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Portland Community Venue
Fortuneswell
Portland
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E-mail: - office@portlandtowncouncil.gov.uk
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29th October 2026

Dear Councillor

You are hereby summoned to attend a **FINANCE & GOVERNANCE COMMITTEE MEETING** of **PORTLAND TOWN COUNCIL**, to be held at Portland Community Venue on **WEDNESDAY 4th NOVEMBER 2026** commencing at **10.30 am** 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

Membership:
Cllrs S Cocking, J Draper, C Flack, L Hardwicke, R Hughes, P Kimber, P Roper

AGENDA

1. **Chair's 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 last meeting held on **2nd September** 2026 at **Annexe A** to the agenda as a true and accurate record.

   Recommendation:
   That members agree the minutes of the last meeting held on **2nd September** 2026 at **Annexe A** to the agenda as a true and accurate record.

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

   Recommendation:
   To recommend approval of the Quarter 1 all banks reconciliation and bank statements for Unity Trust Bank, Lloyds Bank and the petty cash account to Full Council.

7. **2026-27 Quarter 2 Budget Monitoring Report**
   To consider the 2026-27 Quarter 2 Budget monitoring report at **Annexe C**.

   Recommendation:
   That the Committee recommends approval of the 2026-27 Quarter 1 Budget monitoring report to Full Council.

8. **School Meals Working Group**
   Report attached at **Annexe D.**

   Recommendation
   To consider the budget and the options for the school meals vouchers in 2027/28.

9. **Community Nature Recovery Fund**
   Report attached at **Annexe E**

   Recommendation
   To consider the proposals in the report at **Annexe E.**

10. **Budget 2027-28**
    To consider proposals in respect of 2027-28 budgets, projects, priorities, and reserves within the remit of the Committee. The detailed budgets within the remit of the Committee is attached at **Annexe F and G.**

    Recommendation:

    That the Committee considers:
    a) draft 2027/28 budgets as detailed in **Annexes F and G** attached to the agenda.
    b) priority projects, activities, and reserves that it wishes to propose to form part of the 2027/28 Council budget.

11. **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**

    Recommendation
    That the Committee endorse the bank transfers to Full Council.

12. **Fund Transfer Report**
    To consider the transfer of funds as set out in the attached report at **Annexe I**.

    Recommendation
    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.

13. **CIL Report**
    To review the current CIL position, attached at **Annexe J**.

    Recommendation
    That the Committee reviews and agrees the current CIL position

14. **Grant Applications**
    To consider the following grant applications:
    a) Andrew Simpson Foundation – **Annexe K1**
    b) Portland Heritage Trust – **Annexe K2**
    c) Weymouth & Portland Water Polo Club – **Annexe K3**

d) Portland Victoria Bowls Club – **Annexe K4**

15. Schedule of Payments

To receive the schedule of payments made by the Council to ensure compliance in accordance with the Council's adopted Financial Regulations.

A copy of the payment schedule voucher **351** to **468** is attached to the agenda at **Annexe L** totalling **£97,399.42** excluding VAT.

Queries on payments should be notified to the Clerk/RFO in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

Recommendation:
That the Committee confirms compliance of the payments made at **Annexe L** in accordance with the adopted Financial Regulations to Full Council.

16. Information Items

Date of Next Meeting. The Committee's next meeting is scheduled for 10.30 am on Wednesday 6th January 2027.

Recommendation:
Members are asked to note the information items.

PORTLAND TOWN COUNCIL
MINUTES OF THE FINANCE & GOVERNANCE MEETING
HELD AT 10.30AM ON WEDNESDAY 2nd SEPTEMBER 2026
AT THE PORTLAND COMMUNITY VENUE

PRESENT:
Councillors: S Cocking (Chair), C Flack, L Hardwicke

Staff: Jane Miles, Clerk
Steph Byrnes, Finance Officer

IN ATTENDANCE: Cllr Kia Pope and no members of the public present.

FIN/020/26 Chair's Welcome
The Chair welcomed all those present to the meeting.

FIN/021/26 – Apologies for absence
Councillors Draper, Hughes, Kimber and Roper

FIN/022/26 – Declarations of Interest
None

FIN/023/26 – Minutes of the Previous Meetings
Minutes of the Council Meeting on 1st July 2026.

Resolved that the Committee approved the minutes of the last meeting, held on 1st July 2026, which were duly signed as a true and accurate record of the meeting.

FIN/024/26 – Democratic Public Half Hour Open Forum
Cllr Pope spoke about a proposal as follows:

That included in the 2027/28 draft budget, there is an earmarked reserve for community nature recovery and sustainability, set at 5% of the precept. At current precept levels that is £32,322 a year. This would be split 50/50 between a Community Grants Scheme, including the Youth Council and Council needs, for example air quality surveys and hedgehog signs, as there is nothing in the budget at present.
He said that local people wanted this as do other councillors.
The Chair explained that there used to be a Climate Emergency budget but this was never used and it would be considered by the Budget Working Group.

There was then a discussion around whether this level of increase in the precept should be subject to resident consultation.
The Clerk advised that this was not a legal requirement but would be good practice, given the level of increase.
Cllr Pope felt that this was not necessary and that this was a priority from the survey carried out 2/3 years ago.

Cllr Harwick asked if he had approached Dorset Wildlife Trust, as there may be alternative funding schemes, which Cllr Pope said he had hadn't.

The Clerk would seek advice around the need to carry out a survey.

FIN/024/26 2026-27 Quarter 1 Bank Reconciliation

Resolved to recommend approval of the Quarter 1 all banks reconciliation and bank statements for Unity Trust Bank and Lloyds Bank to Full Council.

FIN/024/26 2026-27 Quarter 1 Budget Monitoring Report

Resolved that the Committee recommends approval of the 2026-27 Quarter 1 Budget monitoring report to Full Council.

FIN/024/26 Budget 2027-28

Resolved that

a - the Budget Working Group has the following members – Cllr Cocking, Cllr Draper, Cllr Hardwick and Cllr Roper.

b – the terms of reference were agreed

FIN/025/26 – Schedule of Payments

Resolved the Committee confirmed compliance of the payments made at **Annexe E** in accordance with the adopted Financial Regulations to Full Council.

FIN/026/26 – Information Items

Resolved to note the information items.

With the Chair's thanks for attendance, the meeting closed at **10.58am**

Signed …… Dated…….....
Chair

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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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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Annexe D – F&G Committee 4th November 2026

The school meals working group met on October 15th. Could you include the report on the agenda for the finance committee meeting on the 4th November.

Report of the School Meals Working Group to the Finance Committee

Portland Town Council

School Meals Support Programme: Budget Review and Funding Requirement for 2027/28

Purpose of Report

To update the Finance Committee on demand for the School Meals Support Programme, review the current financial position of the scheme, and seek approval for an increased budget allocation for the 2027/28 financial year.

Background

The School Meals Support Programme provides assistance to local families experiencing financial hardship. The Working Group has reviewed current demand and expenditure and has identified a continuing increase in the number of children requiring support.

Whilst child poverty is a national concern, evidence demonstrates that parts of Portland experience levels of deprivation significantly above regional and national averages. Dorset Council's deprivation analysis identifies several neighbourhoods within Weymouth and Portland amongst the most deprived areas in Dorset, with a concentration of deprivation affecting children and families. [gi.dorsetc...cil.gov.uk], [gi.dorsetc...cil.gov.uk]

Historically, Underhill has experienced particularly high levels of child poverty, with estimates suggesting that almost half of children in the area are living in poverty. Across Weymouth and Portland, approximately one in four children have been estimated to live in poverty. [dorsetecho.co.uk]

The Working Group believes these local circumstances are reflected in the growing demand for support through the School Meals Programme.

Current Position

The number of children eligible for assistance through the scheme has increased by approximately **15%** during the current financial year.

As a consequence, expenditure is forecast to exceed the approved budget by approximately **£1,000** by the end of the financial year.

The Working Group recommends that this overspend is met from Council reserves in order to ensure that support can continue to be provided to eligible children without interruption.

Budget Requirement for 2027/28

The current annual budget for the School Meals Support Programme is **£20,000**.

Given the increase in demand and the expectation that eligibility levels will remain elevated, the Working Group recommends increasing the budget allocation to **£23,000** for the 2027/28 financial year.

Budget Item	Amount
Current Budget	£20,000
Proposed Budget 2027/28	£23,000
Increase Required	£3,000

The proposed increase will provide sufficient capacity to meet anticipated demand and reduce the risk of in-year budget pressures.

Financial Implications

- Forecast overspend in the current year: **£0**, within this year's budget
- Recommended funding source: **N/A**
- Proposed budget for 2027/28: **£23,000**
- Budget increase required: **£3,000**

Recommendations

The Finance Committee is asked to:

1. Note the increasing demand for support through the School Meals Support Programme.

2. Note the approximate **20% increase** in the number of children receiving assistance.
3. Approve an increase in the annual School Meals Support Programme budget from **£20,000 to £23,000** for the 2027/28 financial year.

Conclusion

The School Meals Working Group considers that the increase in demand for support reflects the continuing financial pressures experienced by families on Portland. Local deprivation data demonstrates that parts of Portland experience levels of child poverty significantly above national averages, with some neighbourhoods among the most deprived in Dorset. The proposed budget increase will enable the Council to continue providing essential support to children and families who require assistance. [gi.dorsetc...cil.gov.uk], [gi.dorsetc...cil.gov.uk], [dorsetecho.co.uk]

Sources

1. Dorset Council, *Deprivation Topic Data* and *Deprivation Reports* identifying neighbourhoods within Weymouth and Portland amongst the most deprived areas in Dorset. [gi.dorsetc...cil.gov.uk], [gi.dorsetc...cil.gov.uk]
2. Dorset Echo, report on deprivation in Weymouth and Portland, noting that almost half of children in Underhill were living in poverty and that approximately one in four children across Weymouth and Portland lived in poverty. [dorsetecho.co.uk]
3. House of Commons Library, *Which children are most likely to be in poverty in the UK?* reporting that 27% of children were in relative poverty after housing costs in 2024/25. [commonslib...liament.uk]
4. Department for Work and Pensions, *Deep material poverty: Financial year ending 2024*, reporting that 14% of UK children were living in deep material poverty. [gov.uk]

Proposal to the Finance Committee

Community Nature Recovery Fund Budget 2027/28

Purpose

To consider increasing the budget available for the Community Nature Recovery Fund in 2027/28 in order to support the Council's environmental objectives and expand opportunities for community-led nature recovery projects across Portland.

Background

The Council previously resolved to:

a) establish a Community Nature Recovery Fund;

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

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

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

These decisions created an initial fund of **£12,000** to support nature recovery, biodiversity enhancement and environmental improvement projects within the parish.

Budget Considerations

The proposers of the Community Nature Recovery Fund have previously indicated an aspiration that expenditure on environmental and nature recovery initiatives should represent approximately **4% of the Council's overall budget**, equivalent to around **£28,000 per annum**. The creation of the Fund demonstrates the Council's commitment to this objective and provides a mechanism through which practical environmental improvements, habitat enhancement and community-led nature recovery projects can be supported across Portland.

Whilst the existing allocation represents a significant investment, it falls below the aspiration outlined above.

It is therefore proposed that:

- An additional **£3,000** be allocated from the 27/28 budget to the Community Nature Recovery Fund for 2027/28.
- **£2,000** from the current Grants Budget be repurposed and transferred to the Community Nature Recovery Fund.

This would increase the available cash budget from **£12,000 to £17,000**.

In-Kind Contribution

In addition to direct financial expenditure, the Council benefits from substantial support provided through the Green Team. It is estimated that approximately **£11,000** of value can be contributed annually through existing spare capacity.

This contribution significantly increases the overall impact of the programme without requiring additional expenditure by the Council.

Contribution	Value
CIL allocation	£10,000
General Reserve allocation	£2,000
Additional budget proposed	£3,000
Transfer from Grants Budget	£2,000
Total Cash Budget	**£17,000**
Green Team in-kind contribution	£11,000
Total Programme Value	**£28,000**

Benefits

The proposed increase will:

- Support delivery of biodiversity, habitat creation and environmental improvement projects across Portland.
- Enable greater community participation in nature recovery initiatives.
- Assist the Council in delivering its environmental ambitions and climate objectives.
- Maximise the value of Council investment through the additional contribution provided by the Green Team.
- Bring total investment in nature recovery activity closer to the aspiration of 4% of the Council's overall budget.

Financial Implications

The proposal requires:

- An additional budget allocation of **£3,000**; and
- The transfer of **£2,000** from the existing Grants Budget.

This would create a cash budget of **£17,000** for the Community Nature Recovery Fund, supplemented by an estimated **£11,000** of in-kind support from the Green Team.

Recommendations

The Finance Committee is requested to recommend that Council:

1. Approves an additional allocation of **£3,000** to the Community Nature Recovery Fund for 2027/28.
2. Approves the transfer of **£2,000** from the Grants Budget to the Community Nature Recovery Fund.
3. Notes that these changes will increase the available cash budget for the Fund to **£17,000**.
4. Notes the estimated **£11,000** annual in-kind contribution provided through Green Team activities, bringing the total value of support for nature recovery initiatives to approximately **£28,000** per annum.

Conclusion

The Community Nature Recovery Fund provides a practical mechanism for supporting environmental enhancement, biodiversity projects and community-led nature recovery initiatives across Portland. The proposed increase in funding, together with the significant in-kind contribution provided by the Green Team, would increase the total value of support available to approximately **£28,000**, aligning with the aspiration that around 4% of the Council's overall budget should contribute towards environmental and nature recovery objectives.

Annexe F - F&G Committee
4th November 2026

Proposed Budget 2026/27

Civic

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	6	Mayor's Allowance	£1,050.00	£1,050.00		
	137	Chaplain	£105.00	£105.00		
	138	Deputy Mayor's Allowance	£525.00	£525.00		
	7	Civic Events	£1,620.00	£1,620.00		
£3,150.00		**Total Expenditure**	**£3,300.00**	**£3,300.00**		

Community Funds

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	84	Grants	£4,500.00	£4,500.00		
	103	Museum		£3,000.00		Agreed Full council
	120	Community SLAs	£18,000.00	£18,000.00		
	103	School Meal Donation	£19,000.00	£19,000.00		
	169	Youth Council	£1,000.00	£1,000.00		
		The Drop In 50% Grant		£6,000.00		New Line
£30,000.00		**Total Expenditure**	**£42,500.00**	**£51,500.00**		

Elections

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	139	Elections	£2,000.00	£2,000.00		
		Total Expenditure	**£2,000.00**	**£2,000.00**		

Insurance

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	4		£500.00	£500.00		
	100	Insurance	£9,500.00	£9,500.00		
£6,000.00		**Total Expenditure**	**£10,000.00**	**£10,000.00**		

Office Admin

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	30	Stationery	£1,000.00	£1,000.00		
	31	Postage	£250.00	£250.00		
	32	Photocopying	£1,800.00	£1,800.00		
	69	Office Furniture	£500.00	£500.00		
	77	Advertising	£2,000.00	£1,500.00		
	107	Annual Subscription	£850.00	£1,100.00		Building Alarm
	123	Sundry Expense	£250.00	£250.00		
£3,150.00		**Total Expenditure**	**£6,650.00**	**£6,400.00**		

Portland Community Venue

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	46	Water Rates	£1,300.00	£1,800.00		
	47	Electric	£8,500.00	£8,500.00		
	48	Gas	£4,200.00	£4,200.00		
	49	Repairs & Renewals	£10,000.00	£10,000.00		
	50	Business Rates	£5,300.00	£5,800.00		
	65	Consumables	£1,000.00	£1,000.00		
	131	Sanitary Disposal	£1,000.00	£500.00		
	181	Cleaning Contract	£4,500.00	£4,500.00		May need to increase
		Legionella	£1,000.00	£1,000.00		
		Drop In Grant		£5,500.00		New budget line
£7,216.00		**Total Expenditure**	**£36,800.00**	**£42,800.00**		
Income						
-£21,000.00	**74**	**Total Income**	**-£24,000.00**	**-£43,750.00**		5% Hire increase, £1,750 Nursery increase
-£13,784.00		**Total Net**	**£12,800.00**	**-£950.00**		

Professional Fees

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	27	Audit	£3,100.00	£3,000.00		
	28	Payroll	£350.00	£350.00		
	29	Legal Fees	£10,000.00	£10,000.00		
	88	Annual Subscription	£5,800.00	£6,500.00		
	92	Professional Fees	£1,000.00	£1,000.00		
	171	Bank Charges	£300.00	£400.00		
	172	Land Registry Search Fees	£150.00	£150.00		
£10,000.00		**Total Expenditure**	**£20,700.00**	**£21,400.00**		

Prudent Reserve

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	148	Prudent Reserve	£7,586.00	£7,586.00		TBD
		Total Expenditure	**£7,586.00**	**£7,586.00**		**£0.00**

Public Works Loan

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	93	Loan Payment	£13,784.00	£13,784.00		Fixed
		Total Expenditure	**£13,784.00**	**£13,784.00**		

Rents Income

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure						
		Total Expenditure				
Income		Rental 1	-£4,655.00	-£4,655.00		
		Rental 2	-£250.00	-£250.00		
		Rental 3	-£75.00	-£75.00		
		Rental 4	-£280.00	-£280.00		
		Rental 5	-£3,882.00	-£3,882.00		
	75	**Total Income**	**-£9,142.00**	**-£9,142.00**		

IT & Comms

2022/23 Budget	Code	Detail Code	2026/27 Final Budget	2027/28 Budget Working Group	2027/28 Committees	27 - 28 Notes
Expenditure	9	Internet Services	£700.00	£700.00		
	10	Telephony	£1,450.00	£1,450.00		
	11	Mobile Phones	£1,450.00	£1,450.00		
	12	IT Service Contract	£5,000.00	£5,000.00		
	13	Equipment	£1,000.00	£1,000.00		
	14	Website	£500.00	£1,000.00		Increase as charged per consultation not included in contract
	15	Licenses	£3,620.00	£3,620.00		
	72	Software	£4,800.00	£4,800.00		
	188	Branding and Promotions	£500.00	£500.00		
£12,250.00		**Total Expenditure**	**£19,020.00**	**£19,520.00**		

Annexe G - F&G Committee 4th November 2026
SCHEDULE OF FEES AND CHARGES

Service	Description	2026/27 Charge £	Proposed 2027/28 WG	Proposed 2027/28 Committee	Proposed 2027/28 Notes
ALLOTMENTS					
Allotment Fee	Charge per rod	10.00	15.00		
CEMETERIES					
Cemetery Fee	Interment fee for person 16 years of age and over	830.00	830.00		
Cemetery Fee	Child over 2 years but not 16 years of age	150.00	150.00		
Cemetery Fee	Infants under 2 years of age	No Charge	No Charge		
Cemetery Fee	Interment fee cremated remains	230.00	231.00		
Cemetery Fee	Exclusive right of burial for 30 years including a right to erect a memorial	830.00	850.00		
Cemetery Fee	Renewal of exclusive rights of burial for 30 years				
Cemetery Fee	Exclusive right of burial for 30 years (infant section only for 2 years of age and under including the right to erect a memorial	350.00	350.00		
Cemetery Fee	Exclusive right of burial for 30 years (all cremated remains section) including right	415.00	425.00		
Cemetery Fee	Right to erect a memorial (graves purchased before 1st June 2004)	60.00	60.00		
Cemetery Fee	Approval for addition inscription or change of design or memorial	60.00	60.00		
Cemetery Fee	Transfer of Exclusive Rights of Burial	60.00	60.00		
Cemetery Fee	Permission to scatter ashes	60.00	60.00		
Memorials	Stone plaque inscribed	470.00	470.00		
Memorials	Stone plaque blank	420.00	420.00		
Memorials	Additional inscription	10.00	10.00		
Memorials	Memorial bench for 15 year lease	1500.00	1600.00		
Memorials	Plaque on existing bench	175.00	175.00		

PORTLAND COMMUNITY VENUE					
PCV Hire	Hire of Hall - per hour	15.00	16.00		
PCV Hire	Hire of Ray Nowak Studio - per hour	10.00	11.00		
PCV Hire	Hire of Therapy Room - per hour	7.50	8.00		
PCV Hire	Hire of Kitchen - flat fee per hire duration	15.00	15.00		
PCV Hire	Weekend Party Hire (4 hours including kitchen)	50.00	50.00		
OUTSIDE SPACES					
Commercial Land	Hire of land - from £50.00 (HAB, Gardens etc)	50.00	50.00		

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.

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.

Annexe J
[redacted] – F&G Committee 15th October

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.

Annexe K1 - F&G
Committee 4th November
2026

Portland Town Council
Grant Application Form

Please read through the **Portland Town Council (PTC) Grant Award Guidance Notes** BEFORE completing this application form. All grant forms can be found on the Town Council website: https://portlandtowncouncil.gov.uk/council/accounts/grants

Please download this form to your computer and either:

- Complete it **electronically**, save a copy and email it back as an attachment, OR
- Clearly **write** in the text boxes, scan or photograph your completed copy and:
- **Email** it back as an attachment, OR
- **Post** it or drop it into:
  Portland Town Council
  Portland Community Venue
  Three Yards Close
  Portland
  Dorset
  DT5 IJN

Help and Information

If you require any assistance in completing this form or if you have any queries, please contact us at:
Portland Town Council, Portland Community Venue, Three Yards Close, Portland, Dorset, DT5 IJN

Telephone: 01305 821638 **E-mail** finance@portlandtowncouncil.gov.uk

Key date

Applications for Portland Town Council Grant Awards close on 31st January 2027 or sooner if grant funds have already been allocated.

Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

APPLICATION FORM FOR PORTLAND TOWN COUNCIL GRANT AWARD

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only **Ref:**

Name of group / organisation*	Andrew Simpson Sailing Foundation, operating as the Andrew Simpson Foundation and Andrew Simpson Centre Portland		
Contact Name*	Lindsay Porter		
Contact (postal) address	Andrew Simpson Foundation, Osprey Quay, Portland, Dorset DT5 1SA		
Position/ role in group/ organisation*	Fundraising Officer		
Contact telephone number*	0300 124 0449		
Contact e-mail address*	lindsay@andrewsimpsonfoundation.org		
Group/ organisation social media account/ website details (if applicable)	https://andrewsimpsonfoundation.org/		
Is your group/ organisation newly formed? (*less than 1 year*)	**Yes** ☐ **No** ☒	**How long has your group been operating?**	13 years
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	The Andrew Simpson Foundation (ASF) is a registered charity established in memory of Olympic sailor Andrew 'Bart' Simpson MBE. Our mission is to transform young lives through sailing, watersports and education. From Andrew Simpson Centre Portland, we provide inclusive, structured programmes for children and young people, prioritising those affected by financial disadvantage, special educational needs and disabilities, poor mental wellbeing or disengagement from education. Activities combine safe, practical learning on and around the water with mentoring, environmental education and opportunities to gain skills and qualifications. Our objectives are to improve wellbeing, confidence, resilience and teamwork; widen access to Portland's maritime environment; raise aspirations; and help young people progress towards education, training and employment. We work with local schools, families and community partners so that cost and personal circumstances do not prevent participation.		
Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.			

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portland Town Council?	*(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)* **£1000.00**
What is the name/ title of the project/ activity/ event?	Portland 'Ocean Guardians' Sustainability Programme
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	ASF is applying for £1,000 to deliver a six-week Sustainability Programme at Andrew Simpson Centre Portland for a group of up to 10 young Portland residents. Each three-hour session will combine practical environmental education with safe activities on and around the water. Young people will explore the importance of the ocean, climate change, plastic and nutrient pollution, water quality, biodiversity and sustainable food choices. Activities will include water-quality testing, species identification, citizen science, shoreline observation and practical action to reduce waste. The need is twofold. Young people facing financial disadvantage, SEND, low confidence or disengagement from education often have limited access to enriching outdoor and environmental learning, despite living beside an internationally significant marine environment. At the same time, Portland's coastal environment faces pressures from pollution, waste and climate change. The grant would remove cost barriers and pay towards qualified instruction, use of boats and safety equipment, environmental monitoring equipment, learning materials and participant support. The project directly advances the Council's Environment objective through waste reduction, environmental awareness and stewardship, and its Wellbeing objective through active, collaborative learning outdoors. Participants will gain knowledge, confidence, teamwork and a stronger connection to Portland's natural environment, while completing practical actions that benefit the wider community.
Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.	Proposed match funding: £250 from ASF unrestricted funds and wider charitable fundraising. No other grant award is currently allocated specifically to this proposed cohort.
How would a PTC Grant Award make a difference to your group/ organisation and its members?	A £1,000 award would enable ASF to offer a complete local programme free of charge to young people who may otherwise be excluded by cost. It would meet 80% of the proposed £1,250 delivery budget and provide a clearly identifiable contribution towards six sessions, including staff time, specialist resources and safe access to equipment. The grant would strengthen our environmental provision at Portland, allow young people to undertake meaningful practical work rather than classroom-only learning, and help us demonstrate local demand and impact when seeking continuation funding.

How will the people and communities of Portland benefit from this project/ activity/ event?	*Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.* The direct beneficiaries will be up to 10 children and young people from Portland, principally aged 8-18. Places will be inclusive of all genders, ethnicities, faiths and sexual orientations and will prioritise those who face barriers to opportunity, including low-income households, SEND or neurodiversity, poor mental wellbeing, low confidence and limited access to outdoor learning. Participants will be recruited through local schools and community relationships. Residents will benefit from young people becoming more informed and active custodians of Portland's coastline. Participants will learn how pollution, waste and climate change affect local waters; undertake water-quality testing, shoreline observations and practical waste-reduction activities; and share sustainable actions with their families and school communities. The programme will improve confidence, wellbeing, teamwork and engagement while strengthening connection to place. The wider community benefits from increased environmental awareness, citizen-science activity and young residents who are better equipped to care for Portland's marine environment.		
Approximately how many people usually attend your sessions and approximately how many of these are Portland residents?	A proposed cohort will include up to 10 young people per session. All places funded through this application will be reserved for Portland residents; therefore, up to 10 attendees will be Portland residents.		
Future sustainable plans – provide details on your plans to financially support future years.	ASF uses a mixed-income model to sustain charitable delivery, combining trust and foundation grants, corporate support, individual donations, fundraising events and, where appropriate, affordable school or participant contributions. Evidence and feedback from this cohort will support applications to environmental, youth and local funders for future delivery. We will also explore repeat school partnerships, community collaboration and modest in-kind support. Future programmes will only be commissioned when sufficient funding is secured; a Town Council award would help establish evidence of local demand without creating an unfunded ongoing commitment.		
Does your group have a safeguarding policy in place if applicable?	**Yes** ☒ **N/A** ☐	**If yes, what was the date this was last reviewed?**	February 2026
Are all staff/volunteers working with children and vulnerable adults DBS checked?	**Yes** ☒ **N/A** ☐		

What is the timing of this project/ activity/ event?	*Please provide details of when it is planned to start and finish (NB - all grants awarded in **must be SPENT** **within 1 year of the grant award date**)* The programme will be delivered as six weekly three-hour sessions within 12 months of the grant award. A provisional delivery window is May-July 2027, subject to the Council's decision, school/referral-partner timetables and participant availability. All grant expenditure will be committed and spent within one year of the award date.

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	**Yes** ☒ **No** ☐	If **Yes**, how many people are on it?	We have 12 trustees
Have you received a grant from this Council previously?	**Yes** ☐ **No** ☒	If **Yes**, for how much and what was it for?	
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	**£1250.00**		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: Yes, part of the project could proceed. ASF would first seek to protect the number and quality of sessions by using unrestricted funds or further fundraising where available. If the shortfall could not be met, the award would be used for a smaller cohort or a reduced package of environmental resources, agreed with the Council. For example, an award of £500 would contribute to three sessions for up to 10 Portland young people. We would not start delivery until a safe and viable budget was confirmed.		

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have a written constitution?	**Yes** ☒ **No** ☐	If **Yes**, please attach a copy to your application.
What is your charity number or other community group registration?	Registered charity number 1153060	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)

Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
Qualified delivery staff	£600 for planning and six three-hour sessions	£500 PTC; £100 ASF
Activity and safety equipment	£250 for boats, buoyancy aids & associated equipment	£200 PTC; £50 ASF
Environmental resources	£250 for water-testing and practical learning materials	£200 PTC; £50 ASF
Participant & programme support	£150 for outreach, administration and access support	£100 PTC; £50 ASF
Proposed funding total	Portland Town Council £1,000	ASF £250
TOTAL COST	**£1250.00**	

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	**Yes** ☒ **No** ☐	If **Yes**, please provide the last 12 months of Minutes (Attach copies to your application)
Does your group/ organisation have an annual record of accounts or financial reports?	**Yes** ☒ **No** ☐	If **Yes**, please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If **No**, please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)

6. DECLARATION

- I confirm that I have read the Portland Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portland Town Council Grant Award. Any unspent funds will be required to be paid back to the town council.

I confirm: ☑ ***Tick here***

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portland Town Council Grants Award process and any other conditions which Portland Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portland Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

I confirm: ☑ ***Tick here***

Date: 11 Sept 2026

Signature: [redacted]

Print name: Lindsay Porter

Position in Organisation: Fundraising Officer

APPLICATION CHECKLIST

Have you provided ALL the required contact details? ☑

Does your application clearly explain how Portland residents and communities would benefit from any grant awarded to your group/ organisation? ☑
Does your project/ activity/ event fit within the grant award spend timeline? ☑

Have you attached the required information for the community grant?

- **Section 4**
  - Written constitution ☑
- **Section 5**
  - Committee or Board Minutes ☑
  - Annual record of accounts or financial reports ☑
  - Other grants or contributions ☒
  - Cash flow forecast ☒

Have you signed the **Declaration**

Further information about Portland Town Council and its grant making is available from:

Please submit your completed Grant Application form and any supporting documentation to:
finance@portlandtowncouncil.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation to:
Portland Town Council
Portland Community Venue
Three Yards Close
Portland
Dorset
DT5 IJN

https://portlandtowncouncil.gov.uk/council/accounts/grants

Portland Town Council looks forward to receiving your application!

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  Three Yards Close
  Portland
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  DT5 IJN

Help and Information

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Portland Town Council, Portland Community Venue, Three Yards Close, Portland, Dorset, DT5 IJN

Telephone: 01305 821638 **E-mail** finance@portlandtowncouncil.gov.uk

Key date

Applications for Portland Town Council Grant Awards close on 31st January 2027 or sooner if grant funds have already been allocated.

Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

APPLICATION FORM FOR PORTLAND TOWN COUNCIL GRANT AWARD

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only **Ref:**

Items noted * MUST be completed

Name of group / organisation*	Island of Portland Heritage Trust		
Contact Name*	(Mrs) Pam Boyce		
Contact (postal) address	[redacted]		
Position/ role in group/ organisation*	Trustee		
Contact telephone number*	[redacted]		
Contact e-mail address*	[redacted]		
Group/ organisation social media account/ website details (if applicable)	www.stgeorgesreforne.co.uk		
Is your group/ organisation newly formed? (*less than 1 year*)	**Yes** **No** N	**How long has your group been operating?**	Registered in December 1981
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	1.To advance the education of the public in the arts and artistic crafts. 2.To promote any charitable purpose that will encourage and maintain the standards of crafts, ancient and modern, to preserve and improve craftsmanship and increase public interest. 3. To secure the preservation of features of geological, botanical, scientific, archaeological and historic interest in the Island of Portland.		

Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portland Town Council?	*(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)* £1,000.00
What is the name/ title of the project/ activity/ event?	Replacement of rotted lintel above kitchen window in Girt Hall and associated restoration of surrounding wall, ceiling and floor
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	The Trust applied for Listed building consent to replace the kitchen window, which was quite rotten. This was granted and when the work was undertaken, it was necessary to remove the pine cladding around the window. Underneath the pine cladding it was revealed that the whole wall had been covered with a plastic sheeting and modern plaster 'render' before the pine cladding had been applied. This had happened at some point in the past - we don't exactly know when. The use of the plastic sheeting over the modern plaster had caused dampness to spread behind the cladding, which was not evident until the cladding was removed. It was therefore necessary to remove all the cladding, the plastic sheeting and the plaster, as well as part of the ceiling (which had been affected by the dampness). When the underlying plasterwork was removed, it revealed that the wooden lintel above the window was completely rotten and was disintegrating. The lintel has had to be replaced and the old plaster substituted with the traditional lime plaster used in old, listed buildings, by a specialist craftsman.
Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.	None
How would a PTC Grant Award make a difference to your group/ organisation and its members?	A grant would ensure that full remedial action, rather than a temporary repair, can be carried out quickly to ensure a new load-bearing beam takes the heavy weight of the wall above the window, and the new materials will conserve the integrity of the wall in its original state.
How will the people and communities of Portland benefit from this project/ activity/ event?	*Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.*

	The Girt Hall is the biggest of the halls/workshops hired out to local groups weekly, which include – Osteocise (1 session); Dance school (4 sessions); Patchwork (1 session); Pilates (1 session); Prayer and Praise (1 session), Royal Manor Workshops (2 sessions); Study Centre (2 sessions). Use of the kitchen is integral to these activities so that hirers can offer refreshments to their participants. The hall and kitchen is also hired for weddings and family parties (approximately 3-4 a year) which promotes the Centre and brings in much needed revenue. Use of the kitchen for these larger events is essential The Heritage Trust also uses Girt Hall itself for its fundraising activities such as Bingo and Quiz nights, and for meetings. The hall is sometimes used as a promotional space for Portland community organisations and the artists/craftspeople who lease the adjoining workshop units to develop and promote their crafts. Apart from building safety concerns, any deterioration in the structural integrity of the kitchen would be detrimental to the use of the Girt Hall and lead to a loss of bookings (and income). The smaller Peter Trim Hall is also available to book for meetings and events and has its own kitchen but alone would not be able to accommodate most of the groups listed above, so we have to ensure that the facilities in the Girt Hall meet the hirers' needs. St Georges Centre is an important historic building on Portland, much loved by its community, and its halls provide a versatile and popular venue for local community groups to meet and for a variety of other events The Trustees are mindful of the responsibility of maintaining the building to the highest standard, which means a not inconsiderable annual expenditure given the age and listed building status of the Centre. We occasionally need help to fund repairs that were not anticipated or budgeted for.
Approximately how many people usually attend your sessions and approximately how many of these are Portland residents?	Regularly: 12 sessions a week = 100 people a week Occasional: Private functions = approx 300 people a year Occasional: Trust social events = up to 500 people a year Occasional: One-off meetings/events = up to 100 people a year Over 90% of attendees will be from Portland
Future sustainable plans – provide details on your plans to financially support future years.	The Trust has a rolling programme of planned repairs and maintenance partly based on a Buildings Survey conducted in 2025. Some response maintenance/remedial action is undertaken as required but some issues, like this one, will be unanticipated and difficult to fund if the cost is significant. The Trust relies heavily on income from its own fundraising which is not predictable, hire charges, which are deliberately competitive to benefit local groups with limited resources, and rental income from the Workshop units which is kept deliberately low to encourage new start-ups

Does your group have a safeguarding policy in place if applicable?	**Yes** Y **N/A**	**If yes, what was the date this was last reviewed?**	2026
Are all staff/volunteers working with children and vulnerable adults DBS checked?	**Yes** Y **N/A**		
What is the timing of this project/ activity/ event?	*Please provide details of when it is planned to start and finish (NB - all grants awarded in **must be SPENT** within 1 year of the grant award date)* The work needs to be carried out urgently for structural reasons and also for the restoration of the kitchen to working standards for health and safety reasons. We have engaged a specialist tradesman to assess the damage and effect repairs.		

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	**Yes** Y **No**	If **Yes**, how many people are on it?	6 Trustees
Have you received a grant from this Council previously?	**Yes** **No** N	If **Yes**, for how much and what was it for?	
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£1,480 which includes a new lintel, specialist building materials, and labour costs for the restoration of the kitchen walls/ceiling/floor around the damage		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: We will have to take the balance from our reserves. We have spent over £100,000 on general property maintenance and repairs over the last three years, including £49,000 in 2025/26		

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have A written constitution?	**Yes** **No** N	If **Yes**, please attach a copy to your application. We have a Trust Deed from registration in1981
What is your charity number or other community group registration?	(Please insert N/A if not applicable): Registered Charity 283881	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)		
Item/ Activity	**Description of financial and/ or in-kind contribution**	**Source of funding / contribution**
Lintel	New replacement lintel	**£180.00**
Labour and Materials	Removal of pine cladding, plastic sheeting, part of ceiling affected by damp from sheeting, underlying plasterwork. Removal of rotten lintel. Install new lintel, reinstall and make good new window, replaster whole area with specialist lime mortar, make good decoration, resurface affected floor area under window	**£1,300.00**
TOTAL COST	**£1,480**	

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	**Yes** Y **No**	If **Yes**, please provide the last 12 months of Minutes (Attach copies to your application)
Does your group/ organisation have an annual record of accounts or financial reports?	**Yes** Y **No**	If **Yes**, please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If **No**, please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)

6. DECLARATION

- I confirm that I have read the Portland Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portland Town Council Grant Award. Any unspent funds will be required to be paid back to the town council.

I confirm: ☑ ***Tick here***

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portland Town Council Grants Award process and any other conditions which Portland Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portland Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation. ✓

I confirm: ☑ ***Tick here***

Date: 23rd September 2026

Signature: [redacted]

Print name: Pam Boyce

Position in Organisation: Trustee

APPLICATION CHECKLIST

Have you provided ALL the required contact details?	✓
Does your application clearly explain how Portland residents and communities would benefit from any grant awarded to your group/ organisation?	✓
Does your project/ activity/ event fit within the grant award spend timeline?	✓

Have you attached the required information for the community grant?

• **Section 4**	
▪ Written constitution (Trust Deed)	✓
• **Section 5**	
▪ Committee or Board Minutes	✓
▪ Annual record of accounts or financial reports	✓
▪ Other grants or contributions	N/A
▪ Cash flow forecast	N/A

Have you signed the **Declaration**	Yes

Please submit your completed Grant Application form and any supporting documentation to:
finance@portlandtowncouncil.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation to:
Portland Town Council
Portland Community Venue
Three Yards Close
Portland
Dorset
DT5 IJN

Further information about Portland Town Council and its grant making is available from:
https://portlandtowncouncil.gov.uk/council/accounts/grants

Portland Town Council looks forward to receiving your application!

Portland Town Council
Grant Application Form

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Please download this form to your computer and either:

- Complete it **electronically**, save a copy and email it back as an attachment, OR
- Clearly **write** in the text boxes, scan or photograph your completed copy and:
- **Email** it back as an attachment, OR
- **Post** it or drop it into:
  Portland Town Council
  Portland Community Venue
  Three Yards Close
  Portland
  Dorset
  DT5 IJN

Help and Information

If you require any assistance in completing this form or if you have any queries, please contact us at:
Portland Town Council, Portland Community Venue, Three Yards Close, Portland, Dorset, DT5 IJN

Telephone: 01305 821638 **E-mail** finance@portlandtowncouncil.gov.uk

Key date

Applications for Portland Town Council Grant Awards close on 31st January 2027 or sooner if grant funds have already been allocated.

Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

APPLICATION FORM FOR PORTLAND TOWN COUNCIL GRANT AWARD

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only **Ref:**

Items noted * MUST be completed

Name of group / organisation*	**Weymouth and Portland Water Polo Club**		
Contact Name*	**Laura Pearson**		
Contact (postal) address	[redacted]		
Position/ role in group/ organisation*	**Treasurer and Welfare Officer**		
Contact telephone number*	[redacted]		
Contact e-mail address*	**treasurer@weyportpolo.co.uk**		
Group/ organisation social media account/ website details (if applicable)	**Instagram: weymouth_portland_water_polo**		
Is your group/ organisation newly formed? (*less than 1 year*)	**Yes** ☐ **No** ☑	**How long has your group been operating?**	**20+ years**
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	**The water polo club trains all ages and abilities to learn the skills, rules and to build stamina to play in competitive water polo matches. We enter leagues and competitions and travel to matches across the South West and host home matches at Osprey Leisure Centre.**		

Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portland Town Council?	*(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)* **£1000**
What is the name/ title of the project/ activity/ event?	**To pay for a new online system to enable the club to easily manage monthly member fees and registers**
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	**To help future proof the club we are looking to move away from a paper format of manging finances and policies and looking to move to a Swim England Affiliated online system (Sports Engine) to allow us to manage our monthly fees, have registers for our sessions, easier access to emergency contact details of our members and allow everyone easier access to our safe guarding policies and procedures. The system also has a built in website feature all included in the cost which will allow us to build our following and be able to advertise ourselves easier. We hope by doing this it will ease time pressures on volunteers on the committee and also allow more transparency in the way the club is run and hopefully encourage more volunteers to come forward to ensure the future running of the club.**
Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.	None
How would a PTC Grant Award make a difference to your group/ organisation and its members?	With our pool fees already increased this year we would like funding to cover the costs of the initial set up fee and first year of the monthly fees associated with the Sports Engine program so we can gradually increase our monthly costs to members rather than increase suddenly and potentially risk losing members.
How will the people and communities of Portland benefit from this project/ activity/ event?	*Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.* We have 75 members, both male and female with ages range from 7 up to 78. The members are a mixture of residents from

	Portland, Weymouth and Dorchester with a few travelling from further afield due to the lack of water polo clubs in Dorset. Our training sessions take place every Sunday evening at Osprey Leisure Centre. As with everything, prices for the upkeep have increased and therefore our pools fees have increased. As our club is made up of multiple generations of families, we try to keep fees as low as possible whilst still covering costs. By going to a new program, we hope to future proof the club for future generations but at the same time we want to keep out monthly fees at as best rate as we possibly can. We have always tried to be supportive of Osprey Leisure Centre as we are aware they are self-funded and a registered charity. By moving forward with a computerised system we hope that it is easier to collect fees and ensures payments aren't missed and we can therefore keep paying the pool fees. We also hope with the added bonus of a website we can advertise more and potentially increase our members and look at increasing our use of the pool Osprey, helping them keep a local pool open for all Portland residents. We could use our potential new website to help advertise Osprey Leisure Centre by encouraging spectators to come and watch our matches and in turn this means more people seeing the leisure centres facilities.		
Approximately how many people usually attend your sessions and approximately how many of these are Portland residents?	75 members – approximately 30% are Portland residents		
Future sustainable plans – provide details on your plans to financially support future years.	Continue to be a competitive club so members will want to join. We will continue to run fundraisers such as bingo nights, race nights, coffee mornings and Christmas raffles. We have had a rise in spectators coming to watch matches due to advertising when they are on our social media page and we plan on using collection buckets to ask for donations to keep the club running. If we move to a new system with a website facility we can use this to advertise even more. We are also going to ask local business if they would like to sponsor us and in turn advertise their business on our social media page and potential new website. All of this will be used to supplement the existing fees paid into the club by members.		
Does your group have a safeguarding policy in place if applicable?	**Yes**☑ **N/A**☐	**If yes, what was the date this was last reviewed?**	**31/01/26**
Are all staff/volunteers working with children and vulnerable adults DBS checked?	**Yes** ☑ **N/A**☐		
What is the timing of this project/ activity/ event?	*Please provide details of when it is planned to start and finish (NB - all grants awarded in **must be SPENT** **within 1 year of the grant award date**)* As soon as we have the funds to move forward to a computerised program we hope to have all		

	members set up on it within 1 month and then be using it to send invoices within another month

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	**Yes** ☑ **No** ☐	If **Yes**, how many people are on it?	**10**
Have you received a grant from this Council previously?	**Yes** ☑ **No** ☐	If **Yes**, for how much and what was it for?	**£1000 – for a new electronic clock and scoreboard for matches**
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	**£200 initial set up costs with ongoing £50 a month fee and 2.95% + 20p per transaction when collecting monthly fees.**		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: We will consider increasing our monthly fees to our members to help cover part of the cost. We will also continue with fundraising events that we have been successful in in the past (Bingo nights, coffee mornings, book sales, raffles) to help keep our monthly fees as low as possible for our members.		

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have A written constitution?	**Yes** ☑ **No** ☐	If **Yes**, please attach a copy to your application.
What is your charity number or other community group registration?	(Please insert N/A if not applicable): N/A	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)

Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
Initial set up cost of Sports Engine program	**£200**	**Club funds**

Ongoing monthly cost of sports engine program	**£50**	**Club funds supported by increase in members fees and/or fundraising**
Ongoing monthly transaction fees for sports engine program	**2.95% + 20p per transaction (Approxiamtely £1 per member a month)**	**Club funds supported by increase in members fees and/or fundraising**
TOTAL COST	**£ 1600**	**This is an approximate amount due to the transaction fee % and our members paying different fees depending on the session the attend**

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	**Yes** ☑ **No** ☐	If **Yes**, please provide the last 12 months of Minutes (Attach copies to your application)
Does your group/ organisation have an annual record of accounts or financial reports?	**Yes** ☑ **No** ☐	If **Yes**, please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If **No**, please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)

6. DECLARATION

- I confirm that I have read the Portland Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portland Town Council Grant Award. Any unspent funds will be required to be paid back to the town council.

I confirm: ☑ ***Tick here***

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portland Town Council Grants Award process and any other conditions which Portland Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portland Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

I confirm:	☑ ***Tick here***
Date:	**28/09/2026**
Signature:	
Print name:	Laura Pearson
Position in Organisation:	Welfare officer and Treasurer

APPLICATION CHECKLIST

Have you provided ALL the required contact details? ☐

Does your application clearly explain how Portland residents and communities would benefit from any grant awarded to your group/ organisation? ☐
Does your project/ activity/ event fit within the grant award spend timeline? ☐

Have you attached the required information for the community grant?

- **Section 4**
  - Written constitution ☐
- **Section 5**
  - Committee or Board Minutes ☐
  - Annual record of accounts or financial reports ☐
  - Other grants or contributions ☐
  - Cash flow forecast ☐

Have you signed the **Declaration**

Please submit your completed Grant Application form and any supporting documentation to:
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OR

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Portland Community Venue
Three Yards Close
Portland
Dorset
DT5 IJN

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Portland Town Council looks forward to receiving your application!

Annexe K4 - F&G
Committee 4th November
2026

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  Portland Community Venue
  Three Yards Close
  Portland
  Dorset
  DT5 IJN

Help and Information

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Key date

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Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

APPLICATION FORM FOR PORTLAND TOWN COUNCIL GRANT AWARD

Please refer to the Grant Award Guidance Notes for details about each of the following sections

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only **Ref:**

Items noted * MUST be completed

Name of group / organisation*	**Portland Victoria Bowls Club**		
Contact Name*	**Paul Honnor**		
Contact (postal) address	[redacted]		
Position/ role in group/ organisation*	**Friendlies Secretary**		
Contact telephone number*	[redacted]		
Contact e-mail address*	[redacted]		
Group/ organisation social media account/ website details (if applicable)	**Facebook/portlandvicbc** **https://www.portlandvictoriabowlingclub.co.uk/**		
Is your group/ organisation newly formed? (*less than 1 year*)	**Yes** ☐ **No** ☒	**How long has your group been operating?**	**114 Years**
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	**Portland Victoria is a lawn bowls club based in Fortuneswell. The clubs aim is to represent the club and the local area in competitive bowls leagues and competitions, but also offer an outdoor activity to the local population, offering a welcoming community to anyone who would like to play bowls, either at a competitive level or socially.**		

Grant funds must be paid into a group/organisation/charity bank account that must be open before submitting your grant application. If successful, your grant will be paid by BACS payment directly into your group / organisations bank account. Confirmation of bank details (or appropriate payment method) will be confirmed at a later point.

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portland Town Council?	*(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)* **£750**
What is the name/ title of the project/ activity/ event?	**New fridge and kitchen cupboards, work tops etc**
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	**The current fridge isn't big enough or chilling as it should be. The kitchen is old and some of the doors don't close properly. The plan is to purchase a big enough fridge/freezer and redecorate the kitchen to include new cupboards and work top, sink etc**
Sources of other funding including details of other grants or awards applied for or gained in relation to stated project/activity/event.	The club has asked the Court Leet for £500 but are yet to hear if successful
How would a PTC Grant Award make a difference to your group/ organisation and its members?	The club will be able to offer the hospitality that we receive at other clubs and keep food and drinks cool for this purpose. The kitchen is dated and needs some TLC, and needs to be designed so more than 2 people can fit in it at the same and fit the necessary equipment in to provide lunches, teas etc.
How will the people and communities of Portland benefit from this project/ activity/ event?	*We will be able to keep food and drinks on site and not bring them in from members own homes as we do at the moment. Both the mens and ladies league fixtures end with the offering of refreshments as is tradition and which we receive at other clubs but we struggle to provide.*
Approximately how many people usually attend your sessions and approximately how many of these are Portland residents?	**PVBC has nearly 60 members made up of men and women who mostly live on Portland. The club also welcomes visiting league and friendly teams. the club also provide the facility to FoVG, and other groups who require the facility for an event free of charge**
Future sustainable plans – provide details on your plans to financially support future years.	**The club charges an annual membership and players pay subs each match they play.**

Does your group have a safeguarding policy in place if applicable?	**Yes** [Y] **N/A** [ ]	**If yes, what was the date this was last reviewed?**	**2024**
Are all staff/volunteers working with children and vulnerable adults DBS checked?	**Yes** [ ] **N/A** [Y]		
What is the timing of this project/ activity/ event?	*We are looking to get the work done over the winter providing we have the funds and enough volunteers to help with the work*		

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	**Yes** [✓] **No** [ ]	If **Yes**, how many people are on it?	**10**
Have you received a grant from this Council previously?	**Yes** [Y] **No** [ ]	If **Yes**, for how much and what was it for?	**£1,000 for the new mower which we have purchased**
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	**£1,250 aprox, this depends on what fridge/freezer is purchased and how cheap we can get the kitchen work done for.**		
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	The club would need to use funds earmarked for the green and equipment maintenance instead and may need to increase the membership fee. If the club do not have sufficient funds to keep the green and equipment maintained there is no club!		

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have A written constitution?	**Yes** [Y] **No** [ ]	If **Yes**, please attach a copy to your application.
What is your charity number or other community group registration?	**The club is registered as a CASC, GB-CASC-434077c8**	

Please provide a FULL breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)

Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
Fridge/Kitchen	**£750**	**PTC**
	£500 (Pending)	**Court Leet**
TOTAL COST	**~~£ 1250~~**	

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	**Yes** [Y] **No** [ ]	If **Yes**, please provide the last 12 months of Minutes (Attach copies to your application)
Does your group/ organisation have an annual record of accounts or financial reports?	**Yes** [Y] **No** [ ]	If **Yes**, please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If **No**, please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)

6. DECLARATION

- I confirm that I have read the Portland Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portland Town Council Grant Award. Any unspent funds will be required to be paid back to the town council.

I confirm: [Y] ***Tick here***

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true and correct to the best of my knowledge.
- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portland Town Council Grants Award process and any other conditions which Portland Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portland Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

I confirm: [Y] ***Tick here***

Date: 07/10/26

Signature: [redacted]

Print name: Paul Honnor

Position in Organisation: Friendlies Secretary

APPLICATION CHECKLIST

Have you provided ALL the required contact details? ☐

Does your application clearly explain how Portland residents and communities would benefit from any grant awarded to your group/ organisation? ☐

Does your project/ activity/ event fit within the grant award spend timeline? ☐

Have you attached the required information for the community grant?

- **Section 4**
  - Written constitution ☐
- **Section 5**
  - Committee or Board Minutes ☐
  - Annual record of accounts or financial reports ☐
  - Other grants or contributions ☐
  - Cash flow forecast ☐

Have you signed the **Declaration**

Please submit your completed Grant Application form and any supporting documentation to:
finance@portlandtowncouncil.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation to:
Portland Town Council
Portland Community Venue
Three Yards Close
Portland
Dorset
DT5 IJN

Further information about Portland Town Council and its grant making is available from:
https://portlandtowncouncil.gov.uk/council/accounts/grants

Portland Town Council looks forward to receiving your application!

Portland Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
351		25/08/2026		01 - Unity Trust Banl		Staff Salaries	Portland Town Council		15,900.06		15,900.06
352		19/08/2026		01 - Unity Trust Banl	Q28052137749611	Mobile Phones	EE		120.61	24.12	144.73
353		21/08/2026		01 - Unity Trust Banl		Signage	Print Team		69.00	13.80	82.80
354		21/08/2026		01 - Unity Trust Banl		Play Areas	Infinity Playgrounds		953.98	190.80	1,144.78
355		21/08/2026		01 - Unity Trust Banl	130163528	Green Space Maintenance	Eco Sustainable Solutions l		39.50	7.90	47.40
356		21/08/2026		01 - Unity Trust Banl	TW/118b/26	PCV	Tim Archer		260.00		260.00
357		21/08/2026		01 - Unity Trust Banl		PCV	D&B Mechanical Ltd		187.50	37.50	225.00
358		21/08/2026		01 - Unity Trust Banl		Electrical Work	C&N Electrical Services		2,583.41	516.68	3,100.09
359		21/08/2026		01 - Unity Trust Banl		Cleaning	Three Towns Cleaning Ltd		2,949.93	589.99	3,539.92
360		21/08/2026		01 - Unity Trust Banl		PCV	VOIP Ltd		22.33	4.47	26.80
361		21/08/2026		01 - Unity Trust Banl		Electricity Charges	E-On Next		86.37	4.32	90.69
362		28/08/2026		01 - Unity Trust Banl		Health & Safety	Health Assured		47.25	9.45	56.70
363		28/08/2026		01 - Unity Trust Banl	PTC AUGUST	Pension	Dorset Council		4,853.59		4,853.59
364		28/08/2026		01 - Unity Trust Banl	503 PM 0000 7948	HMRC Tax & NI	HMRC Cumbernauld		5,909.43		5,909.43
365		31/08/2026		01 - Unity Trust Banl		Bank Interest	Unity Bank		21.55		21.55
366		19/08/2026		Lloyds Bank	Credit / Refund	PCV	Amazon		-38.93	-7.78	-46.71
367		07/08/2026		Lloyds Bank	SERVICE CHARGES	Bank Interest	Lloyds Bank (Bank interest				
368		10/08/2026		01 - Unity Trust Banl	SOUTHWESTIT-4Q	IT Equipment	South West IT		52.00	10.40	62.40
369		10/08/2026		Lloyds Saving Accou		Bank Interest	Lloyds Bank (Bank interest				
370		01/09/2026		01 - Unity Trust Banl	C0277211	Fuel	Fuel Card Services Ltd		55.20	11.04	66.24
371		01/09/2026		01 - Unity Trust Banl	TBB9BET	Green Space Maintenance	Autoserve Ltd		20.00	4.00	24.00
372		01/09/2026		01 - Unity Trust Banl	5U83121031-42	New Lawn Mower Finance	John Deere		380.80		380.80
373		02/09/2026		01 - Unity Trust Banl	14675	Grass Cutting	Wessex Grounds Services		208.48	41.70	250.18
374		02/09/2026		01 - Unity Trust Banl		Green Space Maintenance	ABA Groundcare (SW) Limt		88.05	17.61	105.66
375		02/09/2026		01 - Unity Trust Banl		Cleaning	Sparkling Clean		362.00		362.00
376		02/09/2026		01 - Unity Trust Banl		Cleaning	AJ Supplies Ltd		16.82	3.36	20.18
377		02/09/2026		01 - Unity Trust Banl		Green Space Maintenance	Eco Sustainable Solutions l		72.56	14.51	87.07
378		02/09/2026		01 - Unity Trust Banl		Legionella testing	Tim Archer		240.00		240.00
379		02/09/2026		01 - Unity Trust Banl		Green Space Maintenance	Eagle Plant Hire		67.62	13.52	81.14
380		02/09/2026		01 - Unity Trust Banl		Toilets	Three Towns Cleaning Ltd		2,880.73	576.15	3,456.88
381		02/09/2026		01 - Unity Trust Banl		Fuel	Fuel Card Services Ltd		77.00	15.40	92.40
382		07/09/2026		01 - Unity Trust Banl		Website	Google Cloud EMEA Ltd		5.83	1.17	7.00
383		08/09/2026		01 - Unity Trust Banl		Monthly IT Support Contract	South West IT		52.00	10.40	62.40

Portland Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
384		10/09/2026		01 - Unity Trust Banl		Vehicle Hire	VWFS		218.38	43.68	262.06
385		11/09/2026		01 - Unity Trust Banl		Vehicle Hire	RCI Financial		282.20	56.44	338.64
386		14/09/2026		01 - Unity Trust Banl		Fuel	Fuel Card Services Ltd		55.02	11.00	66.02
387		15/09/2026		01 - Unity Trust Banl		Monthly IT Support Contract	South West IT		719.17	143.84	863.01
388		17/09/2026		01 - Unity Trust Banl		Electricity Charges	E-On Next		301.60	15.08	316.68
389		17/09/2026		01 - Unity Trust Banl		Commercial Waste Service	Dorset Council		362.32		362.32
390		18/09/2026		01 - Unity Trust Banl		Green Space Maintenance	Eco Sustainable Solutions l		205.57	41.12	246.69
391		18/09/2026		01 - Unity Trust Banl	WAR3256658	Green Space Maintenance	Eagle Plant Hire		147.75	29.55	177.30
392		18/09/2026		01 - Unity Trust Banl	14977	Gas safety inspection	D&B Mechanical Ltd		197.50	39.50	237.00
393		18/09/2026		01 - Unity Trust Banl	875799	External Audit	BDO LLP		1,365.00	273.00	1,638.00
394		18/09/2026		01 - Unity Trust Banl	442563	Bereavement Services	G Crook & Sons		235.00	47.00	282.00
395		18/09/2026		01 - Unity Trust Banl	21708	Licenses	Scribe Accounts		91.00	18.20	109.20
396		18/09/2026		01 - Unity Trust Banl	491527	Green Space Maintenance	Tudor Environmental		232.34	46.47	278.81
397		23/09/2026		01 - Unity Trust Banl		Play Areas	Infinity Playgrounds		5,016.24	1,003.25	6,019.49
398		23/09/2026		01 - Unity Trust Banl		Electrical Work	C&N Electrical Services		516.98	103.40	620.38
399		18/09/2026		01 - Unity Trust Banl		Grant	The Drop In		1,367.52		1,367.52
400		18/09/2026		01 - Unity Trust Banl	14106	Fire Safety Service	PD Fire & Safety		62.50	12.50	75.00
401		21/09/2026		01 - Unity Trust Banl	C0277211	Fuel	Fuel Card Services Ltd		87.70	17.54	105.24
402		21/09/2026		01 - Unity Trust Banl	Q28052137758110	Mobile Phones	EE		120.61	24.12	144.73
403		21/09/2026		01 - Unity Trust Banl	V1003766	Voice Services	VOIP Ltd		25.95	5.19	31.14
404		23/09/2026		01 - Unity Trust Banl	STH/SH/030229/0	Professional Services	Nantes Solicitors		644.50	189.90	834.40
405		25/09/2026		01 - Unity Trust Banl		Staff Salaries	Portland Town Council		18,670.60		18,670.60
406		23/09/2026		01 - Unity Trust Banl	0638	Staff Training	DAPTC		120.00		120.00
407		25/09/2026		01 - Unity Trust Banl	NVHIS/AC056285	Vehicle Hire	Northgate Vehicle Hire		467.32	93.46	560.78
408		28/09/2026		01 - Unity Trust Banl		Health & Safety	Health Assured		47.25	9.45	56.70
409		28/09/2026		01 - Unity Trust Banl		PCV	Dorset Waste Partnership				
410		29/09/2026		01 - Unity Trust Banl		Fire Safety Service	PD Fire & Safety		39.00	7.80	46.80
411		29/09/2026		01 - Unity Trust Banl		Bereavement Services	Stones The Monumental M		337.00	67.40	404.40
412		29/09/2026		01 - Unity Trust Banl		Equipment	Tudor Environmental		58.00	11.60	69.60
413		29/09/2026		01 - Unity Trust Banl		Maintenance	Tim Archer		169.00		169.00
414		30/09/2026		01 - Unity Trust Banl		Green Space Maintenance	DCW Garden and Trees		1,570.00	314.00	1,884.00
415		29/09/2026		01 - Unity Trust Banl		Green Space Maintenance	Eco Sustainable Solutions l		47.68	9.54	57.22
416		29/09/2026		01 - Unity Trust Banl		Intruder Alarm System	ADT Fire & Security PLC		765.84	153.17	919.01
417		29/09/2026		01 - Unity Trust Banl	503PM0000794827	HMRC Tax & NI	HMRC Cumbernauld		7,535.20		7,535.20

Portland Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
418		30/09/2026		01 - Unity Trust Banl		Pension	Dorset Council		5,809.46		5,809.46
419		30/09/2026		01 - Unity Trust Banl		New Lawn Mower Finance	John Deere		380.80		380.80
420		30/09/2026		01 - Unity Trust Banl		Printing	Toshiba		60.10	12.02	72.12
421		04/09/2026		Lloyds Bank	SERVICE CHARGES	Service Charge	Lloyds Bank (Bank interest		4.25		4.25
422		30/09/2026		Lloyds Bank		Toilets	Screwfix		14.99	3.00	17.99
423		30/09/2026		Lloyds Bank		PCV	Blinds2go		474.67	94.93	569.60
424		30/09/2026		Lloyds Bank		PCV	Poles Direct		31.07	6.21	37.28
425		30/09/2026		Lloyds Bank		Grass Cutting	Ultimate One Online		313.70	50.74	364.44
426		30/09/2026		Lloyds Bank		Cleaning Equipment	MyHenry		127.48	25.50	152.98
427		30/09/2026		Lloyds Bank		PCV	Blinds2go		73.39	14.68	88.07
428		30/09/2026		Lloyds Bank		Toilets	Screwfix		14.65	2.93	17.58
429		30/09/2026		Lloyds Bank		Flag	Eclipse Flags		160.00	32.00	192.00
430		30/09/2026		Lloyds Bank		Spare Keys	Screwfix		8.74	1.75	10.49
431		23/09/2026		Lloyds Bank		PCV	Blinds2go		-7.46	-1.49	-8.95
432		30/09/2026		01 - Unity Trust Banl		Professional Services	Unity Bank		17.65		17.65
433		02/10/2026		01 - Unity Trust Banl	A-1096B575-001	Electricity Charges	E-On Next		-2,397.07	-119.85	-2,516.92
434		01/10/2026		01 - Unity Trust Banl	A1G18420 V6873	Printing	BNP Paribas Leasing Soluti		225.84		225.84
435		01/10/2026		01 - Unity Trust Banl	TBB9BET	Vehicle Hire	Autoserve Ltd		20.00	4.00	24.00
436		07/10/2026		01 - Unity Trust Banl	31568823G3R9M1	Website	Google Cloud EMEA Ltd		5.83	1.17	7.00
437		08/10/2026		01 - Unity Trust Banl	12105	Allotment Rental	Portland Stone Firms		299.00		299.00
438		08/10/2026		01 - Unity Trust Banl	117	Repairs	Custom Kings		280.00		280.00
439		14/10/2026		01 - Unity Trust Banl		Events - Refreshments	The Heights Isle of Portlan		70.00		70.00
440		08/10/2026		01 - Unity Trust Banl		Fuel	Martin Weller		8.34	1.67	10.01
441		08/10/2026		01 - Unity Trust Banl	56376	Printing	Print Team		19.00	3.80	22.80
442		08/10/2026		01 - Unity Trust Banl	22719	Software Subscription	Scribe Accounts		91.00	18.20	109.20
443		08/10/2026		01 - Unity Trust Banl	130167379	Green Space Maintenance	Eco Sustainable Solutions l		39.50	7.90	47.40
444		08/10/2026		01 - Unity Trust Banl	SEPTEMBER CLEAI	Cleaning	Sparkling Clean		362.00		362.00
445		08/10/2026		01 - Unity Trust Banl	130167668	Green Space Maintenance	Eco Sustainable Solutions l		39.75	7.95	47.70
446		08/10/2026		01 - Unity Trust Banl	10677	Play Areas	PI Digital		1,545.00	309.00	1,854.00
447		09/10/2026		01 - Unity Trust Banl	SOUTHWESTIT-4C	Licenses	South West IT		52.00	10.40	62.40
448		12/10/2026		01 - Unity Trust Banl	C0277211	Fuel	Fuel Card Services Ltd		59.00	11.80	70.80
449		12/10/2026		01 - Unity Trust Banl	4.4018E+11	Vehicle Hire	VWFS		218.38	43.68	262.06
450		12/10/2026		01 - Unity Trust Banl	2101250741/001/(	Vehicle Hire	RCI Financial		282.20	56.44	338.64
451		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSM	School Meals Contribution	Wyvern Academy		15.00		15.00

Portland Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
452		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSN	School Meals Contribution	St Georges School Portlanc		438.00		438.00
453		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSN	School Meals Contribution	Wyke Regis Federation Infa		27.00		27.00
454		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSN	School Meals Contribution	Wyke Regis Federation Jun		123.00		123.00
455		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSN	School Meals Contribution	All Saints Academy		114.00		114.00
456		13/10/2026		01 - Unity Trust Banl	OCTOBER PTC FSN	School Meals Contribution	Wey Valley School		60.00		60.00
457		15/10/2026		01 - Unity Trust Banl	SOUTHWESTIT-4Q	Internet	South West IT		719.17	143.84	863.01
458		16/10/2026		01 - Unity Trust Banl		Bereavement Services	Teleshore		364.63	72.93	437.56
459		16/10/2026		01 - Unity Trust Banl		Green Space Maintenance	Eco Sustainable Solutions l		45.61	9.12	54.73
460		16/10/2026		01 - Unity Trust Banl		Green Space Maintenance	DCW Garden and Trees		650.00	130.00	780.00
461		16/10/2026		01 - Unity Trust Banl	TW/910/26	PCV	Tim Archer		75.00		75.00
462		16/10/2026		01 - Unity Trust Banl		Toilets	Three Towns Cleaning Ltd		2,839.22	567.84	3,407.06
463		16/10/2026		01 - Unity Trust Banl		Green Space Maintenance	Eco Sustainable Solutions l		39.50	7.90	47.40
464		16/10/2026		01 - Unity Trust Banl		PCV	D&B Mechanical Ltd		764.86	152.97	917.83
465		16/10/2026		01 - Unity Trust Banl		Green Space Maintenance	Lewis Byrnes		6.88	1.38	8.26
466		19/10/2026		01 - Unity Trust Banl	Q28052137767075	Mobile Phones	EE		120.61	24.12	144.73
467		19/10/2026		01 - Unity Trust Banl		Fuel	Fuel Card Services Ltd		78.05	15.61	93.66
468		19/10/2026		01 - Unity Trust Banl		Electricity Charges	E-On Next		1,589.22	79.46	1,668.68
								Total	**97,399.42**	**6,701.31**	**104,100.73**