Council Offices
Portland Community Venue
Fortuneswell
Portland
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E-mail: - office@portlandtowncouncil.gov.uk
Tel: 01305 821638

27th August 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 2nd September 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

JDMiles

Jane Miles
Town Clerk

Membership:
Cllrs A Carr, 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 1st July 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 1st July 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 1 Bank Reconciliation**
To receive and consider the Quarter 1 (1st April 2026 – 30th June 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 1 Budget Monitoring Report**
To consider the 2026-27 Quarter 1 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. **Budget 2027-28**

To establish a budget working group to scrutinise and develop a balanced 2027-28 Council budget for consideration by the Finance Committee, and recommendation to Full Council. A report is attached at **Annexe D (Annexe D1 and D2)**

Recommendation: that the Committee agrees:

a) to set up budget working group consisting of the Chair of the Council, Chair of the Finance Committee and nominates two further members of the Finance and Governance Committee to work with Council Officers: and
b) the terms of reference of the working group as detailed within the report.

9. 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 **212** to **350** is attached to the agenda at **Annexe E** totalling **£91,367.66** 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 E** in accordance with the adopted Financial Regulations to Full Council.

10. Information Items
Date of Next Meeting. The Committee's next meeting is scheduled for 10.30 am on Wednesday 4th November 2026.

Recommendation:
Members are asked to note the information items.

PORTLAND TOWN COUNCIL
MINUTES OF THE FINANCE & GOVERNANCE MEETING
HELD AT 10.30AM ON WEDNESDAY 1st JULY 2026
AT THE PORTLAND COMMUNITY VENUE

PRESENT:
Councillors: S Cocking (Chair), A Carr, C Flack, J Draper, L Hardwicke, P Kimber, R Hughes

Staff: Hilary Brown, Deputy Clerk
Steph Byrnes, Finance Officer

IN ATTENDANCE: No members of the public present.

FIN/019/26 Election of Chair and Deputy Chair
Councillor Sue Cocking having been the sole nominee, Resolved to elect Councillor Sue Cocking as Chair of the Finance and Governance Committee for the 2026-2027 Municipal Year.

Councillors Charlie Flack and Lucy Hardwicke were both nominated, with a vote taking place. Resolved to elect Councillor Lucy Hardwicke as Deputy Chair of the Finance and Governance Committee for the 2026-2027 Municipal Year.

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

FIN/021/26 – Apologies for absence
Councillor Roper

FIN/022/26 – Declarations of Interest
None

FIN/023/26 – Minutes of the Previous Meetings
Minutes of the Council Meeting on 13th May 2026.

Resolved that the Committee approved the minutes of the last meeting, held on 13th May 2026, which were duly signed as a true and accurate record of the meeting.

FIN/024/26 – Democratic Public Half Hour Open Forum
None

FIN/025/26 – Schedule of Payments

Resolved To approve the payment schedule vouchers **79** to **211** totalling **£122,744.96** excluding VAT.

FIN/026/26 – Information Items

Resolved to note the information items.

With the Chair's thanks for attendance, the meeting closed at **10.35am**

Signed …………………………………… Dated.………………………….....
Chair

Portland Town Council

Prepared by: ______________________________ Date: ____________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ____________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026			606,481.33
	ADD Receipts 01/04/2026 - 30/06/2026			401,673.51
				1,008,154.84
	SUBTRACT Payments 01/04/2026 - 30/06/2026			222,562.18
A	**Cash in Hand 30/06/2026** (per Cash Book)			**785,592.66**
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2026	0.00	
	01 - Unity Trust Bank	31/05/2026	66,880.66	
	Lloyds Bank	31/05/2026	13,016.93	
	Instant Saver Unity Bank	31/05/2026	655,136.69	
	Mayor's Fund	31/05/2026	0.25	
	Lloyds Saving Account - Instant Ac	31/05/2026	50,558.13	
				785,592.66
	Less unpresented payments			
				785,592.66
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**785,592.66**
	A = B Checks out OK			

Annexe C - F&G Committee 2nd September 2026

20 August 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes

Play Parks

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
3	Inspections				400.00	280.00	120.00	
1	New Equipment							
109	Rent				5.00		5.00	
2	Repairs				12,000.00	3,557.78	8,442.22	
	SUB TOTAL				**12,405.00**	**3,837.78**	**8,567.22**	

Insurance

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
173	Additional Insurance Costs				500.00		500.00	
100	Insurance				9,500.00	8,645.17	854.83	
	SUB TOTAL				**10,000.00**	**8,645.17**	**1,354.83**	

Civic

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
137	Chaplain				105.00		105.00	
7	Civic Events		1,163.76	1,163.76	1,620.00	1,705.64	-85.64	£868.35 Mayors Charity
138	Deputy Mayor Allowance				525.00		525.00	
6	Mayors Allowance				1,050.00		1,050.00	Plus Transfer
	SUB TOTAL		**1,163.76**	**1,163.76**	**3,300.00**	**1,705.64**	**1,594.36**	

Training

Training

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
8	Training				5,520.00	1,131.75	4,388.25	
	SUB TOTAL				**5,520.00**	**1,131.75**	**4,388.25**	

IT & Comms

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
188	Branding and Promotion				500.00		500.00	
13	Equipment (Reserve)				1,000.00	1,337.05	-337.05	
9	Internet Services				700.00	77.66	622.34	
12	IT Service Contract				5,000.00	2,813.35	2,186.65	
15	Licenses				3,620.00	1,538.20	2,081.80	
11	Mobile Phones				1,450.00	361.83	1,088.17	
72	Software				4,800.00	596.62	4,203.38	
10	Telephony				1,450.00	434.26	1,015.74	
14	Website				500.00		500.00	
	SUB TOTAL				**19,020.00**	**7,158.97**	**11,861.03**	

Waste Management

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
71	Waste Management				5,000.00	1,678.07	3,321.93	
	SUB TOTAL				**5,000.00**	**1,678.07**	**3,321.93**	

Bereavement Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
18	General Expenses				3,000.00		3,000.00	
163	H & S Inspections				500.00		500.00	
164	Headstone Inspections				1,000.00		1,000.00	
16	Hire of plant equipment				3,500.00	2,010.75	1,489.25	
73	Membership Subscription				110.00		110.00	
17	Memorial Purchases		1,475.00	1,475.00	2,100.00	190.57	1,909.43	

	SUB TOTAL		**1,475.00**	**1,475.00**	**10,210.00**	**2,201.32**	**8,008.68**	

Green Spaces

			Receipts			**Payments**		
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
129	Consumables					135.56	-135.56	
187	Dry Stone Walling				500.00		500.00	
26	Grass Cutting				5,000.00	1,193.74	3,806.26	
186	Lawn Mower Lease				4,570.00	317.33	4,252.67	
22	Plants & Compost				3,000.00	1,720.05	1,279.95	
25	PPE/Workwear				2,000.00	792.04	1,207.96	
33	Repairs & Renewals				10,000.00	6,374.52	3,625.48	
23	Tools				2,000.00	209.57	1,790.43	
185	Tree Works				1,000.00	1,600.00	-600.00	
19	Vehicle Fuel				3,500.00	1,332.77	2,167.23	
68	Vehicle Hire				15,000.00	7,162.60	7,837.40	
184	Vehicle Repairs & Maintenance				1,000.00	220.46	779.54	
110	Waste Management				5,000.00	1,476.07	3,523.93	
	SUB TOTAL				**52,570.00**	**22,534.71**	**30,035.29**	

Professional Fees

			Receipts			**Payments**		
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
88	Annual Subscription				5,800.00	3,136.70	2,663.30	
27	Audit				3,100.00	627.67	2,472.33	
171	Bank Charges				300.00	114.06	185.94	
172	Land Registry Search Fees				150.00	14.00	136.00	
29	Legal Fees				10,000.00	802.00	9,198.00	
28	Payroll				350.00	71.25	278.75	
92	Professional Services				1,000.00	249.00	751.00	
	SUB TOTAL				**20,700.00**	**5,014.68**	**15,685.32**	

Office Administration

			Receipts			**Payments**		
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
77	Advertising				2,000.00		2,000.00	

107	Annual Subscription				850.00		850.00	
69	Office Furniture				500.00		500.00	
32	Photocopying				1,800.00	188.20	1,611.80	
31	Postage				250.00	101.27	148.73	
30	Stationery				1,000.00	340.90	659.10	
123	Sundry Expenses				250.00	95.10	154.90	
	SUB TOTAL				**6,650.00**	**725.47**	**5,924.53**	

Events

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
118	Events				8,000.00	544.39	7,455.61	
	SUB TOTAL				**8,000.00**	**544.39**	**7,455.61**	

Car Parks

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
167	Administration & Legal							
62	Business Rates							
202	Contingency				400.00		400.00	
63	General Expenses							
166	Rent Church Ope				600.00	4,200.00	-3,600.00	
165	Repairs & Maintenance				1,000.00		1,000.00	
70	Water Rates					230.42	-230.42	
	SUB TOTAL				**2,000.00**	**4,430.42**	**-2,430.42**	

Toilets Portland Bill

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
113	Business Rates							
35	Electric				1,800.00	583.46	1,216.54	
154	License					2,138.44	-2,138.44	Wallgate Serivce Plan
36	Repairs & Renewals				2,600.00	1,538.30	1,061.70	
116	Sanitary				450.00		450.00	
34	Water Rates				4,000.00	4,538.38	-538.38	This will be looked into

	SUB TOTAL				**8,850.00**	**8,798.58**	**51.42**	

Toilets Easton Gardens - DO NOT USE		**Receipts**			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
38	Electric							
39	Repairs & Renewals							
105	Sanitary Disposal							
37	Water Rates							
	SUB TOTAL							

Toilets Fortuneswell - DO NOT USE		**Receipts**			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
41	Electric							
42	Repairs & Renewals							
115	Sanitary							
40	Water Rates							
	SUB TOTAL							

Toilets Yeates Road - DO NOT USE		**Receipts**			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
114	Business Rates							
44	Electric							
45	Repairs & Renewals							
132	Sanitary Disposal							
43	Water Rates							
	SUB TOTAL							

Portland Community Venue		**Receipts**			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
50	Business Rates				5,300.00	6,197.87	-897.87	Noted for next years budget

181	Cleaning Contract				4,500.00	1,810.00	2,690.00	
65	Consumables				1,000.00		1,000.00	
47	Electric				8,500.00	3,408.03	5,091.97	
48	Gas				4,200.00		4,200.00	
204	Legionella				1,000.00		1,000.00	
209	Refund					52.20	-52.20	
49	Repairs & Renewals				10,000.00	1,574.91	8,425.09	
131	Sanitary Disposal				1,000.00		1,000.00	
46	Water Rates				1,300.00		1,300.00	
	SUB TOTAL				**36,800.00**	**13,043.01**	**23,756.99**	

Allotments

		Receipts			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
56	Allotments Rental				600.00	299.00	301.00	
58	Expenses				1,150.00		1,150.00	
211	Water Rates					277.24	-277.24	
	SUB TOTAL				**1,750.00**	**576.24**	**1,173.76**	

*Income

		Receipts			**Payments**			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
61	Allotment Rental	2,000.00	2,280.00	280.00				
176	Bad Debt							
60	Bank Interest		2,497.20	2,497.20				
76	Bereavement Services	22,500.00	5,340.00	-17,160.00				
79	CIL		24,983.31	24,983.31				
130	Events	100.00		-100.00				
208	External Funding		20,000.00	20,000.00				
99	Grant							
168	Income concessions		375.00	375.00				
87	Other Income		3,256.69	3,256.69				
74	PCV Income Room Hire	24,000.00	8,696.74	-15,303.26				
59	Precept	646,440.00	323,220.00	-323,220.00				
75	Rents Income	9,200.00	10,479.43	1,279.43				
102	VAT		31,655.67	31,655.67				
199	Youth Fund Income							

	SUB TOTAL	**704,240.00**	**432,784.04**	**-271,455.96**					

Toilets All Contracts and Expenses

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
64	Cleaning & Consumables				37,000.00	11,751.68	25,248.32	
89	Legionella Testing				4,300.00	3,777.38	522.62	
112	Planned Maintenance				6,000.00	620.00	5,380.00	
90	Service Plan				2,025.00	80.00	1,945.00	
	SUB TOTAL				**49,325.00**	**16,229.06**	**33,095.94**	

Staff

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
82	Dorset Council Pension					19,775.64	-19,775.64	
81	HMRC Tax & NI					23,968.38	-23,968.38	
83	Mileage				500.00	30.00	470.00	
177	Referrals							
80	Salaries				359,500.00	64,673.70	294,826.30	
	SUB TOTAL				**360,000.00**	**108,447.72**	**251,552.28**	

Staff Workwear

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
85	PPE/Workwear					15.00	-15.00	Staff ID card
	SUB TOTAL					**15.00**	**-15.00**	

Mayor

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
178	Mayor's 23-24 Charity Payment							
197	Mayor's Charity Payments 24-2							
160	Mayors Fund					1,575.00	-1,575.00	

	SUB TOTAL					**1,575.00**	**-1,575.00**	

Year End Adjustments 23-24

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
174	End of Year Adjustment Payme							
182	End of Year Adjustment Payme							
175	End of Year Adjustment Receip							
86	End of Year Adjustments							
	SUB TOTAL							

Ear Marked Reserves

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
159	Asset Transfer							
151	CIL					21,184.10	-21,184.10	
180	County of Culture							
198	Events							
158	General Unallocated Reserve					7,820.67	-7,820.67	
153	Green Spaces Mower Reserve							
179	Headstone Inspections Reserve							
183	IT Reserves							
210	Legal Fees					4,416.68	-4,416.68	
136	PCV					663.70	-663.70	
213	Play Areas					2,555.00	-2,555.00	
150	S106					4,426.80	-4,426.80	
200	S106 OFFICER FIELD							
201	Toilets Ear Marked					5,416.67	-5,416.67	
122	Youth Council Fund							
	SUB TOTAL					**46,483.62**	**-46,483.62**	

Public Works Loan

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

Community Funds

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
205	Community SLAs				18,000.00		18,000.00	
212	Drop In					1,367.52	-1,367.52	
84	Grants				4,500.00	3,367.52	1,132.48	
120	ICA							
103	Museum							
97	School Meals Donation				20,000.00	9,405.00	10,595.00	
169	Youth Council				1,000.00		1,000.00	
	SUB TOTAL				**43,500.00**	**14,140.04**	**29,359.96**	

Elections

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

Planning & Highways

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
203	Neighbourhood Plan				5,000.00		5,000.00	
140	Surveys				1,000.00		1,000.00	
	SUB TOTAL				**6,000.00**		**6,000.00**	

Other Assets

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
189	Cenotaph Cleaning				2,000.00		2,000.00	
141	Clock Easton Square Utilities				450.00	173.83	276.17	
142	Easton Sq Gardens Utilities				500.00	105.43	394.57	
143	Greenhouse Vic Gardens Utiliti				400.00	92.30	307.70	
144	Grove Rd Portacabin Utilities				300.00		300.00	

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Comments
145	R/B Victoria Sq Utilities				400.00	1,558.68	-1,158.68	
147	Repairs & Renewals				5,410.00	885.00	4,525.00	
146	Victoria Gardens Utilities				1,000.00	200.64	799.36	
	SUB TOTAL				**10,460.00**	**3,015.88**	**7,444.12**	

Prudent Reserve

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

Toilets Easton/Fortuneswell/Yeates

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
192	Electric				1,950.00	796.16	1,153.84	
191	Repairs & Maintenance				4,400.00	1,796.88	2,603.12	
190	Sanitary Disposal				460.00		460.00	
193	Water				2,000.00		2,000.00	
	SUB TOTAL				**8,810.00**	**2,593.04**	**6,216.96**	

Year End Adjustments 24-25

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
194	End of Year Adjustments Paym							
196	End of Year Adjustments Paym							
195	End of Year Adjustments Recei		8.10	8.10				
	SUB TOTAL		**8.10**	**8.10**				

Year End Adjustments 25-26

		Receipts			Payments			
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	**Comments**
206	End of Year Adjustments Paym		108.00	108.00		942.45	-942.45	
207	End of Year Adjustments Recei		1,205.83	1,205.83				

SUB TOTAL		**1,313.83**	**1,313.83**		**942.45**	**-942.45**

Summary

NET TOTAL	**704,240.00**	**436,744.73**	**-267,495.27**	**704,240.00**	**282,312.76**	**421,927.24**	**Comments**
V.A.T.		2.13			24,071.85		
GROSS TOTAL		**436,746.86**			**306,384.61**		

2027-28 Budget

Purpose of Report

To establish a budget working group to scrutinise and develop a balanced 2027-28 Council budget for consideration by the Finance Committee, and recommendation to Full Council.

Background

The Council's budgets are financed through a combination of the precept, service fees and charges including income derived from cemeteries, allotments, car parks, land rentals and the PCV. The Town Councils precept is the most local portion of the council tax levied by Dorset Council on properties within the parish of Portland.

Legislative Considerations

The Town Council is required to set a balanced budget and comply with all statutory requirements relating to the setting of its budgets as set out in the Local Government Act 2003, Part 2, Section 25 and 26. It should be noted that clause 25 (1) confirms that the Responsible Finance Officer (RFO) must report on the robustness of the estimates and on the adequacy of the proposed financial reserves.

To satisfy the requirements of the Local Government Act 2003, the Council will be required to approve a precept which meets the Council's objectives, its responsibilities for services, maintains an appropriate level of reserves, and provides resilience in the event of any unforeseeable financial pressures.

Baseline Budget

Attached at **Annexe D1** is a copy of the Councils 2026-27 Budget. This forms the baseline position for developing and establishing the 2027-28 budget.

The 2025-26 quarterly budget reporting and monitoring will further inform budget considerations.

Also attached at **Annexe D2** is a copy of the 2026-27 Schedule of fees and Charges that will be part of the budget setting process.

The Committee is asked to review and make comment.

Inflation

The Consumer Prices Index (CPI) rose by 2.9% in the 12 months to July 2026, up from 2.6% in the 12 months to June 2026.

Working Group

To inform and develop the 2027-28 budget it is proposed that the Finance and Governance Committee forms a Budget working group - as per last year - consisting of the Chair of the Council, Deputy Chair of the Finance Committee and nominates two further members of the Committee to work with Council Officers.

The terms of reference of the Budget working group would be:

To develop a proposed 2027-28 budget for consideration of this Committee and recommendation to Full Council using the following principles:

- Undertake a critical review, of the base budget
- Continuation of Council functions, at current service levels

- Funding of Council priorities and service enhancements where there is a legislative requirement or income generation opportunity
- Engagement of other Committees in the budget setting process
- Provide Value for money
- Deliver a zero or minimal inflation on the precept where possible

Budget review schedule

Date	Council / Committee	Items to be Considered
02/09/26	Finance & Governance	Budget working Group - Draft 2027-28 budget
TBC - 21/10/26	IT & Communications	IT & Communications 2027-28 budget considerations - recommendations to the Working Group and F & G Committee to be incorporated as part of the draft budgets.
11/11/26	Services & Facilities	Service & Facilities 2027-28 budget considerations & Schedule of Fees & Charges - recommendations to the Working Group and F & G Committee to be incorporated as part of the draft budgets.
28/10/26	Planning, Highways & Licensing Advisory	Planning, Highways & Licensing Advisory 2027-28 budget considerations - recommendations to the Working Group and F & G Committee to be incorporated as part of the draft budgets.
28/10/26	Staffing & Training	Agree establishment for 2026/27 and the overall staffing budget - recommendation to the Working Group and F&G Committee that these be incorporated as part of the draft budgets.
TBC - 18/11/26	Finance & Governance	2027-28 Budget working group update
06/01/27	Finance & Governance	2027-28 Budget and precept – recommendation to Full Council
20/01/27	Full Council	2027-28 Budget and precept

Recommendation

That the Committee resolves:

a) to set up budget working group consisting of the Chair of the Council, Chair of the Finance Committee and nominates two further members of the Finance and Governance Committee to work with Council Officers: and
b) the terms of reference of the working group as detailed within the report

Annexe D1 - F&G Committee 2nd September 2026

Portland Town Council

Allotments

2026/27 Budget	Code	Detail Code	2026/27 Final Budget	26 - 27 Notes
Expenditure	58	Repairs & Maintenance	£1,150.00	No inflation
	56	Rent	£600.00	No inflation
£2,000.00		**Total Expenditure**	**£1,750.00**	
Income				
-£2,000.00	**61**	**Total Income**	**-£2,000.00**	Increased to £10.00 per rod
£0.00		**Total Net**	**-£250.00**	

Bereavement Services

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	16	Hire of Plant Equipment	£3,500.00	No inflation
	17	Memorial Purchases	£2,100.00	No inflation
	18	General Expenses	£3,000.00	Increased for repairs and maintenance.
	73	Membership/Subscriptions	£110.00	No inflation
		H & S Inspections	£500.00	No inflation
		Headstone Inspections	£1,000.00	No inflation. To go into Reserve for 5 yearly inspections
£16,800.00		**Total Expenditure**	**£10,210.00**	
-£25,000.00	**76**	**Total Income**	**-£22,500.00**	
-£8,200.00		**Total Net**	**-£12,290.00**	

Car Parks

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	62	Business Rates		
	63	General Expenses		
	165	Repairs & Maintenance	£1,000.00	
	166	Rent	£600.00	No inflation. Church Ope
	167	Administration and Legal		
	70	Water Rates		
		Contingency	£400.00	Contingency
£15,000.00		**Total Expenditure**	**£2,000.00**	
Income				

-£8,000.00	168	**Total Income**	£0.00	
£7,000.00		**Total Net**	**£2,000.00**	

Civic

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	6	Mayor's Allowance	£1,050.00	No inflation
	137	Chaplain	£105.00	No inflation
	138	Deputy Mayor's Allowance	£525.00	No inflation
	7	Civic Events	£1,620.00	No inflation
£3,150.00		**Total Expenditure**	**£3,300.00**	

Community Funds

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	84	Grants	£4,500.00	No increase
	103	Museum		
	120	Community SLAs	£18,000.00	Increased
	103	School Meal Donation	£20,000.00	Increased
	169	Youth Council	£1,000.00	No increase
£30,000.00		**Total Expenditure**	**£43,500.00**	

Elections

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	139	Elections	£2,000.00	Election Tool
		Total Expenditure	**£2,000.00**	

Events

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	Notes
Expenditure	118	Events	£8,000.00	Sparkle £2K, VE £2.5K, Xmas Lights/ Trees £3K, Remembrance £500.
£11,250.00		**Total Expenditure**	**£8,000.00**	
Income				
	130	**Total Income**	-£100.00	

£11,250.00		**Total Net**	**£7,900.00**	

Green Spaces

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	19	Vehicle Fuel	£3,500.00	Reduced
	20	Vehicle Repairs & Renewals	£1,000.00	Responsible for the flatbed
	22	Plants & Compost	£3,000.00	No inflation
	23	Tools	£2,000.00	No inflation
	25	PPE/Workwear	£2,000.00	No inflation
	26	Grass Cutting	£5,000.00	Contract
	33	Repairs & Renewals	£10,000.00	Increased
	68	Vehicle Hire	£15,000.00	Increased for new vehicles
	110	Waste Management	£5,000.00	Increased
	185	Tree Surveys	£1,000.00	To reserves
	186	Lawn Mower	£4,570.00	Lease
	187	Dry Stone Walling	£500.00	No inflation
£37,680.00		**Total Expenditure**	**£52,570.00**	

Insurance

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	4		£500.00	
	100	Insurance	£9,500.00	Increased
£6,000.00		**Total Expenditure**	**£10,000.00**	

IT & Comms

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	9	Internet Services	£700.00	New contract costs included
	10	Telephony	£1,450.00	Increased
	11	Mobile Phones	£1,450.00	Increased
	12	IT Service Contract	£5,000.00	New contract costs included

	13	Equipment (Reserve)	£1,000.00	No Inflation
	14	Website	£500.00	No Inflation
	15	Licenses	£3,620.00	New contract costs included
	72	Software	£4,800.00	Increased. Includes new h&schecks software.
	188	Branding and Promotions	£500.00	No Inflation
£12,250.00		**Total Expenditure**	**£19,020.00**	

Office Admin

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	30	Stationery	£1,000.00	No inflation
	31	Postage	£250.00	Reduced
	32	Photocopying	£1,800.00	No inflation
	69	Office Furniture	£500.00	No inflation
	77	Advertising	£2,000.00	No inflation
	107	Annual Subscription	£850.00	Increased
	123	Sundry Expense	£250.00	No inflation
£3,150.00		**Total Expenditure**	**£6,650.00**	

Other Assets

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	141	Clock Easton	£450.00	Increased
	142	Easton Gardens	£500.00	No inflation
	143	Greenhouse Vic Gardens	£400.00	No inflation
	144	Grove Road Portacabin	£300.00	No inflation
	145	Roundabout Vic	£400.00	No inflation
	146	Victoria Gardens	£1,000.00	No inflation
	147	Repairs & Renewals	£5,410.00	No inflation
	189	Cenotaph	£2,000.00	Increased
£3,150.00		**Total Expenditure**	**£10,460.00**	

Payroll

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	80/81/82	Payroll	£359,500.00	5% all staff
	83	Mileage	£500.00	
	163	Referalls		

£271,575.00		**Total Expenditure**	**£360,000.00**	

Play Parks & Gardens

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	1	New Equipment		Funded through CIL and Reserves
	2	Repairs	£12,000.00	Increased
	3	Inspections	£400.00	Reduced
	109	Rent	£5.00	Church Lane
£17,850.00		**Total Expenditure**	**£12,405.00**	

Planning

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	140	Surveys & Appeals	£1,000.00	To include surveys, appeals and SIDs. Reduced
		Neighbourhood Plan	£5,000.00	
		Total Expenditure	**£6,000.00**	

Portland Community Venue

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	46	Water Rates	£1,300.00	Increased
	47	Electric	£8,500.00	No inflation
	48	Gas	£4,200.00	No inflation
	49	Repairs & Renewals	£10,000.00	Increased
	50	Business Rates	£5,300.00	Increased
	65	Consumables	£1,000.00	No inflation
	131	Sanitary Disposal	£1,000.00	
	181	Cleaning Contract	£4,500.00	Monthly contract
		Legionella	£1,000.00	
£7,216.00		**Total Expenditure**	**£36,800.00**	
Income				
-£21,000.00	**74**	**Total Income**	**-£24,000.00**	
-£13,784.00		**Total Net**	**£12,800.00**	

Professional Fees

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	27	Audit	£3,100.00	Increased
	28	Payroll	£350.00	Increased
	29	Legal Fees	£10,000.00	No inflation
	88	Annual Subscription	£5,800.00	SLCC, WorkNest, DAPTC, Keep Britain Tidy
	92	Professional Fees	£1,000.00	New for recruitment costs
	171	Bank Charges	£300.00	Increased
	172	Land Registry Search Fees	£150.00	No inflation
£10,000.00		**Total Expenditure**	**£20,700.00**	

Prudent Reserve

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	148	Prudent Reserve	£7,586.00	
		Total Expenditure	**£7,586.00**	**£0.00**

Public Works Loan

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	93	Loan Payment	£13,784.00	Fixed
		Total Expenditure	**£13,784.00**	

Rents Income

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure				
		Total Expenditure		
Income		Rental 1	-£4,655.00	
		Rental 2	-£250.00	
		Rental 3	-£75.00	
		Rental 4	-£280.00	
		Rental 5	-£3,940.00	
	75	**Total Income**	**-£9,200.00**	

Toilets - Service Contracts etc

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	64	Cleaning & Consumables	£37,000.00	Contract
	89	Legionella Testing	£4,300.00	No inflation
	90	Service Plan	£2,025.00	No inflation
	112	Maintenance & Repairs	£6,000.00	Increased
£49,832.00		**Total Expenditure**	**£49,325.00**	

Toilets - Portland Bill

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	116	Sanitary Disposal	£450.00	Increased
	36	Repairs & Maintenance	£2,600.00	No inflation
	35	Electric	£1,800.00	No inflation
	34	Water	£4,000.00	No inflation
	154	License		
		Total Expenditure	**£8,850.00**	

Toilets - Easton/Fortuneswell/Yeates

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	132	Sanitary Disposal	£460.00	No inflation
	45	Repairs & Maintenance	£4,400.00	No inflation

	44	Electric	£1,950.00	No inflation
	43	Water	£2,000.00	No inflation
		Total Expenditure	**£8,810.00**	

Training

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	8	Training	£5,520.00	No inflation
£5,250.00		**Total Expenditure**	**£5,520.00**	

Waste Management

2022/23 Budget	Code	Detail Code	2026/27 Final Budget (Working Group)	26 - 27 Notes
Expenditure	71	Waste Management	£5,000.00	No inflation
£7,250.00		**Total Expenditure**	**£5,000.00**	

Total Income	-£57,800.00
Total Expenditure = Budget	£704,240.00
Precept	£646,440.00

Annexe D2
F&G Committee
2nd September 2026

PORTLAND TOWN COUNCIL

SCHEDULE OF FEES AND CHARGES

Service	Description		2025/26 Charge	Proposed 2026/27 (Budget WG & Commitee)
ALLOTMENTS				
Allotment Fee	Charge per rod	£	7.50	10.00
CEMETERIES				
Cemetery Fee	Interment fee for person 16 years of age and over	£	800.00	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	No Charge
Cemetery Fee	Interment fee cremated remains	£	220.00	230.00
Cemetery Fee	Exclusive right of burial for 30 years including a right to erect a memorial	£	800.00	830.00
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 sections) including right	£	400.00	415.00
Cemetery Fee	Right to erect a memorial (graves purchased before 1st June 2004)	£	60.00	60.00
Cemetery Fee	Approval for additional 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	£	100.00	100.00
Memorials	Memorial bench for 15yr lease	£	1,200.00	1,500.00
Memorials	Plaque on existing bench	£	150.00	175.00

PORTLAND TOWN COUNCIL

SCHEDULE OF FEES AND CHARGES **All charges are inclusive of VAT where applicable**

Service	Description		2025/26 Charge	Proposed 2026/27 (Budget WG & Commitee)
PORTLAND COMMUNITY VENUE (PCV)				
PCV Hire	Hire of Main Hall (Per hour)	£	14.50	15.00
PCV Hire	Hire of Studio (Per hour)	£	9.00	10.00
PCV Hire	Hire of Therapy room (Per hour)	£	7.00	7.50
PCV Hire	Use of Kitchen * not considered by committee but historic charge	£	15.00	15.00
PCV Hire	Discount for Regular Hirers		Existing customers only	Existing customers only
PCV Hire	Party Hire 4 hours including kitchen		50.00	50.00
Commercial Land	Hire of land		from 50.00	from 50.00