Jan	10.30am
• Services & Facilities Committee	13th Jan	10.30am
• IT & Communications Committee	20th Jan	10.30am
• Staffing & Training Committee	24th Feb	6.00pm

Recommendation:
To note the information items.

PORTLAND TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING
HELD AT 7 PM ON WEDNESDAY 21st OCTOBER 2026
AT THE PORTLAND COMMUNITY VENUE

PRESENT:
Councillors: J Draper (Chair), C Atkins, S Cocking, C Flack, L Hardwicke, R Hughes, P Kimber, S Miles, B Plant, K Pope, P Roper, M Williams

Staff: Jane Miles, Town Clerk

IN ATTENDANCE: 11 members of the public
Lisa Osborne. The Drop In

FC/112/26 – Chair's Welcome
The Chair welcomed everyone to the meeting.

FC/113/26 - Apologies for Absence
Cllr Woodcock

FC/114/26 – Declarations of Interest
Cllr Miles, who has a partner working for the Council, Cllr Hughes and Cllr Williams who are volunteers at Portland Museum.

FC/115/26 - Minutes of the Previous Meetings

Resolved to approve the minutes of the Council meeting of **16th September 2026** which were duly signed as a true and accurate record of the meeting.

FC/116/26 – Democratic Public Half Hour Open Forum
The Chair read out a letter from LM in support of Item 12.

2 members of the Youth Council spoke in support of Item 12.

MP spoke about having a 20mph speed limit from Victoria Square, up to Fortuneswell, and back down again due to the numbers of speeding vehicles. He also mentioned the numbers of people living in vans at Yeates Road and Mereside, and what were they doing about rubbish and sanitation.
The Chair said that both these matters would be put on the next Planning & Highways meeting.

FC/117/26 –Lisa Osborne, The Drop In
Lisa asked if there was any feedback from the open session that Councillors attended. She was thanked for the session and for everything The Drop In does.

FC/118/26 – Cllr Pope asked that Item 12 be brought forward, due to the attendance of some members of the Youth Council.

Resolved to bring Item 12 forward.

FC/119/26 – Notice of Motion – Nature Recovery Fund
Cllr Pope introduced the motion, and highlighted that the community survey showed positive support for biodiversity. He said the fund would be built on with an additional

1% per year. Examples of what the funding could be used for included: France Quarry, air quality monitoring if the incinerator was built, hedgehog signs and increasing footfall into businesses.

Cllr Roper proposed an amendment be added to the motion:

Subject to Public Community Consultation and the exploration of other avenues of grant funding before the allocation of funds is agreed.

He also requested a recorded vote for this amendment.
He went on to say that there was no mention of the existing Biodiversity Policy, and were the Council in a position to fund groups when there in no money currently to support the current policy. He said that this should be targeting the policy through future budgeting, as the cost of the Community Nature Recovery would be added to the precept. Public consultation was required as this was a potential huge increase, and residents need to have a say.

Councillors then debated the amendment.

Cllr Pope said that the consultation supported this proposal and he was reluctant to carry out another one. The total requested amount would include staff time. In the past, there had been no money available and he would like it to be there if needed.

Cllr Cocking has concerns over the amount of money that could be added to the precept. She said a consultation could be carried out by the IVA at no cost to the Council.

Cllr Miles said she would prefer the Working Group be set up before the allocation of funds, as there were currently no specific plans.

Cllr Kimber was intending to put forward a further motion that the matter be taken to the Services & Facilities Committee for discussion prior to any agreement.

The Chair explained that this was not about spending money, it was only allocation some CIL prior to a meeting of the Working Group and the matter being brought back to Full Council, where it would be re-evaluated. He hoped that the Services & Facilities Committee would put in for some of the funds towards the biodiversity policy. He asked that the amendment be dropped until after the Working Group.

Cllr Kimber was happy to not put forward a further motion following this explanation.

A recorded vote was taken on the amendment:

Subject to Public Community Consultation and the exploration of other avenues of grant funding before the allocation of funds is agreed.

For	Against
Cllr Cocking	Cllr Atkins
Cllr Flack	Cllr Draper
Cllr Hughes	Cllr Hardwicke
Cllr Miles	Cllr Kimber
Cllr Roper	Cllr Plant
	Cllr Pope
	Cllr Williams

The amendment was lost.

A vote was then taken on the original Motion, a) to d).

Resolved that the Council agreed the following:

a) to establish a Community Nature Recovery Fund as detailed in the accompanying report, attached at **Annexe C**;

b) to establish an earmarked reserve to be known as the Community Nature Recovery Fund Reserve;

c) to allocate £10,000 from Community Infrastructure Levy (CIL) reserves to the Community Nature Recovery Fund Reserve;

d) to transfer £2,000 from General Unallocated Reserves to the Community Nature Recovery Fund Reserve;

The Chair then asked for nominations for e), the Working Group.

He said that Cllrs Pope and Roper should be on it as they were the members of the Climate and Biodiversity Working Group

Councillors self-nominated as follows:
Cllr Cocking
Cllr Draper
Cllr Hardwicke
Cllr Hughes
Cllr Miles
Cllr Williams

It was proposed that all eight Councillors be on the Working Group.

A vote was taken on the Motion part e)

Resolved that Council agreed as follows:

To establish and set a date for the first meeting of a Community Nature Recovery Fund Working Group comprising members of the Finance & Governance Committee, members of the Climate Working Group and such other Members as Council may determine, to develop eligibility criteria, application procedures, governance arrangements and reporting requirements for approval by Full Council.

FC/120/26 - Chair's Update
The Chair presented the following report:

- We have recently been invited by Dorset Council to attend a series of Community Conversations events. These meetings bring together partners from the voluntary, community and faith sectors, health organisations, and town and parish councils to discuss the challenges facing our communities and the role that local organisations can play in addressing them.

Importantly, these conversations are intended to help shape and influence how Dorset Council plans, prioritises and delivers its services across the county in the years ahead. I believe it is important that Portland Town Council has a seat at the table in these discussions, both to advocate for the Island's interests and to ensure that Portland's unique needs and priorities are properly understood. By being involved at an early stage, we can help influence decisions that may affect local service provision and community outcomes. I will report back to Council on any significant matters arising from these meetings.
If any councillor has suggestions as to how Dorset Council can improve the delivery of its services, I would be pleased to take those views forward and ensure they form part of the discussion.

- I would like to thank our officers for their continued hard work in supporting the Council's services and projects. Their dedication ensures that we are able to maintain and improve facilities that are important to residents across the Island.

- I would also like to thank our Mayor, Cllr Pete Roper, for his suggestion that Portland Town Council publicly show its support for the RNLI. I am sure all members of the Council will wish to join me in recognising the invaluable service that the RNLI provides to our community and to all those who use our waters. Unless there are any objections from Council, I would ask the Deputy Town Clerk to arrange for an appropriate photograph and message of support to be published on the Council's Facebook page.

FC/121/26 – Town Mayor's Announcements
The Mayor, Cllr Pete Roper, gave the following updates update:

23rd September – Easton Methodist Church Renovation Fund Launch
Mandy and I attended the public launch of the Saving Easton Methodist Church Heritage Appeal, aiming to raise £1 million for the refurbishment of the church. The launch included guided tours, explanations of the works, and opportunities for residents, businesses, and organisations to support the project.
7th October - Bridport Civic Day
Mandy and I were happy to attend the Bridport Town Council Civic Day hosted by Cllr Jonathan Bourbon. During the day we visited Bridport Millennium Green and then moved onto The Lyric Theatre, Bridport Arts Centre and Bridport Electric Palace. In the afternoon we visited the Bridport Museum including a behind the scenes look at some of the collection. Lastly, we visited the Youth & Community Centre for refreshments and a talk about the mayor's charities. A busy day showing the emphasis on heritage and the Arts within Bridport.
10th October – Ferndown Cadets Parade
Cllr Lawrence Wilson, the mayor of Ferndown invited me to this event celebrating National Cadet Week. Myself and other members of the 'Chain Gang' took part in a parade of cadet groups from St Mary's Church to the King George V Playing Field and Pavilion. Cadets from all over Dorset attended with activities and displays taking place and an opportunity to celebrate the dedication, achievements and community spirit of these young people.
17th October – St Johns Ambulance Presentation Evening
I was invited to the St Johns Ambulance Presentation Evening to present some of the certificates to the Badgers and Cadets. It was a joy to see them rewarded for their hard work in gaining their qualifications. It was also a good turnout by proud parents.

Coming up – 31st October 10.00am – 1st November 10.00am Mayors 24 hour Non Stop Walking Challenge raising money for the Weymouth Branch of the Samaritans. All through November I will be taking part in the famous Movember moustache challenge raising funds for Prostate Cancer UK.
Saturday 5th December Mayors Christmas Coffee morning at St George's Church, Reforne. Raising money for the Mayor's charities – Portland Sea Cadets and The Weymouth Branch of the Samaritans.

FC/122/26 – Neighbourhood Policing Team
No one in attendance

FC/123/26 – **Clerk's Report**
Resolved to accept the Clerk's report.

FC/124/26 – **Dorset Councillors Reports**

Cllr Kimber gave the following updates:

- The Community Conversations are a good opportunity to discuss issues of local importance
- He had been on a visit to the Sea Cadets and was told the Council are not doing enough for young people.

Cllr Hughes had attended several events and meetings.

Cllr Roper said that he was chasing Planning Enforcement regarding St Peter's Church and the illegal closure of the public footpath and the installation of gates on a listed wall.

FC/125/26 – Notice of Motion regarding Bus Services
Cllr Kimber introduced the motion and gave some background information as follows:

- The bus only served Wakeham during the summer.
- First Bus had given assurances that this was being looked into.
- The motion was to get the Council onside.

Cllr Williams added that there were 530 properties in the area of Wakeham and Weston Street.. A survey had been carried out which supported having a bus service on this route, and First Bus needed to say what their plans are.

Councillors then debated this motion.

Cllr Cocking said that First Bus had previously stated that this was not a viable route. She added that there were also other areas on the Island that should be considered, such as Verne Common.

Cllr Hughes said that Lloyd Hatton, MP, supported this.

Cllr Roper also raised that other areas should be considered, Verne Common and The Grove for example.
He asked whether the Wakeham route would be a direct Weymouth bus.

Cllr Williams said that whether a bus would be direct or a feeder service would be up to the operator.

A vote was taken on the Motion.

Resolved that the Council agreed the following:

a) To recognise the need for a bus service through Wakeham and along Weston Street, and note the concerns raised by residents regarding the current level of transport provision for these communities.

b) To further recognises the impact of the parking charges now in place at the museum car park on both residents and visitors and agree that this strengthens the case for improved and reliable bus services for the 450+ homes and some 1,500 constituents along this corridor.

c) To place this matter on the agenda for the next Full Council meeting for formal discussion and decision and resolves that any decision arising from that meeting be forwarded to First Buses, Dorset Council, and to the Member of Parliament.

FC/126/26 – Notice of Motion

Cllr Pope introduced the motion and gave some background information. He said that there was no time to apply for the original funding, but there was a second opportunity available and the Council would not be committed to anything.

Cllr Hardwicke said that the Zoom recording / slides that had been sent to all Councillors gave further information.

There was a general discussion about the feasibility, there only being one other installation of this kind worldwide and how cost effective it could be.

Resolved that Council agreed that funding could be applied for, for a feasibility study into a Community Clean Energy Storage System, as detailed in the accompanying report, attached at **Annexe D.**

FC/127/26 – Service Level Agreement between Portland Town Council and Portland Museum

Cllr Cocking proposed that the Museum be given funding of £3,000 per annum over 5 years.

Resolved as follows:

- The Council agreed to a Service Level Agreement (SLA) with Portland Museum
- This would be for £3,000 per annum for a period of five years
- A condition would be that local residents (DT5) would be allowed free entry for the duration of the SLA.

FC/128/26 – Dorset History Centre Request for Financial Support

Cllr Miles proposed that the History Centre be given a donation of £500, from the General Unallocated Reserve.

Resolved that the History Centre be given a donation of £500, from the General Unallocated Reserve.

FC/129/26 – Data Audit Policy

Resolved to adopt the Data Audit Policy

FC/130/26 – Local Plan Consultation Response

Resolved to approve the responses to the Local Plan Consultation.

FC/131/26 – Information Items

Dates of next meetings of Committees

• Staffing & Training Committee	28th Oct	10.30pm
• Planning, Highways & Licensing Committee	28th Oct	7.00pm
• Finance & Governance Committee	4th Nov	10.30am
• Services & Facilities Committee	11th Oct	10.30am
• Full Council Meeting	18th Oct	7.00pm

Resolved that the information items were noted.

With the Chair's thanks, the meeting closed at 20.22 pm.

Signed ……..… Dated…….....
Chair

Init…….

Briefing Paper: Police Service Satisfaction Survey – Isle of Portland

1. Background

In recent years, a growing number of residents on the Isle of Portland have expressed dissatisfaction and concern regarding the delivery, availability and effectiveness of policing services on the island.

Residents have raised concerns about the accessibility of police officers, response times, the handling of reported incidents and the perceived lack of visible neighbourhood policing.

The principal concerns identified include:

- **Poor or delayed response to emergency 999 calls:** Residents have expressed frustration that police attendance can be delayed, particularly where officers must travel from Weymouth to attend incidents on Portland.
- **Lack of visible policing:** There is a widespread perception that police officers are rarely seen undertaking visible patrols or engaging with local communities on the island.
- **Reliance on public reporting:** Residents feel that Dorset Police management places too much emphasis on the lack of reported incidents when assessing local policing needs, rather than proactively identifying problems through neighbourhood engagement, intelligence gathering and visible patrols.
- **Inadequate response to anti-social behaviour (ASB):** Concerns have been raised about the lack of police attendance or intervention when anti-social behaviour is actively taking place.
- **Over-reliance on the 101 service:** Residents frequently report that contacting 101 results in little more than the allocation of an incident reference number, with limited feedback, follow-up or visible action.
- **Effectiveness of the 999 service:** Some residents have lost confidence in the emergency response arrangements, believing that incidents may have concluded before officers travelling from Weymouth can reach Portland. This can result in missed opportunities to apprehend offenders, obtain evidence and reassure those affected.
- **Lack of dedicated neighbourhood policing:** Residents believe that having dedicated beat officers based on Portland would improve response times, increase police visibility, strengthen community relationships and provide a better understanding of local issues.

2. Funding and Fairness of Police Provision

There is also a perception among Portland residents that the island does not receive a fair or proportionate level of policing provision when compared with other areas of Dorset.

Residents have questioned whether the level of police resources allocated to Portland adequately reflects its population, local needs, geographical circumstances and contribution through council tax and policing-related taxation.

There is a concern that, pound for pound, Portland residents may be receiving a disproportionately low level of police service compared with residents in other parts of Dorset.

This concern requires examination through objective information about police funding, resource allocation, officer deployment and service provision across the county.

3. Purpose of the Proposed Survey

It is proposed that Portland Town Council undertakes a public satisfaction survey to establish a clear and representative picture of residents' experiences and expectations of Dorset Police.

The survey should seek to establish:

1. Overall levels of satisfaction with policing on Portland.
2. Residents' experiences of reporting emergencies through 999.
3. Satisfaction with the 101 non-emergency reporting service.
4. Experiences of police attendance and follow-up following reported incidents.
5. Perceptions of police visibility and neighbourhood patrols.
6. Satisfaction with the police response to anti-social behaviour.
7. Whether residents believe Portland requires dedicated, locally based beat officers.
8. Whether residents consider the current level of police resources appropriate for the island.
9. What improvements residents would most like to see.

The survey should allow residents to provide additional comments and examples of their experiences.

4. Recommendation

It is recommended that Portland Town Council:

1. Undertakes a public Police Service Satisfaction Survey, inviting all Portland residents to participate.

2. Publishes the survey findings to provide transparency and establish an evidence-based understanding of residents' concerns and expectations.

3. Formally submits the findings to the Dorset Police and Crime Commissioner and Dorset Police Chief Constable, requesting a written response addressing the issues raised.

4. Requests that Dorset Police provide information on:

- The current level of police resources allocated to Portland.
- The number of officers and police staff regularly serving the island.
- Police response times to emergency and non-emergency incidents on Portland.
- The frequency of visible patrols and neighbourhood policing activity.
- How Portland's policing provision is assessed against other communities in Dorset.
- The feasibility of providing dedicated beat officers based on Portland.

5. Requests a meeting with Dorset Police representatives to discuss the findings and agree what practical improvements can be made.

6. Publishes both the survey results and the formal response from Dorset Police, enabling residents to understand what action, if any, is proposed.

5. Conclusion

Residents of Portland should have confidence that their community receives an accessible, effective and proportionate police service.

The concerns outlined in this briefing suggest that there is a need to establish whether the current policing arrangements are meeting the expectations and requirements of the island's population.

A public satisfaction survey would provide Portland Town Council with an opportunity to establish the strength and extent of these concerns, supported by evidence rather than anecdotal accounts.

It would also provide a constructive basis for engaging with Dorset Police and the Police and Crime Commissioner, seeking greater accountability, improved visibility, more effective responses and a fair level of policing provision for Portland.

The objective is not simply to criticise Dorset Police, but to secure a better and more responsive policing service for the people of Portland.

PORTLAND TOWN COUNCIL

DORSET POLICE – POLICING SATISFACTION SURVEY

Have your say about policing on Portland

This survey is being conducted by Portland Town Council on behalf of Portland residents.

We want to hear about your experiences of policing on Portland and understand how satisfied you are with the service provided by Dorset Police.

Your responses will help Portland Town Council prepare a report representing residents' views and concerns. The findings will be shared with Dorset Police and the Police and Crime Commissioner.

Please tick the appropriate boxes and complete the comment sections where applicable.

SECTION 1 – POLICE VISIBILITY

1.1 How often during the last month have you seen a police officer on foot patrol on Portland?

☐ Never
☐ 1–5 times
☐ More than 5 times

1.2 How often during the last month have you seen a Dorset Police patrol car on Portland?
(Please exclude emergency responses using blue lights.)

☐ Never
☐ 1–5 times
☐ More than 5 times

1.3 How often have you seen or had access to the Portland Neighbourhood Policing Team?

☐ Never
☐ 1–5 times
☐ More than 5 times

1.4 How satisfied are you with police visibility on Portland?

1 = Very dissatisfied | 5 = Very satisfied

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SECTION 2 – POLICE RESPONSE TO INCIDENTS

2.1 Have you contacted Dorset Police during the last 12 months to report an incident, excluding anti-social behaviour?

☐ Yes
☐ No (Go to Section 3)

2.2 How serious did you consider the incident to be?

1 = Not very serious | 5 = Extremely serious

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2.3 Did the police attend the incident?

☐ Yes
☐ No

2.4 If the police attended, how long did it take them to respond?

☐ Less than 30 minutes
☐ Between 30 minutes and 1 hour
☐ More than 1 hour but within the same day
☐ More than 24 hours

2.5 If the police did not attend, what reason were you given?

☐ Insufficient police resources
☐ Incident not considered serious enough
☐ Advised to contact 101 service
☐ Only provided with a reference or crime number
☐ No reason given
☐ Other: _____

2.6 How satisfied were you with the police response?

1 = Very dissatisfied | 5 = Very satisfied

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SECTION 3 – ANTI-SOCIAL BEHAVIOUR (ASB)

3.1 Have you contacted Dorset Police during the last 12 months regarding anti-social behaviour on Portland?

☐ Yes
☐ No (Go to Section 4)

3.2 How serious did you consider the anti-social behaviour to be?

1 = Not very serious | 5 = Extremely serious

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3.3 Did the police attend?

☐ Yes
☐ No

3.4 If the police attended, how long did it take them to respond?

☐ Less than 30 minutes
☐ Between 30 minutes and 1 hour
☐ More than 1 hour but within the same day
☐ More than 24 hours

3.5 If the police did not attend, what reason were you given?

☐ Insufficient police resources
☐ Incident not considered serious enough
☐ Advised to contact 101 service
☐ Only provided with a reference or crime number
☐ No reason given
☐ Other: _____

3.6 How satisfied were you with the police response to anti-social behaviour?

1 = Very dissatisfied | 5 = Very satisfied

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SECTION 4 – OVERALL POLICING SERVICE

4.1 Overall, do you believe Dorset Police provide a good policing service on Portland?

1 = Very poor | 5 = Excellent

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4.2 Do you believe Dorset Police provide value for money in the service they deliver to Portland?

1 = Very poor | 5 = Excellent

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4.3 Do you believe Dorset Police listen to the views and concerns of Portland residents?

1 = Not at all | 5 = Very well

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SECTION 5 – LOCAL POLICING RESOURCES

5.1 If the Police and Crime Commissioner requested an additional contribution from residents to fund improved local policing, would you be willing to pay an additional amount towards this?

☐ Yes
☐ No
☐ Not sure

5.2 Portland currently has no dedicated neighbourhood beat officers or PCSOs. Do you consider this acceptable, given the policing needs of Portland and crime levels across the wider Dorset area?

☐ Yes
☐ No
☐ Not sure

SECTION 6 – LOCAL CONCERNS AND PRIORITIES

6.1 What are the main policing issues you would like Dorset Police to address on Portland?

6.2 Are there any other policing or community safety concerns you would like to raise?

☐ Yes
☐ No

If yes, please provide details:

SECTION 7 – CONFIDENCE IN DORSET POLICE

7.1 Overall, do you have confidence in Dorset Police?

☐ Yes
☐ No
☐ Not sure

7.2 Do you have any additional comments or suggestions about policing on Portland?

OPTIONAL – ABOUT YOU

Which area of Portland do you live in?

☐ Fortuneswell
☐ Easton
☐ Castletown
☐ Southwell
☐ Chiswell
☐ Weston
☐ Other: _____

THANK YOU FOR TAKING PART

Thank you for taking the time to complete this survey.

The results will be collated by Portland Town Council and used to prepare a report reflecting the views, experiences and concerns of Portland residents.

The findings will be presented to Dorset Police and the Police and Crime Commissioner to help ensure that the policing needs of our community are properly recognised and addressed.

PORTLAND DESERVES A POLICING SERVICE THAT RESIDENTS HAVE CONFIDENCE IN. YOUR FEEDBACK WILL HELP US MAKE THAT CASE.

Full Council – 18th November 2026

Annexe C

CLERK'S REPORT

1. **Vandalism and Antisocial Behaviour**
   There have been no reports to the Council of anti-social behaviour.

   Dorset Police - Neighbourhood Policing Team (NPT), Town Council and Dorset Council – Community safety partnership (CSP) continue to request that all incidents are reported to Dorset Police.

2. **Invitation to the King**
   The formal application for the King to visit Portland in 2028 has been submitted to the Lord Lieutenant's office.

3. **General Updates**

   - Tree Survey – the tree survey has been completed. All trees under PTC management are being recorded, utilising the Parish Online asset management software.
   - Tree Management, Broadcroft Close/Grove Playing Field border – work is now complete.
   - Trees along car park/fenceline boundary at PCV – work now complete.
   - Victoria Gardens Play Area - Replacement basket swing has now been ordered and a contractor engaged to remove/dispose of the existing frame and install new.
   - Solar Power for the PCV - One supplier has attended to carry out a survey and feasibility check. Awaiting report and quote. Additional suppliers have been contacted.

4. **Weston Road MUGA**
   Work is due to begin on Monday 23rd November and be completed by Friday 21st December, this is however, weather dependant.

5. **Portland Community Venue**
   There has been an increase in enquiries for booking the PCV, particularly for exercise classes. One new hirer has confirmed two trial sessions in December and hoping to become a regular booking from January onwards.

   Also receiving much more interest in the Sandy West Room - with a long term hire scheduled for 3 mornings a week from December to July 2027.

   New flooring is to be laid in the Studio and Sandy West room in 2 weeks' time. Again, this is receiving positive feedback from potential hirers as it means the studio will be a possible room for small classes/group sessions once the carpet has been replaced with hard flooring.

Jane Miles, Town Clerk

Baseline Ecological Surveys

As a local authority with responsibility for a number of green spaces around the island, PTC has a legal duty to ensure biodiversity is conserved and enhanced. We currently have a very limited amount of informed data about sites under our management in relation to biodiversity, habitat and species and are therefore require a baseline survey of all greenspace sites within our estate to ensure we can fulfil this duty.

The survey will be completed by a suitably qualified, professional ecologist and will include the details of :

- Protected species
- Invasive species
- Specific habitat
- Existing Flora and Fauna
- Any current land management opportunities or failings

This data will enable us to make legally sound and environmentally responsible decisions which will in turn form part of our own site management plans as well as inform any external groups and stakeholders of any opportunities or restrictions on the site.

In conclusion establishing baseline ecological surveys ensures the parish council upholds its legal obligations, spends public funds efficiently, and preserves local natural heritage for future generations.

Financial

Surveys to cover all areas currently owned or managed by the Council will be in the region of £5,000. The cost of these surveys can be met from current Reserves.

Recommendation

That the Council agrees to the undertaking of the ecological surveys.

PORTLAND TOWN COUNCIL

PORTLAND TOWN COUNCIL

GIFTS AND HOSPITALITY POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
023	Adopted	Council	15-11-2023	November 2026

1. Under the Portland Town Council Code of Conduct Councillors and co-optees must declare any gift or hospitality which is offered in their capacity as Members of the Council, Mayor, or Deputy Mayor in any civic year. This includes offers that are not accepted. And applies to all gifts and hospitality over £50.00.

2. This policy also applies to staff of Portland Town Council.

3. The appropriateness of acceptance should always be considered beforehand. It should also be noted that if a gift or hospitality is valued at under £50,00 it does not necessarily mean that it is appropriate to accept it.

4. Any monetary gifts or donations, or cheque payments or bank transfers made on behalf of the Mayor's Charities, either in person or through the Town Council, will be paid into the Charities and Good Causes Bank Account held within the Council's financial accounting system.

Process

5. Your registration must be made within 28 days of the date you received it, by completing and sending the appropriate form,(Annexe A attached), to Clerk@portlandtowncouncil.gov.uk .

6. You must declare the value and details of the gift or hospitality received on the form, as well as whether the donor of the gift has or has had in the past or is likely to have in the future, dealings with the Council. If the gift or hospitality has been accepted you must state the reason for that acceptance. The form must be signed by you personally; they should not be signed by support staff for you.

7. You should register any offer of gift and/or hospitality over £50.00 which you have declined, since this protects both your position and that of the Council.

8. Where the value of any gift or hospitality is under £50.00 you may wish to declare receiving it.

9. However, in order to be transparent, if you receive a series of related gifts in connection with your role as a Councillor which are all under £50.00, but together total above £50.00, then you should register them if they are from the same person. If the small gifts received from different persons are connected in some way, it is good practice to register them.

10. Even if all Councillors or employees, or a large number of them, received the same gift or were invited to the same event, they must each make individual notifications.

11. The Mayor and Deputy Mayor is likely to be offered hospitality and even gifts/souvenirs from engagements more frequently than councillors and whilst the same principle applies, it might be beneficial to specifically record the nature of the hospitality/gift as there is the likelihood of many over the year.

12. The Register of Gifts and Hospitality is maintained by the Town Clerk.

What is the value of the gift / hospitability?

13. You may have to estimate how much a gift or some hospitality is worth. The form requires you to give an estimate of the value. It is suggested that you take a common sense approach, and consider how much you reasonably think it would cost a member of the

public to buy the gift, or provide the hospitality in question. If as a result you estimate that the value is greater than £50.00, then you should declare receipt.

14. Where hospitality is concerned, you can disregard catering on-costs and other overheads, e.g., staff and room hire. If the sandwiches or your meal, including drinks and alcohol, would cost £50.00 in a comparable establishment providing food of comparable quality, please register it.

15. If you are not certain whether the value is under £50.00, the safest course is to register it and give an approximate value.

Will the register be open to the public?

16. The press and public have the right to inspect your gift and hospitality declaration in the same way as the register of disclosable pecuniary interests. It is open for inspection and also available on the Council's web site at www.portlandtowncouncil.gov.uk.

What happens if I do not register a gift or hospitality?

17. Failure to notify the Town Clerk of the receipt of a gift or hospitality is a breach of this policy and consequently also a breach of the Code of Conduct, or for staff could constitute gross misconduct. An alleged breach of the Code can be the subject of a complaint to the Monitoring Officer at Dorset Council who can decide whether there should be an investigation into the allegation. Alleged gross misconduct will be dealt with under the Council's HR policies.

Should I accept gifts and hospitality?

18. Registering gifts or hospitality received under the Code does not automatically mean it is appropriate or sensible to accept them in the first place.

19. Particular care should be taken in relation to gifts and hospitality offered by current or potential contractors for the Council. In certain cases the acceptance of a gift or hospitality from these sources could constitute a criminal offence, even if declared. If there is any suspicion that any offer is intended as an inducement then the matter should be reported in accordance with established procedures.

20. The Bribery Act 2010, which came into force on 1 July 2011, creates offences of "bribing another person" (active bribery) and of "being bribed" (passive bribery). The offences consist of "promising, offering or giving" or "requesting, agreeing to receive or accepting an advantage (financial or otherwise)" in circumstances involving the improper performance of a relevant function or activity. In the context of the Council the relevant function or activity means a public activity which a reasonable person would expect to be performed in good faith, impartially or in a particular way by a person performing it in a position of trust. There is a maximum penalty of 10 years imprisonment or an unlimited fine for these offences. In considering whether to accept gifts or hospitality Members should have regard to the following general principles:

21. Never accept a gift or hospitality as an inducement or reward for anything which you do as a Councillor. Only accept a gift if there is a commensurate benefit to the Council; Never accept a gift or hospitality which might be open to misinterpretation; Never accept a gift or hospitality which puts you under an improper obligation; and never solicit a gift or hospitality.

Annexe A

Register of Gifts and Hospitality

I ……,

(Insert full name)

as a Councillor of Portland Town Council, wish to register a gift or hospitality of the estimated value of £50 or more on any one occasion, which was received in connection with an official duty as a Portland Town Council member as required by the Council's Code of Conduct.

Or

As an employee of Portland Town Council, wish to register a gift or hospitality of the estimated value of £50 or more on any one occasion, which was received in connection with an official duty as a Portland Town Council staff member

Please enter the details of the gift or hospitality (including from whom this was received) below:

Signed: …….. Date: …….

PORTLAND TOWN COUNCIL

FREEDOM OF THE TOWN POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
024	Adopted	Council	15-11-2023	November 2026

Legal & Eligibility

1. Portland Town Council has the legal power (S 248-249 of the Local Government Act 1972) to recognise the efforts of members of the community and organisations, who demonstrate outstanding commitment and render eminent service to the town over a significant period of time.
2. The Council will do this, only in very special circumstances and in keeping with the special nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Portland and who have demonstrated “service above self”.
3. The title may be conferred on individuals, or organisations but may not be conferred on serving Councillors of this Council.
4. The award may be made at any time as the council see fit, with a maximum of two awards being made per municipal year.

Nomination procedure

5. Any Portland Town Councillor may make a nomination.
6. Nominations should be made by the Councillor in the strictest confidence without the nominee’s knowledge.
7. Nominations should be sent to the Town Clerk in confidence and must clearly state the name of person or organisation, and full details of the eminent service provided to the town of Portland.
8. On receipt of the required information, the Town Clerk will circulate the nomination to all councillors for confidential informal consideration.
9. All nominations of honorary freeman are treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.

Formal agreement of the honour

10. If Councillors are in agreement, by an indication of at least two-thirds of the members highlighting their support for the nominee, the Town Clerk will set up a special Full Council meeting, specifically for the purpose of conferring the title of Honorary Freeman/Freewoman/Freeperson/Freedom of the Town. Failing to reach this voting threshold would mean the nomination would not go forward.
11. At this special meeting, and for an award to be agreed, at least two-thirds of those voting must vote in favour of the award. The vote will take place in confidential session.
12. If and when the Town Council has agreed the honour, the Town Clerk will notify the nominee in confidence and seek his/her/their agreement of acceptance.
13. The decision of the Council on all nominations is final.

Bestowing the honour

14. If the nomination is made and accepted, the Town Clerk will invite the nominee to the next Full Council meeting to formally receive their certificate from the Mayor.
15. In the case of an organisation being awarded the honour, the organisation will be invited to send an appropriate number of representatives to receive the award.

Entitlement

16. Any person awarded the title may designate himself/herself Honorary Freeman/ Freewoman/ Freeperson of the town of Portland for life.
17. Where an organisation is awarded the Freedom of the Town, the honour relates to the organisation as a whole and not individual members. Individual members are not permitted to designate themselves Honorary Freeman/Freewoman/Freeperson.

Council Protocol

18. The honour brings with it no rights, benefits, or requirements.
19. Individual Freemen/Freewomen/Freepersons or representatives of organisations will be invited to attend all Civic Functions and any other such functions as deemed appropriate (i.e., Remembrance Service, Civic Service etc).
20. Freemen will be acknowledged at ceremonies i.e., during the welcoming speech.
21. Appropriate courtesy will be shown to Freemen/Freewomen/Freepersons i.e., seating arrangements.
22. Copies of certificates will be displayed on the wall of the Council Offices.

Withdrawal

23. The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction, or bringing the council into disrepute
24. No fewer than two-thirds of those voting, at a formal vote, must agree the withdrawal.

PORTLAND TOWN COUNCIL

FIXED ASSET VALUATION POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
025	Draft	Council		November 2026

Introduction

The term fixed assets refer to property, plant, and equipment with a useful life ofmore than one year used by the Council to deliver its services.

The Council follows the practices set out in the latest edition of the Joint Panel on Accountability and Governance (JAPAG) Practitioners' Guide published by the National Association of Local Councils (NALC).

Risk

If the assets the Council owns or has responsibility for are not being managed properly the authority is exposed to reputational risk and financial loss relating to:

- improper asset management – without the right management information, outdated patterns of use may continue unchallenged or unnoticed.
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use orbe readily saleable. These opportunities may be missed where no comprehensive information on assets is available; and
- insufficient records of asset ownership – where responsibility for assets may be overlooked altogether and risks unmanaged.

These risks can be mitigated by maintaining an asset register.

Asset Register

An asset register is the starting point for any system of financial control over assets as it:

- facilitates the effective physical control over assets;
- provides the information that enables the authority to make the most cost- effective use of its capital resources;
- ensures that no asset is overlooked or underutilised and is therefore used most efficiently;
- provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance;
- supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held; and
- forms a record of assets held for insurance purposes.

The key information required for an asset register includes:

- dates of acquisition, upgrade, and disposal (it is useful to keep a record of disposed assets for clear transparency);
- costs of acquisition;
- if proxy cost is used for first valuation, a note of the method used for valuation and details of any professional advice received;
- useful life estimate;
- location;
- responsibility (it may be appropriate to assign responsibility for each asset);
- present use and capacity, for example in terms of site area, internal floor areas,and

measures of occupancy and/or usage;
- corresponding periodic measures of usage or occupation;
- any available indications of asset value and condition; and
- any regular charges for usage or occupancy.

Most assets should be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known.

In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

If the Council owns assets that do not have a functional purpose or any intrinsic resale value (for example, the war memorial). These assets are often referred to as ‘community assets. Authorities should record community assets in the assets register in the same way as gifted assets. The asset should be included in the asset register with a nominal one-pound (£1) value as a proxy value.

The total value of an authority’s assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority’s Annual Governance and Accountability Return.

Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts.

Asset Valuation

The Council adopts the commonly used method of fixed asset valuation for first registration on the asset register at acquisition cost. This means that once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Exceptions to this are gifts at zero cost and ‘community assets’ which are recorded at a proxy value of £1.

There are some items acquired historically where the cost/value at acquisition is unknown and it has been necessary to use the insurance value for ‘street furniture’, which will now remain unchanged unless there are disposals or acquisitions.

The Practitioners’ Guide states that “the value of trust property must not be shown in the authority’s books of account and on the Annual Governance and Accountability Return as

authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority's asset register and identified there as 'charity assets held by the authority as trustee' with their value excluded from the total".

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation.

For reporting purposes therefore the original value of fixed assets will usually stay constant throughout their life until disposal.

The particular method of asset valuation to be used is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted by the Council is set out in this policy and in the asset register and its approval recorded in the relevant meeting minutes.

PORTLAND TOWN COUNCIL

BAD DEBTS POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
027	Bad Debt 16-10-2024	F&G / Council	Full Council 16-10-2024	October 2026

Bad Debt Policy

1.0 Purpose

1.1 The purpose of the bad debt policy for Portland Town Council is to ensure the stability of the Council's organisational operations. Good financial management includes the management of debts to support the cash flow of the Council.

2.0 Credit control

2.1 All income due will be collected in accordance with the Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance and Governance Committee and Full Council.

3.0 Procedures

3.1 Bad debts experienced by the Council will be subject to the Council's bad debt policy detailed in this document.

3.2 If an invoice is outstanding after a 30 day payment period, an email first reminder for the debt shall be sent to the debtor from the Responsible Finance Officer.

3.3 If the invoice is outstanding 30 days after the first reminder has been sent, a second reminder email and letter shall be issued by the Responsible Finance Officer.

3.4 If the invoice is still outstanding 30 days after the second reminder has been issued and is material (i.e. over £100), future bookings or services provided by the Council will be suspended (where able) until the invoice is paid. and that this matter is referred to the town councils' Finance and Governance Committee and Council. This may result in seeking legal advice.

3.5 The Council reserves the right to collate a debtor's bad-debt and consider the said bad-debts as one bad-debt.

3.6 Any reminder or final demand is subject to a late payment administration fee which may be issued up to a maximum value of £5, depending on the circumstances.

3.7 In certain situations, in accordance with the Council's Financial Regulations the Council can write-off bad debts if they are considered irretrievable.

3.8 In all cases, all decisions will be minuted and explanatory records, with reasons for write-offs will be stored.

3.9 If the debt is subsequently repaid, the debt will be written on again to account for the sum paid.

4.0 Legal Recovery

4.1 It may be necessary for the council to begin legal proceedings to recover any debt owing. The Clerk and RFO will consider if such action is in the financial interests of the council and will submit a written report to the Finance and Governance Committee detailing the course of action to be followed, the likelihood of success together with associated costs.

5.0 Year-End

The Clerk and RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end

6.0 Review of Policy

3.1 The policy will be reviewed every 2 years or sooner if warranted by internal or external events or changes. The Council must approve all changes.

PORTLAND TOWN COUNCIL

Information available from Portland Town Council under the model publication scheme

This policy details the information available from Portland Town Council as recommended by the Information Commissioner's Office (ICO) to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the Town Council or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Portland Town Council look to provide as much information as possible on the Town Councils Website:www.portlandtowncouncil.gov.uk

Portland Town Council is committed to ensuring openness and transparency in all its affairs and activities. To support this intention the Council will make publicly available the information listed below.

Publishing datasets for re-use

The Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, the Town Council must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Portland Town Council is the only owner, the Town Council will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyrightworks.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

Information to be published	**How the information can be obtained**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)
Who's who on the Council and its Committees	Hard copy, Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	Hard copy, Website, noticeboard
Staffing structure	Hard copy, Website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)
Annual return form and report by auditor	Hard copy, Website
Annual budget and quarterly financial reports	Hard copy, Website
Precept	Hard copy, Website
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy, Website
Grants given and received	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	Website
Schedule of payments	Website
Internal Auditor report/s	Hard copy, Website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)
Annual Report to Town Meeting	Website

Neighborhood Plan	Website
Relevant Business Plans	Website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy, Website
Agendas of meetings excluding exempt information (as above)	Hard copy, Website
Minutes of meetings excluding exempt information (as above)	Hard copy, Website
Reports presented to council meetings excluding exempt information	Website
Responses to consultation papers	Website
Responses to planning applications	Website (in committee minutes)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website)
Policies and procedures for conducting council business including: • Financial regulations & standing orders • Committee terms of reference • Delegated authority in respect of officers (standing orders) • Code of Conduct • Co-option policy • Complaints	Hard copy, Website
Policies and procedures for the employment of staff: • Equality and diversity policy • Health and safety policy • Disciplinary, Capability & Poor Performance Policy • Capability Policy • Absence Management • Harassment, Abuse, Bullying & Intimidation Policy • Whistleblowing Policy	Hard copy, Website

• Complaints procedures (including those covering requests for information and operating the publication scheme) • Data protection policies	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website
Assets register	Hard copy, Website
Register of members' interests	Hard copy, Website
Register of gifts and hospitality over £50	Hard copy, Website
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy, Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Public conveniences	Website
Approved Fees and Charges	Hard copy, Website
Portland Community Venue	Hard copy, Website

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Neighbourhood Plan	Website

Contact details:

Jane Miles, Town Clerk.
office@Portlandtowncouncil.gov.uk
01305 821638

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Charge for materials, copy and staff time
	Photocopying @ 20p per sheet (colour)	Charge for materials, copy and staff time
	Postage – variable	Actual cost of Royal Mail standard 2nd class post
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	None identified	

Agreed: Full Council – 15th November 2023
Review Date: **November 2026**

PORTLAND TOWN COUNCIL

IT POLICY POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
030	IT Policy	Council	Full Council 15th Oct 2025	Oct 2026
	Review			
	Review			

1. Introduction
Portland Town Council (The Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope
This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email
The Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage
Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security
All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage
The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication
Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security
Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work
Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring
The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act (DPA) and the General Data Processing Regulations (GDPR).

11. Retention and archiving
Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents
All suspected security breaches or incidents should be reported immediately to the Clerk and South West IT (SW-IT) for investigation and resolution. Report any email-related security incidents or breaches to the SW- IT administrator immediately.

13 Training and awareness
The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences
Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review
This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts
All staff and councillors are responsible for the safety and security of the Council's IT and email systems. By adhering to this IT and Email Policy, The Council aims to create a secure and efficient IT environment that supports its mission and goals.

PORTLAND TOWN COUNCIL

BIODIVERSITY POLICY

Policy Number	Version	Owner	Date Adopted	Review Date
033	Draft	Council		

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting before the end of 2023.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a local nature action plan has been published by South Gloucestershire Council, as well as a field guide for those with little or no ecological background.

BIODIVERSITY POLICY

INTRODUCTION

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Portland Town Council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the Isle of Portland.

All committees of **Portland Town Council** will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, **Portland Town Council** will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the Neighbourhood Plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings and leased areas.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- **Portland Town Council** will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of Portland.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

Action Plan

SITE	ACTION	OUTCOME
All areas of Council responsibility	Ecological Appraisals to be carried out on all areas owned or managed by the Council. Put in place a three year plan to manage biodiversity, with measurable outcomes. Protect and support biodiversity: • Raising local awareness of biodiversity. • Encourage suitable planting to support biodiversity.	To establish the nature of existing biodiversity and habitats. To enhance and improve biodiversity across Portland. Connect and diversify habitats to meet the needs of a variety of wildlife species
Gardens – Easton, Victoria and Ladymead	Management Plan to include: • Planting regime • Install bird/animal boxes as required	Increased diversity of habitats and food sources.
Weston Road and Stranger's Cemetery	Management Plan to include: • Additional planting (if appropriate) • Install bird/animal boxes as required • Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.	Increased diversity of habitats and food sources. Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly. butterflies and bees.
Recreation grounds and play areas	Management Plan to include: • Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions. • Sympathetically maintain hedges	Encourage insects Sustain and enhance natural habits
Other open spaces	Management Plan to include: • Encourage residents to remove litter and pick up after their dogs. • Work with Dorset Council (where possible) on verge management	Sustain and enhance natural habitats. Protecting/enhancing habitats

The built landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan. Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats. Extending habitats
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity on Portland. Raise awareness of the importance of gardens as habitats for wildlife. Create a page on the Council website for photographs / information / links Discourage floodlighting.	Engagement/ownership of biodiversity. Promote biodiversity Promote biodiversity Protect nocturnal animals
Support community projects	Support hedge/tree/other planting in appropriate areas. Work in partnership with the Youth Council to develop young people's awareness of the environment around them. Work with local organisations to support biodiversity	Sustain and enhance natural habitats. Protecting/enhancing habitats Promote biodiversity Engagement/ownership of biodiversity.

FURTHER INFORMATION

More details about the biodiversity of Portland can be found here:
The Portland Biodiversity Strategy, 2024, written by the Portland Association, and available on the Council website:

Portland Biodiversity Strategy (Draft C)

Portland Town Council

Prepared by: Steph Byrnes, RFO Date: 7/10/2026

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			606,481.33
	ADD			
	Receipts 01/04/2026 - 30/09/2026			770,244.05
				1,376,725.38
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			399,819.40
A	**Cash in Hand 30/09/2026** (per Cash Book)			**976,905.98**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	01 - Unity Trust Bank	30/09/2026	20,656.72	
	Lloyds Bank	30/09/2026	10,490.44	
	Instant Saver Unity Bank	30/09/2026	895,136.69	
	Mayor's Fund	30/09/2026	0.25	
	Lloyds Saving Account - Instant Ac	30/09/2026	50,621.88	
				976,905.98
	Less unpresented payments			
				976,905.98
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**976,905.98**
	A = B Checks out OK			

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[redacted]

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

***Income**

		Receipts		Payments		Comments
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
59	Precept	646,440.00	646,440.00			
60	Bank Interest		2,540.17			
61	Allotment Rental	2,000.00	2,292.50			
74	PCV Income Room Hire	24,000.00	15,775.98			
75	Rents Income	9,200.00	10,992.46			
76	Bereavement Services	22,500.00	10,365.00			
79	CIL		24,983.31			
87	Other Income		3,204.49			
99	Grant					
102	VAT		31,655.67			
130	Events	100.00				
168	Income concessions		375.00			
176	Bad Debt					
199	Youth Fund Income					
208	External Funding		20,000.00			
	SUB TOTAL	**704,240.00**	**768,624.58**			

Allotments

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
56	Allotments Rental			600.00	299.00	
58	Expenses			1,150.00		
211	Water Rates				277.24	New supply
	SUB TOTAL			**1,750.00**	**576.24**	

Bereavement Services

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
16	Hire of plant equipment			3,500.00	1,371.75	
17	Memorial Purchases			2,100.00	527.57	
18	General Expenses			3,000.00		
73	Membership Subscription			110.00		
163	H & S Inspections			500.00		
164	Headstone Inspections			1,000.00		
	SUB TOTAL			**10,210.00**	**1,899.32**	

Car Parks

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
62	Business Rates					
63	General Expenses					
70	Water Rates				230.42	
165	Repairs & Maintenance			1,000.00		
166	Rent Church Ope			600.00	4,200.00	Payments of arrears
167	Administration & Legal					
202	Contingency			400.00		
	SUB TOTAL			**2,000.00**	**4,430.42**	

Civic

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
6	Mayors Allowance			1,050.00	
7	Civic Events		295.41	1,620.00	1,705.64
137	Chaplain			105.00	
138	Deputy Mayor Allowance			525.00	
	SUB TOTAL		**295.41**	**3,300.00**	**1,705.64**

Community Funds

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
84	Grants			4,500.00	1,000.00
97	School Meals Donation			20,000.00	10,317.00
103	Museum				
120	ICA				
169	Youth Council			1,000.00	
205	Community SLAs			18,000.00	
212	Drop In				
	SUB TOTAL			**43,500.00**	**10,405.00**

Ear Marked Reserves

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
122	Youth Council Fund				
136	PCV				1,211.76
150	S106				9,443.04
151	CIL				21,106.60
153	Green Spaces Mower Reserve (DNU				
158	General Unallocated Reserve				7,820.67
159	Asset Transfer				
179	Headstone Inspections Reserves				
180	County of Culture				
183	IT Reserves				
198	Events				
200	S106 OFFICER FIELD				
201	Toilets Ear Marked				6,571.72
210	Legal Fees				5,061.18
213	Play Areas				2,555.00
	SUB TOTAL				**53,769.97**

Elections

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
139	Elections			2,000.00	
	SUB TOTAL			**2,000.00**	

Events

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
118	Events			8,000.00	704.39	Xmas lights and trees to be purchased
	SUB TOTAL			**8,000.00**	**704.39**	

Green Spaces

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
19	Vehicle Fuel			3,500.00	1,607.69	
22	Plants & Compost			3,000.00	1,720.05	
23	Tools			2,000.00	209.57	
25	PPE/Workwear			2,000.00	848.72	
26	Grass Cutting			5,000.00	1,481.98	
33	Repairs & Renewals			10,000.00	7,612.44	
68	Vehicle Hire			15,000.00	7,091.36	
110	Waste Management			5,000.00	1,184.83	More green waste in winter
129	Consumables					
184	Vehicle Repairs & Maintenance			1,000.00	308.51	
185	Tree Works			1,000.00	3,170.00	Offset by underspend in grass cutting
186	Lawn Mower Lease			4,570.00	2,284.80	
187	Dry Stone Walling			500.00		
	SUB TOTAL			**52,570.00**	**27,519.95**	

Insurance

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
100	Insurance			9,500.00	9,682.60	Insurance increase
173	Additional Insurance Costs			500.00		
	SUB TOTAL			**10,000.00**	**9,682.60**	

IT & Comms

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
9	Internet Services			700.00	389.66	
10	Telephony			1,450.00	609.93	
11	Mobile Phones			1,450.00	723.66	
12	IT Service Contract			5,000.00	1,750.00	
13	Equipment (Reserve)			1,000.00	1,361.22	Play Inspection software
14	Website			500.00	5.83	
15	Licenses			3,620.00	1,748.30	
72	Software			4,800.00	1,693.20	
188	Branding and Promotion			500.00		
	SUB TOTAL			**19,020.00**	**8,281.80**	

Office Administration

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
30	Stationery			1,000.00	372.13	
31	Postage			250.00	101.27	
32	Photocopying			1,800.00	248.30	
69	Office Furniture			500.00		
77	Advertising			2,000.00		
107	Annual Subscription			850.00	765.84	Building alarm
123	Sundry Expenses			250.00	95.10	
	SUB TOTAL			**6,650.00**	**1,582.64**	

Other Assets

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
141	Clock Easton Square Utilities			450.00	210.22	
142	Easton Sq Gardens Utilities			500.00	148.27	
143	Greenhouse Vic Gardens Utilities			400.00	119.94	
144	Grove Rd Portacabin Utilities			300.00		
145	R/B Victoria Sq Utilities			400.00	1,858.47	
146	Victoria Gardens Utilities			1,000.00	256.29	
147	Repairs & Renewals			5,410.00	4,024.39	Electrical upgrades
189	Cenotaph Cleaning			2,000.00		
	SUB TOTAL			**10,460.00**	**6,617.58**	

Planning & Highways

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
140	Surveys			1,000.00		Awaiting surveys
203	Neighbourhood Plan			5,000.00		Awaiting NP Consultant
	SUB TOTAL			**6,000.00**		

Play Parks

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
1	New Equipment					
2	Repairs			12,000.00	5,902.96	
3	Inspections			400.00	280.00	
109	Rent			5.00		
	SUB TOTAL			**12,405.00**	**6,182.96**	

Portland Community Venue

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
46	Water Rates			1,300.00		
47	Electric			8,500.00	3,605.22	
48	Gas			4,200.00		
49	Repairs & Renewals			10,000.00	2,507.16	
50	Business Rates			5,300.00	6,197.87	Business Rate increase
65	Consumables			1,000.00	16.82	
131	Sanitary Disposal			1,000.00		
181	Cleaning Contract			4,500.00	2,172.00	
204	Legionella			1,000.00		
209	Refund					
214	Rebate on Room Hire				4,102.56	
	SUB TOTAL			**36,800.00**	**18,601.63**	

Professional Fees

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
27	Audit			3,100.00	1,992.67	
28	Payroll			350.00	71.25	
29	Legal Fees			10,000.00	802.00	
88	Annual Subscription			5,800.00	3,136.70	
92	Professional Services			1,000.00	201.75	
171	Bank Charges			300.00	162.18	
172	Land Registry Search Fees			150.00	14.00	

	SUB TOTAL			**20,700.00**	**6,380.55**

Prudent Reserve

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
148	Prudent Reserve			7,586.00	
	SUB TOTAL			**7,586.00**	

Public Works Loan

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
93	Loan Repayment			13,784.00	6,892.00
	SUB TOTAL			**13,784.00**	**6,892.00**

Staff

		Receipts		Payments		
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**	
80	Salaries			359,500.00	99,244.36	
81	HMRC Tax & NI				37,413.01	
82	Dorset Council Pension				30,438.69	
83	Mileage			500.00	30.00	
177	Referrals					
	SUB TOTAL			**360,000.00**	**167,126.06**	Under budget predicted

Toilets All Contracts and Expenses

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
64	Cleaning & Consumables			37,000.00	17,582.34
89	Legionella Testing			4,300.00	4,017.38
90	Service Plan			2,025.00	80.00
112	Planned Maintenance			6,000.00	
	SUB TOTAL			**49,325.00**	**21,679.72**

Toilets Easton/Fortuneswell/Yeates

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
190	Sanitary Disposal			460.00	
191	Repairs & Maintenance			4,400.00	1,391.47
192	Electric			1,950.00	845.31
193	Water			2,000.00	
	SUB TOTAL			**8,810.00**	**2,236.78**

Toilets Portland Bill

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
34	Water Rates			4,000.00	4,538.38
35	Electric			1,800.00	688.81
36	Repairs & Renewals			2,600.00	1,538.30

113	Business Rates				
116	Sanitary			450.00	
154	License				2,138.44
	SUB TOTAL			**8,850.00**	**8,903.93**

Training

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
8	Training			5,520.00	2,220.25
	SUB TOTAL			**5,520.00**	**2,220.25**

Waste Management

		Receipts		Payments	
Code	**Title**	**Budgeted**	**Actual**	**Budgeted**	**Actual**
71	Waste Management			5,000.00	2,212.77
	SUB TOTAL			**5,000.00**	**2,212.77**

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Bank Transfers

Purpose of Report
To consider the bank transfers initiated to date in accordance with the Councils adopted Financial Regulations and Treasury Management & Investment policy.

Date	From	To	Amount	Notes
28/05/26	Unity Current Account	Unity Savings Account	£250,000	As per the Treasury Management & Investment Policy
11/06/26	Lloyds Savings Account	Lloyds Current Account then to Unity Current Account	868.35	Mayor's Charity Money
13/07/26	Unity Savings Account	Unity Current Account	£20,000	As per the Treasury Management & Investment Policy
02/09/26	Unity Savings Account	Unity Current Account	£40,000	As per the Treasury Management & Investment Policy
28/09/26	Unity Current Account	Unity Savings Account	£300,000	As per the Treasury Management & Investment Policy
15/10/26	Unity Savings Account	Unity Current Account	£40,000	As per the Treasury Management & Investment Policy

Recommendation
That the Committee endorse the bank transfers to Council.

[redacted]

Transfers

Purpose of Report
To consider the transfer of funds as set out below:

- Headstone Inspections - £1,000 – To go into reserves for 5 yearly inspections as per the 26-27 budget.
- Elections - £2,000 – To go into reserves for election tool as per the 26-27 budget.
- Tree Surveys - £1,000 – To go into reserves for as per the 26-27 budget.
- Cenotaph - £1,000 – To go into reserves as per the 26-27 budget.
- Prudent Reserve - £7,586 – To go into General Prudent Reserve as per the 26-27 budget.

Recommendations
That the Committee approves the transfers and new reserve heading:

- £1,000 to Headstone Inspections.
- £2,000 to Elections
- £1,000 to Tree Surveys
- £1,000 to Cenotaph
- £7,586 to General Prudent Reserve.

[redacted]

Current CIL Position

Purpose of Report

To review the current CIL position, at 30th September 2026:

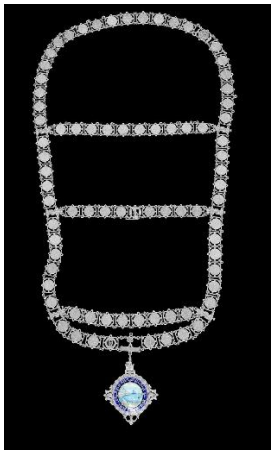
CIL Current Position	
Opening Balance	-£152,057.83
CIL Funding Received 22.4.25	
Land Adjacent To Former Gatehouse West Way Southwell Business Park	-24983.31
	-£177,041.04

Commitments		
Tennis Courts	Spent	£20,106.06
France Quarry	Spent	£1,000.00
Victoria Gardens Toilet		£40,000.00
Weston Road MUGA		£10,000.00
Solar Panels		£15,000.00
Weston Road MUGA		£75,000.00
	Balance	**-£15,934.98**

Recommendations

That the Committee reviews and agrees the current CIL position.

Mayor's Civic Regalia Chain



The Mayor's Chain of Office currently contains 79 discs of previous Mayors dating back from 1938. Last five mayors are due to be added.

The chain is now very long and heavy and noted as being uncomfortable and impractical to wear at many civic events.

We have obtained a quote to reduce the chain in size to reduce this in size/length and make it more wearable and manageable.



Proposal is for the chain to be taken apart and re-arranged with approx. 35 discs (inc new additions) from current year backwards – to be more in line with this image.

NB: The number of discs is to be finalized on advice from the jeweler when chain is with them in person to check it sits correctly etc

The chain would be updated yearly by removing the oldest dics and updating with the latest – to keep to same size.

The quote is from the local jeweler that has previously worked on the civic chain (made the replacement dong/badge, updates name discs, creates new disc holders).

Quote received June 2026:-

To adjust mayoral chain and make 6 x new name plates with hallmarked sterling silver. Supply and fit velvet backing to Mayoral chain £1230.00.

Yearly – additional discs/holders £287

Propose that the discs removed are all stored securely in a coin holder. Create page on PTC website with details/information on the previous chain and mayors.