Council Offices
Portland Community Venue
Three Yards Close
Fortuneswell
Portland
DT5 1JN

E-mail: - office@portlandtowncouncil.gov.uk
Tel: 01305 821638

30th November 2023

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance and Governance Committee** of **PORTLAND TOWN COUNCIL**, to be held at the Council Offices on **Wednesday 6th December 2023** commencing at **10.30am** when the business set out below will be transacted.

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

Matt Ryan
Town Clerk

Membership:
Cllrs P Boyce, J Draper, P Kimber, G Lewis, B Parkes, T Woodcock

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 the previous meetings

Members are asked to consider the minutes of the last meeting held on **1st November 2023** 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 November 2023** as a true and accurate record, and that they be signed as such.

5. Democratic Public Half Hour Open Forum

To receive any commentary from members of the public wishing to address the meeting on any items on the agenda.

6. 2023-24 Quarter 2 Bank Reconciliation

To receive and consider the Quarter 2 (1st July - 30th September):

- all banks reconciliation statement for Unity Trust Bank, Lloyds bank and petty cash account at **Annexe B**
- Unity Trust Bank statements at **Annexe C** and **Annexe D**,
- Lloyds Bank statement attached at **Annexe E**.

Recommendation:

To recommend approval of the Quarter 2 all banks reconciliation and bank statements for Unity Trust Bank, Lloyds Bank and the petty cash account to Full Council

7. Council Reserves

To review the Councils 2023-24 Quarter 2 Reserves position at **Annexe F**.

Recommendation:

To endorse the Councils Reserves balance at Quarter 2 to Full Council.

8. Community Infrastructure Levy (CIL)

The Town Council has received a CIL receipt from Dorset Council in respect of WP/19/00970/RES Former Southwell Primary School, Sweethill Lane, Portland for £35,071.20 (25%).

This will be automatically transferred to the Council CIL Reserve.

Recommendation:

That the Committee confirms the 2023-24 CIL receipt for the sum of £35,071.20

9. Risk Management and Internal Controls (Risk Management scheme)

To review and ensure that the Town Council has a sound and effective system of internal controls. A report is attached at **Annexe G. The Risk Management Strategy is at Annexe H and Strategic Risk Register at Annexe I.**

Reccomedation:

That Committee resolves to recommend to Council: -

a) adoption of the Risk Management strategy at **Annexe H** to the report
b) approval of the Strategic Risk Register at **Annexe I**
c) confirms that the Council has a sound and effective system of internal controls that meets the requirements of The Accounts and Audit Regulations 2015.

10. Asset Transfer – Earmarked Reserve

To consider the creation of an Asset Transfer Earmarked Reserve. A report is attached at **Annexe J.**

Recommendation:

That the Committee recommends to Council:

a) The creation of an Asset Transfer Earmarked Reserve
b) The transfer of £27,700.00 from the General (unallocated) Reserve to the Asset Transfer Earmarked Reserve

11. Electric Vehicle – Contract

To consider a new 12 month contract extension for the Renault Electric Van (Registration HG70 PZK).

The electric van contract agreement expires at the end of February 2024. Portland Town Council are unable to purchase the van. The options available are to enter into contract for 12 months, or return the vehicle and identify a new van contract.

The new contract would be on the same rate (£210.83 gross) per month.

Recommendation:

That the Committee agrees a new 12 month extended contract with Renault on the same monthly rate.

12. 2024-25 Budget

To receive a verbal update from the Budget Working Group.

Recommendation:

That the Committee notes the update from the Budget Working Group.

13. Internal audit report

To receive the interim audit report following the first of three visits designed to review the adequacy and effectiveness of the Town Councils systems of internal financial and governance controls.

The Audit report at **Annexe K** details the audit recommendations made to Portland Town Council following the internal audit testing on 23rd November 2023.

The report details only two low level risk areas and includes the management (officers) response to mitigate or address the recommendations detailed by the internal auditor.

No audit opinion is offered at this stage.

Recommendation:
That the Committee notes the Auditors report and recommendations and approves officers' mitigating actions.

15. Community Grant Applications

To consider a grant application from the Islanders Youth and Community Centre at **Annexe L**.

Supporting documentation including accounts and a recent bank statement has been received and is available for Councillors inspection.

Recommendation:
That Committee approve a grant of £500 to the Islanders Youth and Community Centre for a gaming station and sound system.

16. Schedule of Payments

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

A copy of the payments schedule detailing vouchers **648** to **769** is attached to the agenda at **Annexe M** totalling **£52,511.96** excluding VAT.

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

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

17. Information Items

a) the Committees next meeting is scheduled for 10.30 am on Wednesday 3rd January 2024.

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 NOVEMBER 2023
AT THE PORTLAND COMMUNITY VENUE

PRESENT:
Councillors: B Parkes, P Boyce, J Draper, G Lewis

M Ryan Clerk
J Miles Deputy Clerk

IN ATTENDANCE: No members of the public

FIN/070/23 - Chair's Welcome
The Chair, welcomed all those present to the meeting.

FIN/071/23 – Apologies for absence
Apologies received from Cllr Kimber

FIN/072/23 – Declarations of Interest
None

FIN/073/23 – Minutes of the Previous Meetings
Minutes of the Council Meeting on 4th October 2023.

Resolved that the Committee approved the minutes of the last meeting, held on 4th October 2023, which were duly signed as a true and accurate record of the meeting.

FIN/074/23 – Democratic Public Half Hour Open Forum
None

FIN075/23 – 2023-24 Quarter 2 Budget Monitoring Report

Resolved that the Committee recommended approval of the 2023-24 Quarter 2 Budget monitoring report to Full Council

FIN076/23 – To Consider a Transfer of Funds from the Current Account

Resolved that the Committee recommended approval of the transfer of £200,000 from the UnityTrust current account to the UnityTrust savings account.

FIN077/23 – 2024 – 25 Budget
Cllr Draper explained that the Budget Working Group had recommended a 5% increase across all budgets, plus additional amounts where needed.
The Clerk explained that the tax base would be available in November and suggested the Working Group met in early December. He also said that it was likely that the date of the Finance & Governance Committee in January could remain as being on Wednesday 3rd.

Cllr Draper said that with 400 second homes, there could be a higher tax base next year.

FIN/078/23 – Schedule of payments

The Clerk explained that the Three Towns Cleaning contract was paid in installments, and includes any repairs and installation of new parts that they carry out.

Resolved to approve the payments, vouchers **565** to **647** totalling £**54,345.93** excluding VAT.

FIN/079/23 – Information Items

a) The Committee's next meeting is scheduled for 10.30 am on Wednesday 6th December.

b)

Resolved – that members noted the information items.

With the Chair's thanks for attendance, the meeting closed at **11.00am**

Signed …… Dated…….....
Chair

31 October 2023 (2023-2024)

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 30/09/2023			
	Cash in Hand 01/04/2023			356,312.69
	ADD			
	Receipts 01/04/2023 - 30/09/2023			648,343.03
				1,004,655.72
	SUBTRACT			
	Payments 01/04/2023 - 30/09/2023			313,291.43
A	**Cash in Hand 30/09/2023** (per Cash Book)			**691,364.29**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2023	507.83	
	Instant Saver Unity Bank	30/09/2023	100,665.64	
	Lloyds Bank	30/09/2023	20,214.53	
	01 - Unity Trust Bank	30/09/2023	577,016.77	
				698,404.77
	Less unpresented payments			7,040.48
				691,364.29
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**691,364.29**
	A = B Checks out OK			

Created by Scribe

Your Account Statement

unity trust bank
For Businesses. For Communities. For Good.
Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

[redacted]
Portland Town Council
Three Yards Close
Portland
Dorset
DT5 1 JN

Date: 30/09/2023

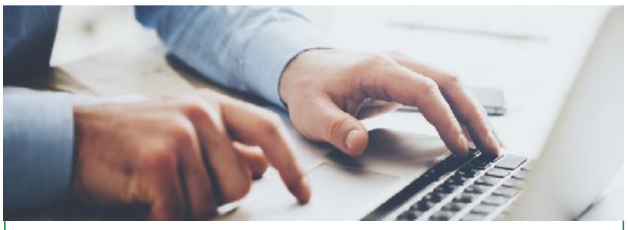
Account Name: Portland Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code [redacted]
Account Number: [redacted]

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/09/2023		Balance brought forward	£0.00	£0.00	£327,401.35
04/09/2023	Direct Debit	Direct Debit (FUEL CARD SERVICES)	£83.80	£0.00	£327,317.55
04/09/2023	Direct Debit	Direct Debit (ZEN INTERNET LTD)	£50.40	£0.00	£327,267.15
04/09/2023	Credit	Sida yoga	£0.00	£226.80	£327,493.95

Statement number 116

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
04/09/2023	Credit	Sida yoga	£0.00	£207.00	£327,700.95
05/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£76.15	£0.00	£327,624.80
05/09/2023	Faster Payment Debit	B/P to: Elite Playgrounds	£321.30	£0.00	£327,303.50
07/09/2023	Direct Debit	Direct Debit (GOOGLE CLOUD EMEA)	£4.60	£0.00	£327,298.90
08/09/2023	Credit	WAKELY SONS LTD	£0.00	£1,400.00	£328,698.90
11/09/2023	Direct Debit	Direct Debit (FUEL CARD SERVICES)	£20.40	£0.00	£328,678.50
12/09/2023	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£39.35	£0.00	£328,639.15
13/09/2023	Credit	Reays Martia	£0.00	£182.85	£328,822.00
14/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£76.15	£0.00	£328,745.85
14/09/2023	Faster Payment Debit	B/P to: Tim Archer	£320.00	£0.00	£328,425.85
14/09/2023	Faster Payment Debit	B/P to: PD Fire and Safety	£72.00	£0.00	£328,353.85
14/09/2023	Faster Payment Debit	B/P to: Paul Davis	£62.10	£0.00	£328,291.75
14/09/2023	Faster Payment Debit	B/P to: The Crown Estate	£5.00	£0.00	£328,286.75
14/09/2023	Faster Payment Debit	B/P to: Deltanet	£2,394.00	£0.00	£325,892.75
14/09/2023	Faster Payment Debit	B/P to: Shauna M Monks	£29.93	£0.00	£325,862.82
14/09/2023	Faster Payment Debit	B/P to: P.A.Weston	£2,625.00	£0.00	£323,237.82
14/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£87.68	£0.00	£323,150.14
14/09/2023	Faster Payment Debit	B/P to: BarkerFox Assoc	£535.43	£0.00	£322,614.71
14/09/2023	Faster Payment Debit	B/P to: BarkerFox Assoc	£284.82	£0.00	£322,329.89
14/09/2023	Faster Payment Debit	B/P to: John Broddle	£825.00	£0.00	£321,504.89
14/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£50.77	£0.00	£321,454.12
14/09/2023	Faster Payment Debit	B/P to: Countrywide GM	£430.32	£0.00	£321,023.80
14/09/2023	Faster Payment Debit	B/P to: Chiswell Com Trust	£500.00	£0.00	£320,523.80
14/09/2023	Faster Payment Debit	B/P to: Barrett Enterprise	£286.06	£0.00	£320,237.74

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Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
14/09/2023	Faster Payment Debit	B/P to: Barrett Enterprise	£48.00	£0.00	£320,189.74
15/09/2023	Direct Debit	Direct Debit (GOCARDLESS)	£90.00	£0.00	£320,099.74
15/09/2023	Direct Debit	Direct Debit (GOCARDLESS)	£333.01	£0.00	£319,766.73
15/09/2023	Direct Debit	Direct Debit (GOCARDLESS)	£432.00	£0.00	£319,334.73
15/09/2023	Credit	DORSET COUNTY HOSP	£0.00	£291.60	£319,626.33
15/09/2023	Credit	THE COOPERATIVE	£0.00	£200.00	£319,826.33
18/09/2023	Direct Debit	Direct Debit (FUEL CARD SERVICES)	£111.67	£0.00	£319,714.66
18/09/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	£3,550.18	£0.00	£316,164.48
18/09/2023	Faster Payment Debit	B/P to: Dorset CC Pensions	£4,299.82	£0.00	£311,864.66
18/09/2023	Credit	Flow Boardsports Ltd	£0.00	£1,164.10	£313,028.76
18/09/2023	Credit	GRASSBY SONS LTD	£0.00	£1,000.00	£314,028.76
19/09/2023	Direct Debit	Direct Debit (EE LIMITED)	£117.60	£0.00	£313,911.16
19/09/2023	Direct Debit	Direct Debit (RCI FINANCIAL SERV)	£210.83	£0.00	£313,700.33
20/09/2023	Direct Debit	Direct Debit (DORSET COUNCIL)	£340.64	£0.00	£313,359.69
20/09/2023	Direct Debit	Direct Debit (ECOTRICITY LIMITED)	£459.28	£0.00	£312,900.41
21/09/2023	Faster Payment Debit	B/P to: The Portland Assoc	£3,000.00	£0.00	£309,900.41
21/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£55.38	£0.00	£309,845.03
21/09/2023	Faster Payment Debit	B/P to: Teleshore Ltd	£437.50	£0.00	£309,407.53
21/09/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	£73.98	£0.00	£309,333.55
21/09/2023	Credit	AMY SANDFORD SMITH	£0.00	£81.00	£309,414.55
22/09/2023	Direct Debit	Direct Debit (VOIPUN LIMITED)	£32.14	£0.00	£309,382.41
22/09/2023	Credit	GROUNDWORK UK R/C	£0.00	£6,900.00	£316,282.41
25/09/2023	Direct Debit	Direct Debit (ALD AUTOMOTIVE)	£213.68	£0.00	£316,068.73
25/09/2023	Direct Debit	Direct Debit (FUEL CARD SERVICES)	£37.40	£0.00	£316,031.33

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Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Faster Payment Debit	[redacted]	[redacted]	[redacted]	[redacted]
25/09/2023	Credit	Reays Martia	£0.00	£181.80	£304,202.71
27/09/2023	Credit	DORSET COUNCIL	£0.00	£272,375.26	£576,577.97
28/09/2023	Faster Payment Debit	B/P to: Weymouth Fencing	£23.52	£0.00	£576,554.45
28/09/2023	Faster Payment Debit	B/P to: Eco Sustainable So	£71.53	£0.00	£576,482.92
29/09/2023	Credit	DORSET COUNTY HOSP	£0.00	£583.20	£577,066.12
30/09/2023	Fee	Service Charge	£49.35	£0.00	£577,016.77

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Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website **– unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **– https://www.unity.co.uk/terms-and-conditions/**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your Account Statement

unity trust bank
For Businesses. For Communities. For Good.
Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

[redacted]
Portland Town Council
Three Yards Close
Portland
Dorset
DT5 1 JN

Date: 30/09/2023

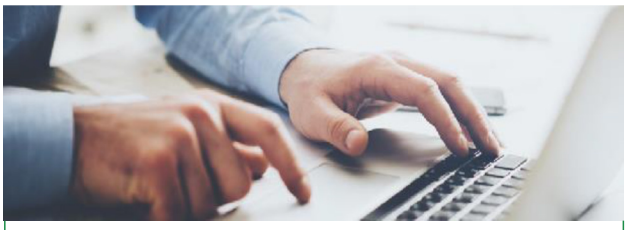
Account Name: Portland Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: [redacted]
Account Number: [redacted]

The credit interest rate is 2.75% AER as of your statement date.

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/08/2023		Balance brought forward	£0.00	£0.00	£100,665.64
30/09/2023	Credit Interest	Credit Interest	£0.00	£683.70	£101,349.34

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Sending or Receiving Currency

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When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

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Registered in England and Wales no. 1713124.
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LLOYDS BANK

Portland Town Council
3 THREE YARDS CLOSE
PORTLAND
DORSET
DT5 1JN

Your Account

Sort Code [redacted]
Account Number [redacted]

TREASURERS ACCOUNT

01 September 2023 to 30 September 2023

Money In	£559.65	**Balance on 01 September 2023**	£20,636.73
Money Out	£941.35	**Balance on 30 September 2023**	£20,214.53

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 23	500050	DEP	40.50		20,636.73
01 Sep 23	500050	DEP	500.00		21,136.73
01 Sep 23	DICKSON T* #5158 CD 2321	DEB	19.15		21,155.88
05 Sep 23	Amazon.co.uk*1U7DQ CD 2321	DEB		28.36	21,127.52
08 Sep 23	AMZNMktplace CD 2321	DEB		15.63	21,111.89
11 Sep 23	AMZNMktplace CD 2321 09SEP23	DEB		129.10	20,982.79
12 Sep 23	TOOLSTATION UK CD 2321	DEB		64.81	20,917.98
12 Sep 23	AMAZON* 274 CD 2321	DEB		151.95	20,766.03
20 Sep 23	AMZNMktplace CD 2321	DEB		8.25	20,757.78
20 Sep 23	AMZNMktplace CD 2321	DEB		12.75	20,745.03
20 Sep 23	AMZNMktplace CD 2321	DEB		13.98	20,731.05
20 Sep 23	AMZNMktplace CD 2321	DEB		27.99	20,703.06
20 Sep 23	AMZNMktplace CD 2321	DEB		32.97	20,670.09
20 Sep 23	AMZNMktplace CD 2321	DEB		34.47	20,635.62
20 Sep 23	AMZNMktplace CD 2321	DEB		34.85	20,600.77
20 Sep 23	AMZNMktplace CD 2321	DEB		34.85	20,565.92

(Continued on next page)

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LLOYDS BANK

TREASURERS ACCOUNT

Sort Code [redacted]
Account Number [redacted]

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
20 Sep 23	AMZNMktplace CD 2321	DEB		38.38	20,527.54
20 Sep 23	AMZNMktplace CD 2321	DEB		85.90	20,441.64
21 Sep 23	AMZNMktplace CD 2321	DEB		28.99	20,412.65
25 Sep 23	AMZNMktplace CD 2321 23SEP23	DEB		150.45	20,262.20
27 Sep 23	AMZNMktplace CD 2321	DEB		3.99	20,258.21
27 Sep 23	AMZNMktplace CD 2321	DEB		43.68	20,214.53

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

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Portland Town Council
Reserves Balance up to 30th Sep 2023
2023-2024

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Portland Community Venue	9,336.17		9,336.17		0.00
Bereavement Services	5,000.00				5,000.00
Allotments					0.00
Green Spaces (Mower)	11,508.08		4,823.80		6,684.28
Toilets	20,000.00		6,605.18		13,394.82
IT & Comms	864.56				864.56
Youth Council Fund	366.67				366.67
Grant Fund					0.00
Museum Fund					0.00
CIL Fund	59,852.72		11,023.44	9,349.78	58,179.06
Climate Ecology & Emergency F	2,500.00		2,500.00		0.00
S106 Officers Field	43,606.70				43,606.70
S106	46,271.68		7,284.00		38,987.68
General Prudent Reserve	126,213.00	8,000.00			134,213.00
General Reserve (Unallocated)	16,885.27	35,311.31	500.00		51,696.58
Total Earmarked	**342,404.85**	**43,311.31**	**42,072.59**	**9,349.78**	**352,993.35**
TOTAL RESERVE	**342,404.85**	**43,311.31**	**42,072.59**	**9,349.78**	**352,993.35**
GENERAL FUND					316,215.42
TOTAL FUNDS					669,208.77

Finnace and Governance Committee – 6th December 2024
Annexe G

Risk Management and Internal Council Controls

Purpose of Report
To review and ensure that the Town Council has a sound and effective system of internal controls.

Background
The Accounts and Audit Regulations 2015 (Regulation 3) require smaller authorities to conduct an annual review to ensure that it has a sound system of internal control which:

a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
b) ensures that the financial and operational management of the authority is effective; and
c) includes effective arrangements for the management of risk (financial and non-financial)

This is a requirement for passing the annual audit inspection and is used to inform the preparation and approval of the Annual Governance Statement, thereby providing the Council with the assurance it needs to approve the Annual Governance Statement when this is presented for approval in Spring 2024.

The system of internal control refers to the strategies, policies, management systems and procedures that are in place within the Council that help to ensure the effective exercise of the Council's functions and services are in compliance with all relevant legislative requirements, and proper practices. This is supported by robust financial regulations, standing orders, policies and procedures, good officer and member relations and conduct, appropriate segregation of duties, a sound system of management (including financial), internal audit, risk management, and a relevant system of delegation, authorisation, and accountability.

The system of internal control also helps to maintain and endorse the efficient and effective use of public money, safeguards the Council's assets and interests, and controls the way the Council accounts to, and engages with its community. The system of internal control is designed to manage risk of failure to a reasonable level via a series of control measures. However, it cannot eliminate all risks, and can therefore only provide reasonable and not absolute assurance of effectiveness.

Town Council System of Internal Control
The Town Council's system of internal control includes:

- Annual review: -
    - Standing orders
    - Financial Regulations
    - Committee structures, powers and delegations
- Council policies that are to be reviewed on a regular basis
- A transparent approach to the setting of the Council's annual budget
- Consultation and engagement with the community e.g., Use of CIL
- The annual reports of the Internal Auditor received by the Finance and Governance Committee and Full Council

- Regular budgetary control (Payment, procurement etc.), including quarterly budget monitoring with expected outturn to Finance and Governance Committee and Full Council
- Preparation of proportionate Business cases to inform decision making
- Effective and regularly reviewed insurance arrangements
- Sound financial procedures and systems managed and maintained by the RFO
- Regular review (and at least annually by Council) of the Councils Strategic Risk Register
- Future Service plans

Risk Management Strategy
It is also a requirement for the Town Council to have an adopted Risk management Strategy in place. The Risk Management Strategy provides more detail around the Councils approach to risk and internal controls. A draft policy is attached at **Annexe H**.

Strategic Risk Register
At **Annexe I** is a copy of the Town Councils Strategic Risk Register. This details the Councils strategic risks, assess their significance and likelihood and where possible identifies actions to mitigate against that risk.

Council is asked to review the risk register and identify any further risks and actions that should be included, before approving the register.

Recommendation:
That Committee resolves to recommend to Council: -

a) adoption of the Risk Management strategy at **Annexe H** to the report
b) approval of the Strategic Risk Register at **Annexe I**
c) confirms that the Council has a sound and effective system of internal controls that meets the requirements of The Accounts and Audit Regulations 2015

PORTLAND TOWN COUNCIL

RISK MANAGEMENT STRATEGY

1. Introduction

1.1 This document forms the Risk Management Strategy for Portland Town Council. It sets out:

- What is risk management.
- Why the Town Council needs a risk management strategy.
- The Town Council's philosophy on risk management.
- The risk management process.
- Roles and responsibilities.
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Town Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2. What is Risk Management

2.1 The internationally recognised generic risk management standard, ISO 31000 2009, can be applied to the achievement of all types of objectives at all levels and services within an organization. It can be used at both a strategic and organizational level to help make decisions, and to manage processes, operations, projects, programs, services and assets.

2.2 ISO 31000 defines risk as the "effect of uncertainty on objectives" where an effect is a positive or negative deviation from what is expected. This definition recognises that organisations operate in an uncertain world and that whenever an organisation seeks to achieve an objective, there is an element of risk at each step that needs to be managed to reduce uncertainty as much as possible.

2.3 Uncertainty (or lack of certainty) can be defined as a state or condition that can lead to inadequate or incomplete knowledge or understanding of an event, consequence, or likelihood.

2.4 The principles of risk management, as defined by ISO 31000 2009 states that risk management should:

- Create and protect value
- Be part of all processes
- Be part of all decision making

- Be used to handle uncertainty
- Be systematic and timely
- Be based on the best data
- Be tailored to the organisation's environment
- Consider human factors
- Be transparent and inclusive
- Be responsive and iterative
- Support continual improvement

2.5 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

2.6 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

- Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risk damage to the reputation of the Council, loss of public confidence or in a worst-case scenario, Government intervention.
- Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks expose Portland Town Council potentially to prosecution, judicial review, employment tribunals and the inability to enforce contracts.
- Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigations, objection to accounts, reduced service delivery, adverse impact on Council reserves.
- Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.
- Environmental Risk – failure to deliver events and activities that protect human health or the environment. Risk of illness and death of the public, damage to the local environment.
- Information and Technology Risk – failure to protect information and information systems from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction.

2.7 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.8 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Town Council needs a Risk Management Strategy

3.1 Risk management will strengthen the ability of the Town Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Committees and service areas understand risk and that the Town Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to

the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Portland Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Town Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Town Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level. There could also be occasions where the Council will take a risk because of the potential benefits.

Options for control include:

- Avoid – The circumstances from which the risk arises are removed so that the risk no longer exists.
- Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.
- Transfer – The financial impact is passed on to others e.g., by revising contractual terms. or the risk is shared with another party we insure against some or all of the risk to mitigate financial impact; and
- Acceptance – Documenting a conscious decision after assessment of areas where the Town Council accepts or tolerates risk.

5.2 Risk Register

The Strategic Risk Register will be regularly refined and updated as part of this Risk Management Strategy.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Strategy and Strategic Risk register will be reviewed at least annually by the Town Clerk and Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

- Risk Identification – Identifying and understanding the hazards and risks facing the TownCouncil is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.
- Risk Analysis – Once risks have been identified they need to be systematically and accuratelyassessed using proven techniques. Analysis should make full use of any available data on thepotential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
- Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3)and High (4).

		Impact			
Likelihood		Negligible (1)	Low (2)	Medium (3)	High (4)
	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Town Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process mustbe driven from the top but must also involve staff throughout the organisation

6.2 Councillors – Risk management is seen as a key part of Councillors stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- Approval of the Risk Management Strategy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of the Annual Governance Statement;and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills, experience, and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to the Town Clerk.

6.4 The Town Clerk – will act as the lead officer on risk management, assisted by the Chair of the Council and /or Chair of the Finance and Governance Committee, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

- Provide advice as to the legality of policy and service delivery options.
- Provide advice on the implications for service areas of the Town Council's strategic aims and objectives.
- Update the Town Council on the implications of new or revised legislation.
- Assist in handling any litigation claims.
- In consultation with the Town Council's external advisors as necessary, provide advice on human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- In consultation with the Town Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- Work with the Responsible Finance Officer (RFO) to assess and implement the Town Council's insurance requirements.
- Assess the financial implications of strategic policy options with the RFO.
- Provide advice on budgetary planning and control.
- Work with the RFO to ensure that the financial information systems and processes allow effective budgetarycontrol.
- Ensure the Town Council's Risk Register is maintained.
- Assist the RFO with the effective management of the Town Council's investment (if applicable) and loan portfolio.

6.5 Role of Internal Audit – Internal Audit provides an important scrutiny role by carryingout audits to provide independent assurance to the Town Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Town Council in identifying both its financial and operational risks and seeks to assist the Town Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.6 Finance Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Finance Committee.

6.7 Training – The aim will be to ensure that both Staff and Councillors have the skills

necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and in-house service familiarisation.

6.8 In addition to the roles and responsibilities set out above, the Town Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

7.3 Review of Risk Management Strategy – This Strategy will be reviewed annually.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Town Council. It will assist in demonstrating that the Town Council is committed to continuous service improvement and effective corporate governance.

9 Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website and copies of this document, the Risk Management Policy and the Risk Register will be available for inspection at the Council Offices.

Approved by Portland Town Council on 14th December 2022

Annual Review - Finance and Governance Committee: (Date)
Annual Review – Portland Town Council: (Date)

Finance and Governance Committee - 6th December 2023
Annexe I

PORTLAND TOWN COUNCIL RISK MANAGEMENT SCHEME

Portland Town Council is committed to ensuring business risks are appropriately managed, whether relating to Council premises and people, public money, Council activities or Information Technology and Communications

This document sets out how Portland Town Council will manage and minimise risk in all its areas of operation. It is reviewed annually each year as part of the annual audit process . New risks arising are incorporated when identified.

Created 01.04.2021 Review Annually - Last review & update 24-11-2023

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	ACTIONS TO BE UNDERTAKEN	RESIDUAL RISK
FINANCE							
Payment of Accounts	Errors in payment. Fraud.	High	Council procurement orders raised on scribe accounting Software. All payments to reconcile to orders for goods and services paid. Payment on receipt of formal invoice only. All payments reviewed at monthly Finance and Governance Committee meetings and Council for Governance Compliance. A specific list of accounts to be paid is tabled in the agenda. Minutes confirm compliance in accordance with Councils Financial regulations. Two Councillor online bank approvals/ signatures required for each payment (whatever type) or bank will not pay. Care taken to ensure correct bank details entered for each payee (bank system also has control measures for organisations)	PTC uses mostly online banking payments, but does make a number of Direct Debit payments for some supplies. Lloyds Cheque signatories - (Authorisation authority - 3 x signatories) & Lloyds online (Card only) - can be authorised by Members of the Finance Committee (Cllr B Parkes, Cllr Draper and Cllr Boyce), Cllr Flack, Cllr Cocking, Clerk, deputy clerk plus RFO). Unity online payment (Authorisation - minimum x 2 signatories) - Members of the Finance Committee (Cllr B Parkes, Cllr Draper and Cllr Boyce) plus Cllr Cocking, Clerk, Deputy Town Clerk and RFO). Different signature combinations used at random.	Council's Financial Regulations. Bank reconciliation's. Service provider invoices. Cheque book counterfoils.	Continue with established mitigation	Low
Banking	Errors By Bank. Loss of signatories. Insufficient checks on records.	Medium	Bank statements checked monthly against payment instructions. Signatory list updated each year. RFO , Town Clerk and Deputy Town Clerk - account administrators. Additional Councillors created as bank signatories when need arises.	Income and expenditure is balanced to movement on bank account for the same period.	Council's Financial Regulations. Council meeting agenda and minutes.		Low
Petty Cash	Fraudulent claims. Dishonesty. Theft via burglary.	High	Signed, dated voucher matches receipt to payment. Witness required when reimbursing expenses. Locked petty cash tin retained in safe. Expenditure balanced monthly. Restricted list of items for purchase with petty cash. Cash drawn may not exceed £100. Only a signatory can draw cash at the bank. Cheques for cash require 3 signatures.	Account signatory only can present cheque for cash at bank. At monthly reconciliation, expenses are allocated to their appropriate budget heading.	Council's Financial Regulations. Petty cash book, cash book records, vouchers and monthly reconciliation.		Low
Grant awards given	Applicant is not bona fide organisation. Grant is not used for stated purpose. Grant is unspent or activity not delivered.	Medium	Standard application form. Pre-set criteria for awards set out in grants policy. Grants may not be paid to individuals. Applicants provide feed-back at year end. Policy states unspent grants must be repaid. Formal Service Level agreements entered into where grants will span 2 or more years.	Applicants are required to submit two years' financial accounts with their application, as well as a copy of their constitution or equivalent.	Grant application form. Supporting evidence. Grant policy. Council minutes record awards made. Confirmation letter to applicant. Cheque book counterfoils. Signed Service Level Agreements.		Low
Income receivable	Non payment of monies due. Misappropriation of sums paid.	High	Formal invoices issued for each income payable. Workflow reminder to check income has been received. Formal agreements held relating to charges. Incremental measures in case of non-payment. BACS payments encouraged so no actual money changes hands. Receipt or other written acknowledgement sent to confirm payment has been received.	Payment due within 30 working days , then payment is chased in writing and verbally. Cheques and cash (rare) are paid into the bank as soon as possible after receipt.	Numbered invoices from Scribe accountancy software. Bank statements. Council's Financial Regulations. Written record of correspondence.		Medium

Precept	Precept is insufficient to cover statutory duties, activities and operations.	Low	Budget working group - Finance and Governance Committee Detailed cost centre / Budget sheets with previous years budget and out-turn prepared by RFO and considered by each Committee with recommendation/s informing draft budget Working group reviews Committee recommendations - budget proposals to Finance and Governance Committee to determine and recommend to Full Council Final budget formally approved at Council meeting. Precept raised in writing and submitted to Dorset Council Receipt of precept formally reported at Council meetings. Council holds a General Prudent Reserve covering a	Precept is received in two equal instalments in April and September each year.	Budget statements and monitoring Detailed budget sheets and budget setting reports to Committees and Council Annual pre-budget report with draft budget to Finance and Governance Committee to recommend to Council Final budget statement. Precept claim form. Council agenda and minutes. Bank statements. Scribe Cash book record of expenditure & income.		Low
Annual Budget	Funds are overspent. Funds are underspent.	Medium	As above (Precept) Budget statements presented at Council meetings enable regular review of actual expenditure against forecast. Ongoing adjustments made if necessary or formal resolution to transfer funds from other budget headings or from financial reserves.	Some invoices are received annually only in March of each year so it is essential to contact these providers in advance to establish costs for the year ahead. Where cost of living price increases are not notified by service providers the October retail price index will be used to estimate service increases for the year ahead.	Monthly budget statements. Council meeting agendas and minutes.		Low
Financial Records	Inadequate records maintained.	Medium	Staff are suitably trained. Suitable software packages (Scribe) Annual feedback from Internal and External Auditor acted on. Monthly summaries approved at each monthly Council meeting.	Audit feedback is collated into an annual action plan. 'Proper practices' employed in the preparation of all financial statements.	Auditor recommendations action plan. Conclusion of audit feedback from external auditor. Council meeting agendas and minutes.		Low
Audit	Records are inadequate. Financial irregularities come to light. Audit is not completed by the statutory deadline. Public inspection period not correctly publicly notified. Conclusion of Audit not correctly publicly notified. Audit results in' except for' matters or audit failure.	Medium	The Financial Officer employs strict planning for audit deadlines. The Financial Officer is suitably qualified to prepare for audit. Internal auditor commissioned well in advance. The Financial Officer follows annual guidance published by The Joint Panel on Accountability and Governance (JPAG) and external auditor. Only current year template AGAR forms provided are used. Only current year template inspection and conclusion of audit Notices are used. Feedback from previous year's audit incorporated into financial practices.	Additional training around audit may be provided if necessary.	The Joint Panel on Accountability and Governance (JPAG) Internal Auditor's report. AGAR form. Annual risk-management review. Public inspection rights Notice. Conclusion of audit Notice.		Medium
Staff Salaries and Pensions	Salaries are incorrectly calculated. Payment is made due to fraudulent claim. Incorrect payment issued.	Medium	Salary rates are formally approved by Council at recruitment and reviewed annually. Payroll is outsourced to a professional using bespoke payroll software HMRC notifications of tax codes used. Where applicable - Each staff member completes a weekly time sheet detailing hours worked and any holiday or sick leave taken. Sample reviews of hours worked against timesheets. Salary payments approved in accordance with Financial regulations.. Tax and National Insurance contributions are calculated and paid monthly. Pensions are calculated and contributions paid monthly. Salaries are paid by electronic bank transfer.		Cash-book entry. Banking records Employee wage slips. Council meeting agendas and minutes.		Low

Expenses	Misappropriation of funds.	High	Expenses may not be paid in cash, and can only be submitted on the Council's expenses form. Payment may not be made unless supported by the correct receipt. Payment may not be made unless approved by full Council. Any alterations on forms must be initialised by Clerk. Claims for travel expenses must be signed by the Clerk or the Chair if the expenses is for the Clerk	The Clerk, Deputy Clerk (Greenspaces) and RFO are the only members of staff empowered to sign off expenses claims.	Sign claim forms for expenses. Cash book and expenditure statements.		Low
Value-for Money	Contract and/or service costs are exorbitant or do not reflect value for money.	Medium	Contracts issued/expenditure approved only in line with Financial Regulations. Competitive quotes sought where Financial regulations stipulate. Contract sums reviewed annually unless otherwise specified to enable cost reductions.	Council has some 2-year and 5-year contracts for example electricity contracts, and toilet cleaning	Adopted Financial Regulations. Tender documents. Comparative quotations received. Council agendas and minutes.		Low
PREMISES							
Insurance	Buildings or premises are not adequately insured. Insurance does not cover premises, equipment and people.	High	Insurance in place for buildings, contents and Public Liability. Insurance contract covers all insurable risks and is reviewed annually. Appropriate annual increase in level of cover across all insured risks (rebuild costs). Any changes in premises reported to insurer as they happen. Changes to be followed up by Office/insurer in writing. Public Liability insurance to be in place at all times and for all premises. Insurance cover reviewed annually by Council	PTC premises and public liability within its office premises are directly insured by the Council. Additional premises may be taken on temporarily or permanently. Premises covers all physical areas where the Council operates including allotments and public conveniences.	Annual insurance renewal, schedule and register of assets.		Low
Fire Risk	Risk to people or premises caused by fire.	High	Formal written Fire Risk assessments. Formal fire plan and evacuation procedure on display at various locations around the PCV building and other premises where required. . Fire extinguishers in place and tested annually. Fire hazards recorded and remedied immediately. Fire alarm tested weekly. 3-per-year unannounced fire drills with any failings recorded and acted on Quarterly formal inspection of premises Fire alarm and emergency lighting serviced six-monthly. Bi-annual PAT testing Risks and near misses reported to Council each month via the risk register. Staff receive annual refresher training on fire safety.	PTC commission an external fire specialist for formal testing of all fire safety elements. PTC staff formally sign annually to record they have read and understood fire risk assessment, and evacuation procedure.	Fire risk Assessment. Fire safety plan. Fire evacuation procedure. Fire alarm testing records. Fire drill records. Contractor Invoice for PAT testing. Clerk's monthly risk report. Council meeting agendas and minutes.	Recommend numbering break glass points and noting down the number on weekly checks	Low
Health & Safety	Non-compliance with statutory requirements. Inadequate Health and safety controls in place.	High	Staff are suitably trained on H&S matters. All Town Council H&S procedures adhered to. Clerk designated as delegated Health and Safety Lead Officer for personnel and PCV Co-ordinator takes responsibility for the building. Appropriate policy, procedures and risk assessments in/ to be in place. All building and repair work carried out by suitably-qualified contractors.	The Council holds an annual contract with a specialist Health Safety Advisory group, Worknest. Each year Worknest carry out a Health and Safety Audit, with advice on any failings or improvement required. The staff handbook makes clear that the safety of employees is paramount, also what duties are incumbent on employees to observe safe practices.	H&S and associated Policies. Asbestos report COSHH risk assessments. Relevant Risk assessments. Council meeting agendas and minutes. Staff handbook.	Review of Council H & S Policy Annual review of Risk and COSHH assessments Arrange for the storage of hazardous substances to be reorganised. Flammable chemicals should be stored in a COSHH cabinet Complete a specific detailed risk assessment on violence at work Contractors should be provided with relevant information on Councils safety policy and applicable rules	Medium

Building security	Break in, vandalism, theft.	Medium	Insurance cover for all risk events - buildings and contents, and Public Liability. Building is covered by an alarm which is set for unoccupied periods of time Written record of key-holders. All staff obliged to comply with office security measures. New staff issued 1 set of keys which are checked back in at end of employment. All spare sets of keys u stored in locked key cabinet. Key log-book managed by one person only and all keys are booked in and out. Small amounts of cash only retained in office. Prompt banking procedures. Any cash or cheques in the office are locked into a petty cash tin which in turn is locked into the safe.	The last person to leave the building each evening ensures windows are closed and the kitchen and office doors are locked. The alarm is usually set by Allsorts who share the building and are last to leave, or whichever group has use of the building outside normal working hours.	Key-holding records. Insurance documents including certificate of cover on office wall.		Low
Equipment	Inadequate or faulty equipment causes service failure or risk of injury	Medium	All activities fully risk-assessed prior to commencement. Where staff, Councillors or volunteers will be working alone directly with children or vulnerable adults ensure DBS checks are in place. Adequate knowledge of Safeguarding procedures to enable repo	see also ***people*** section below.	Purchase invoices. Operational instructions. Risk assessment.	Introduce equipment inspection / service register Ensure risk assessments are in place for all work equipment including gardening team.	Medium
PEOPLE							
Elections	Insufficient funds available.	Medium	An election budget will be considered for each year and placed into the Councils reserve to cover the costs of casual vacancies. Where a known cyclical election is due the following year a full electoral budget will be provisioned when preparing the draft income and expenditure projection.	Where the criterial for a call for election is not met, new Councillors will be recruited via the co-option route.	Budget statement.		Low
Recruitment	Staff recruited are not suitably skilled to carry out required duties. Staff are not entitled to UK employment	High	Quality, in-depth interview process. Panel process for interviews. Job description and person-specification clear for each role. New employees can be supplied for the first 12 weeks by a recruitment agency who take references and conduct Right to work checks. References sought prior to formal confirmation of employment offer where direct recruitment occurs. Comprehensive induction package. Performance review of new staff during agency period Probation reviews carried out where applicable	PTC may choose to minimise risk by employing new staff via a trusted recruitment agency, where a temp-to-perm arrangement may be offered. Some higher-risk work processes are not allocated to temporary staff (e.g. managing petty cash) or those in a probationary period (e.g. banking administration).	Application forms. Interview feedback and test results. Job Description. Person-specification. Contract of employment. Formal records staff appraisals. Council HR Policies		Medium
Workplace Arrangements	Use of facilities or equipment causes injury or illness. Premises and/or equipment not adequately maintained.	Medium	Induction of staff member explains use of facilities and equipment. Repairs carried out promptly by suitably-qualified contractor. Tailored review of desk, chair, computer set-up. Annual display Screen Equipment assessment carried out for each staff member. All incidents recorded in accident book and acted on. User instructions in place for all office equipment. Office risk assessment tailored to individual staff and reviewed annually	Reasonable adjustments will be made to accommodate any special requirements by staff. Risk assessments to be reviewed to accommodate changes in staff such as new members joining or pregnancy.	Accident book records. Building inspection records. Works orders and invoices. Minutes of formal meetings. Monthly risk report to Council meeting by Clerk.	Annual review of Risk and COSHH assessments	Medium

Staff use of equipment or substances	Inadequate safety measures. Incorrect use of equipment may damage it or cause injury. Materials used cause injury or illness.	High	COSHH instructions available for all products used. Staff fully inducted and trained on any and all equipment they will use. Staff provided with all relevant risk assessments for activities, use of tools and equipment. Staff sign annual declaration that they will adhere to all health and safety procedures in the fulfilment of their duties. Personal Protective Equipment is provided free of charge where its use is necessary to protect the employee. Any incidents to be written up in accident book, and acted on. Employer's Liability Insurance is in place.	Control of Substances Hazardous to Health is a legal responsibility placed on employers to ensure products used do not damage the health and well-being of employees.	COSHH product sheets. Risk assessments for using tools and equipment. Tool and equipment servicing records. Tools and equipment purchase records. 'PAT tested 'stickers on electrical tools and appliances. Accident book records. Insurance documents.	Annual review of Risk and COSHH assessments Introduce equipment inspection / service register	Low
Staff Competency	Staff fail to perform to the required standard. Errors cause financial or reputational loss.	Medium	Adequate recruitment processes. Appropriate line-management procedures in place, include regular review of staff tasks and competency. Annual review sets targets and areas for improvement. Ongoing review of staff training and /or coaching requirements. Employer's liability insurance.	Golden threads of honesty integrity and maintaining confidentiality run through all Council operations. Shortfalls in performance are tackled early to prevent repeat or escalation.	Personnel records. Job description. Person-specification. Training records. Capability procedure. Disciplinary Procedure. Insurance Documents.		Low
Conduct of Staff	Poor or inappropriate staff conduct causes financial or reputational loss. Disharmonious workplace environment.	Medium	Adequate recruitment processes. Council policies in place. Training on standards of behaviour required. Appropriate line-management procedures in place. Inappropriate behaviour is managed robustly and promptly. Staff are instructed to call emergency services should a serious risk arise. Employer's Liability Insurance	Attitudes around culture and values are tested at interview. New staff induction focusses on standards of behaviour and team working in addition to working practices.	Personnel records. Job description. Personnel records. Training records. Capability procedure. Disciplinary Procedure. Insurance documentation.		Low
Staff shortages, planned and unplanned.	Statutory duties not complied with. Deadlines missed. Inadequate financial checks. Poor decision making. Increased pressure on remaining staff. Increased sickness absence.	Medium	Adequate staffing levels. Supervision and annual review records. Succession planning where staff are anticipated to leave. Well-written information to guide staff through all key Council activities and procedures. Arrangements in place for employment of temporary workers if staffing levels dictate a need. Annual review of resourcing requirements as part of budget-setting. Staff feedback taken into consideration.	The Council works on a policy that all staff have oversight of day-to-day activities. This forms part of the staff induction process. Also that written procedures are available to all in paper and electronic form. The principle is that for all non-specialist work any staff member could perform the activity in the absence of another.	Staffing and Training Committee minutes. Budget-setting report and budget provision. Line-management and annual appraisal documentation. Sickness absence records. Staff interviews.		Low
Staff well being	Failure to maintain staff morale, failure to maintain staff health, significant workloads	Low	Staff meetings, 1:1 meetings, staff appraisals, social events, staff questionnaire, internal communications, , staff training programme,	Continue with established mitigation	Appraisal 1:1 meeting notes & discussions		Low
Insurance	Personal injury or damage to staff belongings is inadequately insured.	Low	Employer's liability insurance renewed every year. Cover is adequate to provide for all appropriate risks. Level of cover required re-evaluated with insurer each year.	Staff are covered at all times when working within Council premises.	Annual insurance schedule and certificate of insurance.		Low

Health & Safety	Staff fail to comply with H&S requirements, including Risk Assessments or COSHH assessments. Injury or harm is caused to people or their belongings.	High	Accident, incident and near-misses book on premises for completion, and each entry subject to formal review. All relevant risk assessments made available to staff. Staff sign annually to confirm their compliance with all relevant H&S workplace requirements. Repeated or deliberate breaches treated as competency or disciplinary matters. Employer's liability insurance.	Each entry in the Accident book reviewed, remedial measures implemented where necessary, and signed off when complete. The Council operates very few potentially harmful activities. Any new activity would need to be risk-assessed and training may be required.	Staff handbook. Accident book records. Personnel records. Risk assessments. COSHH information sheets. Competency records. Disciplinary Procedure. Insurance documents.	See H & S (Premises) above Establish monitoring systems that record relevant information (e.g. the lone workers' current location, when the lone worker has returned to their head office / base / home etc.). Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances. Provide manual handling training to those employees identified by the manual handling assessment Review / implement E-learning via H & S contract provider - essential training on health & safety, and other business areas	Medium
Fist Aid at Work	Inadequate level of first aid cover	High	A number of the staff are first aid trained including green team and Deputy Town Clerk			Carry out a first aid needs assessment to determine what level of first aid provision is required in the workplace. Nominate persons to take charge of the first aid kit(s) and ensure the kits are in date and kept fully stocked. Ensure that checks are recorded	Medium
Councillor Probity	Councillors fail to meet standards legally required of them.	Medium	Councillors sign statement of eligibility prior to election. Councillors sign formal Declaration of Interests form at each annual meeting - written Register held by Monitoring Officer and put on website. Councillors sign acceptance of formal Code of Conduct at each annual meeting. Councillors are expected to comply with standing orders detailing processes and standard of behaviour required. Declaration of interests required for each agenda item at each Council or Committee meeting. Suitably qualified Clerk advises on requirements and reports matters to statutory authorities when necessary. All complaints against probity investigated and reported to Monitoring Officer when required.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped and that proper practices are conducted at all times. Complaints are acted on when appropriate. Misdoings requiring formal reporting are acted on promptly. Openness and accountability is required at all times when conducting Council business.	Election forms Councillor Code of Conduct. Declaration of interest forms. Good Councillor guide. Adopted Standing Orders. Council's Financial Regulations. Equality Policy. Minutes of meetings.		Low
Reputation	Poor information provided to public, poor service & events provided to public, negatively viewed decision making by officers and councillors	Low	Website up to date and accurate, well trained officers, careful management of services, staff training, continued development of communications, training of councillors, appropriate use of social media accounts	Continue with established mitigation, consider It and Communications post, continue liaison with the media	Media policy to be considered Good Councillor Guide.		Low
Conduct of Councillors	Councillors fail to meet expected standards of behaviour.	Medium	Councillors sign acceptance of formal Code of Conduct at each annual meeting. Councillors adopt formal standing order detailing processes and standard of behaviour required. Clerk is suitably qualified to provide guidance on acceptable behaviour and to report breaches to external bodies when necessary. Where required breaches of standards will be formally reported.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped. Decent, non-threatening behaviour is required throughout all Council activities.	Good Councillor Guide. Councillor Code of Conduct. Harassment policy Adopted Standing Orders. Equality and Diversity Policy Written records.		Low
ACTIVITIES							

Risk Assessment	Accidents or incidents during activities damage or injure people or property.	High	Tailored risk-assessment completed before any activity is carried out. Risks assessed include people, places and equipment. Control measures in place to mitigate each risk to its minimum. All partner organisations provided with Risk assessment prior to the event. All organisations involved in the event work to the same level Risk assessment.	Standard format risk assessment document tailored to each type of activity. All risk & COSH assessments to be reviewed over the next 12 months	Written risk-assessments. Signed off by Clerk. Computer records.	See H & S (People and premises) above	Medium
Equipment in playgrounds, skate park and MUGAs	Accidents or incidents by persons using these facilities that may cause injury.	High	Tailored risk-assessment completed before any activity is carried out. Risks assessed include people, places and equipment. Control measures in place to mitigate each risk to its minimum. Regular inspections must be carried out- weekly visual inspections , 3 monthly certified inspections	Standard format risk assessment document tailored to each type of activity.	Written risk assessments for play parks by qualified personnel.	Review all risk assessments	Medium
Insurance	Insurance does not cover an activity or people involved.	High	Public Liability insurance renewed every year. Public Liability insurance covers activities at all Council premises. Check with insurers before carrying out any new or unusual activities.	Certificate of Insurance clearly displayed at Council offices.	Insurance Documents.		Low
Safeguarding	There are currently no activities which involve staff or Councillors directly working with children or vulnerable adults.	High	All activities fully risk-assessed prior to commencement Any new services or activities will be reviewed to see if safeguarding principles apply. Where staff, Councillors or volunteers will be working alone directly with children or vulnerable adults ensure DBS checks are in place.	where appropriate data Barring Services checks should be renewed annually to support safeguarding measures. PTC currently does not operate any activities where staff work alone with children or vulnerable adults. If this were to change new procedures and risk assessments would need to be put in place.	DBS documents if applicable Written risk assessments. Written records of safeguarding reports retained ad infinitum Council Safeguarding policy to be developed.		Low
INFORMATION TECHNOLOGY							
Computers and Devices	Data is not secure. Portable devices are lost or stolen. IT system is hacked.	High	Individual passwords required for each user on each IT device. Different passwords used for different software. All suspicious activity investigated and reported, including to the police if appropriate. Passwords changed quarterly or immediately if any security breach suspected or detected. Individual log-in security for each software package. Password protection and/or encryption of sensitive or high-risk data. Anti-virus protection kept up-to-date. Software updates installed promptly.	For example Payroll accounting package, HMRC software all require separate passwords.	IT policy. Privacy Policy. Data Protection Policy.		Medium
Digital Records	Digital records may become corrupted or lost.	High	Microsoft or other proven software only is used. System back-up is run daily Back-up drive is held by professional IT contractor Anti-virus protection kept up-to-date. Software updates installed promptly. Expert IT contractor used.		IT policy. IT support contract.		Medium
Website	Website failure results in inability to publish statutory information.	High	Website updated weekly to check functionality. Service agreement with website host manager enables instant fault reporting and prompt resolution.	Any outage longer than a few days will require the website host to put up a notice requesting to contact the Town Clerk for information or advice.	IT support contract.		Low

Data protection	Data protection regulations are breached. Personal data is shared by accident or design. Data breach causes harm or loss.	Medium	Staff and Councillors trained on Data protection Regulations. Confidentiality required from all staff and Councillors. Deliberate breach of DP regulations treated as misconduct. Personal data processing kept to a minimum. Explicit consent sought where data may be shared. All paper containing personal data are shredded. Regular housekeeping to clear old emails and databases. Group emails only to be sent via 'Blind Carbon Copy'. Public and Employer Liability Insurance.	All staff and Councillors are required to read, understand and comply with the Council's Data Protection Policy and Privacy Notice.	Data Protection Policy. Privacy Notice. Data consent forms. Insurance documents.		Medium
Insurance	IT devices and equipment are not properly insured.	Medium	Insurance is in place and level of cover for equipment is reviewed annually. New or replacement equipment is valued then added to the insurance schedule immediately after purchase. Equipment only used at out of office locations when strictly necessary.	It is proposed to develop recording of Council Assets through a pictorial register in 2022	Annual insurance documentation. Insured Schedule of Assets.		Low
ASSETS							
Premises other than office.	Fire, theft, burglary or other risk. Harm or injury to public.	High	Appropriate and adequate Insurance in place. Regular, documented inspection reports. Day-to-day maintenance regime. Photographic records of condition. Padlocked gate to allotments with combination code changed 6-monthly. Play area formally inspected quarterly by the Insurers. Public Toilets locked between 7pm and 7am. Public Notice boards locked, only staff have keys. Emergency repairs arrangements for Out of Hours repairs.	Assets are set out in the Insurance Schedule, with a financial valuation as well as a rebuild cost if appropriate. Assets in this category are the Basins allotments, the Tonedale Play area, Longforth Road Public Conveniences and 3 public notice boards. Planned maintenance programme to be put in place	Written inspection reports. Photographic records of asset. Photographic records of any harm or damage. Insurance schedule. Insurer's inspection reports.		Medium
IT devices	See Information Technology section above.						
Portable assets	Theft, loss or damage.	Medium	Specialist annual check of Chain of Office. Adequate insurance cover.	Portable assets include the Mayor's chain of Office. Other items is a projector.	Schedule of insured assets containing monetary valuation as well as insurance valuation. Schedule of assets as part of annual audit risk reporting.		Low
Insurance	Cover is inadequate. Event is not covered.	Medium	Insurance renewal dates diarised by the Financial Officer. Renewal quotations received one month before cover expires to allow review and any amendments. Cover must be sufficient and cover all likely insurable risks.	Assets are valued for insurance purposes at the cost of replacement if lost. Their actual financial value as an asset may often be lower. New or disposed assets should be reported as and when to the insurer.	Schedule of insured assets. Insurance certificate and policy.		Low.
GENERAL							
Council decisions	Council does not have an appropriate legal power. Decisions not lawful at inquorate meetings. Decisions are not recorded properly. Poor decisions cause reputational damage.	Medium	Clerk is CiLCA qualified to be able to advise appropriately. Inquorate meetings are disbanded prior to commencement. Councillors formally approve draft minutes or request amendments at next meeting.	Record book of minutes retained. Council decisions recorded in bold text. Complaints relating to council decisions responded to and formal records kept.	Minutes of Council and Committee meetings. Complaints procedure. Complaints records.		Low

Business Continuity	Office is not occupiable and/or damage restricts use of IT devices and telephone. Foul weather prevents staff reaching office. National disaster such as health pandemic forces working from home arrangements	Medium	All staff have laptops which work at home. All staff have work/ mobile phones.	Working from home forms hybrid work arrangements. Notifications of business continuity issues are posted to the website and Facebook page.	Business Continuity has been rigorously tested throughout the coronavirus pandemic but a formal plan needs to be written up	Review Business continuity arrangements	Low
Risk Reporting	Councillors and staff are unaware of contemporary risks. Councillors or staff fail to act effectively to known risks.	High	Clerk reports monthly to Council meetings on risks, including accidents, incidents and near-misses. Formal approval of remediation advised by Clerk when processes require change as a result of risk or incident. Annual risk report, register and policy reviewed at least annually by Council	Remember to update any supporting documentation such as Standing Orders or Financial Regulations if processes or control measures are amended.	Monthly risk report. Annual audit risk summary. Annual Governance Statement. Council agenda and minutes.		Medium.

Finance and Governance Committee 6th December 2023

Annexe J

Asset Transfer – Earmarked Reserve

Purpose of Report
To consider the creation of an Asset Transfer Earmarked Reserve.

Background
As part of the transfer of assets from Dorset Council to the Town Council, the Council has agreed to meet the following legal costs from the General (unallocated) Reserve:

Council Meeting Date	Minute Reference	Amount
15th March 2023	FC/254/22	£ 1,500.00
21st June 2023	FC/82/23	£11,000.00
19th July 2023	FC/103/23	£11,000.00
15th November 2023	FC/170/23	£ 4,200.00
	Total	**£27,700.00**

It would be best practice to transfer the sum of **£27,700.00** to the proposed new reserve therefore enabling transparency relating to the balance of General unallocated reserves and that set aside for Asset transfer legal costs.

Reccomedation:
That the Committee recommends to Council:

a) The creation of an Asset Transfer Earmarked Reserve
b) The transfer of £27,700.00 from the General (unallocated) Reserve to the Asset Transfer Earmarked Reserve

FINAL

Internal audit report 2023/24

Visit 1 of 3

PORTLAND TOWN COUNCIL

Date: 27th November 2023

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Portland Town Council following the carrying out of internal audit testing on site on 23rd November 2023.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2023/24 (which will be in April 2024) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management (minutes review)
3. Petty Cash
4. Payroll
5. Exemption (confirmed not applicable)
6. Transparency
7. Public Rights
8. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	0
Low	1
Information	1
TOTAL	2

I would like to thank Matt Ryan, Town Clerk; and Jane Miles, Deputy Town Clerk and part-time RFO for their assistance during this audit.

Darkin Miller Chartered Accountants
2023/24 INTERNAL AUDIT OF PORTLAND TOWN COUNCIL
FINAL REPORT VISIT 1 of 3: 27th NOVEMBER 2023

Appendix 1 – Recommendations and Action Plan

Rec number	Detail	Priority (L/ M/ H)	Management Response	Responsible Officer	Due Date
3.1 – Amend minutes to clarify which set of minutes have been approved	I checked to see that there was no unusual financial activity. I found no such activity but did note the following: The following minutes are not currently on the Council's website: - Finance & Governance 06/09/23 - Planning & Highways 24/05/23, 27/09/23 - Services & Facilities 10/05/23, 13/09/23 Minute ITC/055/23 of the meeting of 19/07/23 referred to the approval of minutes, but did not note which set of minutes were being approved. The Clerk noted that all Council and Committee minutes had previously been uploaded to the Council's website, but that due to known issues with the website's document management system, some documents had since been automatically deleted. The Clerk has discussed the matter with the website support service in order to find a resolution. I recommend that minutes ITC/055/23 is clarified in order to state which set of minutes are being approved. This will ensure that a complete record of approved Council business and decisions is held.	L	The Council is waiting for a quote to upgrade the website Content Management System. Implementation of this should resolve the issues of documents and Committee calendar events being automatically delegated. Clarity relating to these set of minutes will be brought to the next meeting of the IT and Communications Committee	Clerk Clerk / Deputy Clerk	No later than end of February 2024 17/01/2024

7.1 – Check employee pension contribution rate	I checked to see that pension contributions had been correctly calculated and paid over for one sample month. I found that one employee appeared to be paying a contribution rate at a higher percentage than was expected based on their pensionable pay. All other contributions appeared to be correctly calculated, and all were paid over in the month. The Deputy Town Clerk subsequently confirmed with the payroll provider that the correct rate was being used.	Info			

1. Name and Address of Organisation

Islanders Youth and Community Centre 52 East Weare Road Portland Dorset DT5 1ES

Your contact details:

Name: Jemma Phelps

Position in Organisation: Secretary

Your Address: [redacted]

Your Contact Details (Phone/Mobile/e-mail):

[redacted]

Does your organisation –

Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	Yes
Have at least three members on its management committee?	Yes
Have a constitution, terms of reference or set of rules?	Yes

2. Are you a registered charity? Yes

If so, please give your charity number 271221

3. Is your organisation part of, or affiliated to a larger organisation? No

If so, which

4. Aims and objectives of your organisation: What does your organisation do and how does it benefit the residents of Portland?

The Portland 'Islanders Club' has been running since 1974 and is a non-profit charity supporting the most deprived community in the UK. The facilities are needed to keep the families of Portland healthy, engaged and warm during these difficult times. In the Verne Common estate area there are no children's play parks and in general, adult and youth facilities on the island are limited.

We are a new committee (since 2022) consisting of unpaid volunteers. Our vision is for a community that comes together to build a better and more inclusive environment for all. We create opportunities for self-development and growth at all ages and abilities, to improve the quality of life and prospects for the people of Portland. Our mission is to be a centre of support and a safe place for our community, which is one of deprivation. We aim to address social isolation and lack of opportunity, particularly for local young people, and promote healthy lifestyles.

Our local beneficiaries include parents and children, ranging from babies to teenagers, as well as adults and older people in the area. Services / events / activities we run include baby and toddler groups, after-school clubs, roller discos, bingo, home education groups, coffee mornings, sports

clubs and over 50s clubs. We hold seasonal events such as fayres and parties, as well as fundraising entertainment events. The centre is also available for hire by individuals or clubs/groups.

An area we are working hard to develop is supporting the older youth in our community. We want to create time and space in our centre for older children, to offer a positive influence and valuable support to the next generation of adults. Working with local businesses we aim to strengthen employment links and promote to our young people the opportunities available and their potential.

5. Where does your organisation meet? The Islanders Youth & Community Centre
6. How often do you meet? Monthly
7. How many members does your organisation have? Unlimited, open to the public
8. How many people will benefit from the funding? 100+ within 12 months
9. How many are residents of Portland? 100%
10. How much funding are you applying for? £500
11. What is the total cost of your project? £500
12. How will you spend the money you are applying for? Please be aware that Portland Town Council does not normally give grants for running costs. If your application contains an element of running costs, please include details of your plans to source alternative funding for this in future years.

Item	**Amount**
Nintendo Wii Sports	£300
Sound system	£200
	£
	£
	£
	£
TOTAL	£500

13. How else are you funding your project?

Source	£	**Confirmed**
Continued fundraising for other resources		

TOTAL	£	

14. How will the funding benefit the community or residents of Portland?

It will make the community centre more attractive to teens and enable us to run a youth club. By engaging more young people and being able to provide a positive influence we can help to keep them occupied (and off the streets) and provide support that they might not otherwise get. We are aware of reported issues around anti-social behaviour and a perceived lack of opportunity by young people so anything we can do to work with this group will be beneficial for the local community.

15. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

By funding the equipment it will enable us to direct funds to other areas of need (e.g. building repairs). Also worth noting that having more modern equipment and a more pleasant environment enables us to get income from increased footfall / hiring of the centre.

16. How is your organisation normally funded? (Not applicable to new organisations)

Fundraising through our clubs and events. Rental of the building. Donations from the Hayloft. Grants.

17. What are your current subs/fees/charges?

Apologies – if you need this information, please could you clarify?

18. Have you applied for any other funds/grants towards the cost of this project? Please include details below.

No.

19. What fundraising activities took place in the **last** 12 months and what fundraising activities are planned for the **next** 12 months?

Christmas party December 2022
Fundraising walk April 2023
Sponsored silence June 2023
Craft fayre at the Hayloft May and September 2023
Summer fayre August 2023
Grant applications

Next 12 months – fundraising challenge by local resident, sponsored swim by volunteer, grant applications, more rental opportunities

20. Anticipated income and expenditure for the next 12 months

N/A

21. Details of any grants received from Portland Town Council in the past three years, with dates

21-22 £500 – this was received by the previous committee (apologies - unaware of it's use)

22. Other grants from any other sources in the last three years, with dates

What current committee are aware of / have managed:

Tesco - £1500 2021/22 – new shed

Dorset Community Foundation (Neighbourhood Fund) - £4,200 February 2023 – accessible toilet renovation and over 50s club

Asda Better Starts - £1550 May 2023 – garden play equipment

Dorset Council Youth Fund - £2795 September 2023 – line marking on outdoor courts and new football goals

23. Will you be passing the funding on to any other groups (except to pay for goods and services)? No

24. If the funding is for security measures, do you have the support of the local police and/or crime reduction officer?

30 November 2023 (2023-2024)

Portland Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
648	Vehicle Fuel	23/07/2023		01 - Unity Trust Bank		Fuel	Fuel Card Services Ltd	S	60.18	12.04	72.22
649	Stationery	06/07/2023		01 - Unity Trust Bank		Stationery	Consortium	S	24.49	4.90	29.39
650	Stationery	05/07/2023		01 - Unity Trust Bank		Stationery	Consortium	S	75.47	15.09	90.56
651	Green Spaces Mower Reserv	31/07/2023		01 - Unity Trust Bank		New Lawn Mower Finance	John Deere	Z	380.80		380.80
652	Sundry Expenses	19/07/2023		Lloyds Bank		Consumables	Amazon	X			
653	Sundry Expenses	20/07/2023		Lloyds Bank		Consumables	Amazon	X			
654	Annual Subscription	24/07/2023		Lloyds Bank		Subscription	Amazon	S	80.00	16.00	96.00
655	Repairs & Renewals	28/07/2023		Lloyds Bank		Consumables	Toolstation	X	50.85		50.85
656	Training	23/08/2023		01 - Unity Trust Bank		Staff Training	SLCC Enterprises	X	144.00		144.00
657	Green Spaces Mower Reserv	31/08/2023		01 - Unity Trust Bank		New Lawn Mower Finance	John Deere	Z	380.80		380.80
658	Service Charge	30/09/2023		01 - Unity Trust Bank		Service Charge	Unity Bank	X	49.35		49.35
659	Green Spaces Mower Reserv	30/09/2023		01 - Unity Trust Bank		New Lawn Mower Finance	John Deere	Z	380.80		380.80
660	Green Spaces Mower Reserv	30/10/2023		01 - Unity Trust Bank		New Lawn Mower Finance	John Deere	Z	380.80		380.80
661	IT Service Contract	15/11/2023		01 - Unity Trust Bank		Monthly IT Support Contract	South West IT	S	360.00	72.00	432.00
662	Licenses	15/11/2023		01 - Unity Trust Bank		Licenses	South West IT	S	277.51	55.50	333.01
663	Telephony	15/11/2023		01 - Unity Trust Bank		Virtual Hosted SIP Extension	South West IT	S	75.00	15.00	90.00
664	Vehicle Hire	19/11/2023		01 - Unity Trust Bank		Green Space Maintenance	Renault Finance	S	175.69	35.14	210.83
665	Internet Services	06/11/2023		01 - Unity Trust Bank		Business Line Rental	Zen Internet Ltd	S	42.00	8.40	50.40
666	Vehicle Fuel	05/11/2023		01 - Unity Trust Bank		Fuel	Fuel Card Services Ltd	S	97.64	19.53	117.17
667	Repairs & Renewals	31/10/2023		01 - Unity Trust Bank		Green Space Maintenance	HMRC Land Registry	Z	9.00		9.00
668	Repairs & Renewals	30/11/2023		Lloyds Bank		Repairs	Screwfix	S	44.65	8.93	53.58
669	Events	01/11/2023		Lloyds Bank		Events	Amazon	S	18.60	3.72	22.32
670	Stationery	01/11/2023		Lloyds Bank		Stationery	Amazon	S	41.97	8.40	50.37
671	Tools	24/11/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	299.99	60.00	359.99
672	General Expenses	01/11/2023		Lloyds Bank		Burial Services	Amazon	S	23.29	4.66	27.95
673	Tools	30/10/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	25.79	5.16	30.95
673	Events	30/10/2023		Lloyds Bank		Green Space Maintenance	Amazon	Z	4.99		4.99
674	Tools	01/11/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	4.93	0.99	5.92
675	Events	25/11/2023		Lloyds Bank		Events	Purbeck Cider	S	42.51	8.49	51.00
676	R/B Victoria Sq Utilities	09/11/2023		01 - Unity Trust Bank		Water Rates	Octopus Energy Ltd	L	30.13	1.51	31.64
677	Telephony	15/11/2023		01 - Unity Trust Bank		Voice Services	VOIP Ltd	S	24.63	4.93	29.56
678	Hire of plant equipment	02/11/2023		01 - Unity Trust Bank		Burial Services	G Crook & Sons	S	372.00	74.40	446.40

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
679	Annual Subscription	02/11/2023		01 - Unity Trust Bank		Professional Services	SLCC Enterprises	Z	347.00		347.00
680	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Green Space Maintenance	South Coast Garden Machine	S	79.55	15.91	95.46
681	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Health & Safety	Tim Archer	Z	179.40		179.40
682	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Health & Safety	Tim Archer	Z	179.40		179.40
683	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Health & Safety	Tim Archer	Z	179.40		179.40
684	Waste Management	02/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	57.69	11.54	69.23
685	Waste Management	02/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	63.46	12.69	76.15
686	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Repairs	Barrett Enterprises (Dorset) l	S	321.25	64.25	385.50
687	Grants	02/11/2023		01 - Unity Trust Bank		Grant	Island Community Action	E	15,000.00		15,000.00
688	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Green Space Maintenance	Hunt Forest Group	S	314.09	62.82	376.91
689	Mobile Phones	02/11/2023		01 - Unity Trust Bank		Mobile Phones	MTM IT	S	100.65	20.13	120.78
690	Grass Cutting	02/11/2023		01 - Unity Trust Bank		Grass Cutting	Countrywide Grounds Mainte	S	358.60	71.72	430.32
691	Repairs & Renewals	02/11/2023		01 - Unity Trust Bank		Repairs	SCR Drainage	S	90.00	18.00	108.00
692	Events	02/11/2023		01 - Unity Trust Bank		Events	Osprey Leisure Centre	Z	40.00		40.00
693	Inspections	10/11/2023		01 - Unity Trust Bank		Play Areas	Elite Playground Inspections	S	267.75	53.55	321.30
694	Events	10/11/2023		01 - Unity Trust Bank		Events	Fleur Graphics	E	110.00		110.00
694	Events	10/11/2023		01 - Unity Trust Bank		Events	Fleur Graphics	S	9.00	1.80	10.80
695	Professional Services	10/11/2023		01 - Unity Trust Bank		Professional Services	Barker-Fox Associates	E	825.01		825.01
696	Repairs & Renewals	10/11/2023		01 - Unity Trust Bank		Repairs	Tim Archer	X	460.00		460.00
697	Civic Events	10/11/2023		01 - Unity Trust Bank		Civic Duties	Bees Knees Bakes	Z	225.00		225.00
698	Events	19/10/2023		Lloyds Bank		Events	Amazon	S	714.93	142.99	857.92
699	Office Furniture	01/11/2023		Lloyds Bank		Office Furniture	Amazon	S	149.17	29.83	179.00
700	Consumables	02/11/2023		Lloyds Bank		Cleaning	Amazon	S	29.02	5.81	34.83
701	Events	05/11/2023		Lloyds Bank		Events	Amazon	S	21.17	4.23	25.40
702	Events	07/11/2023		Lloyds Bank		Events	Amazon	S	88.50	17.70	106.20
703	Repairs & Renewals	07/11/2023		Lloyds Bank		Repairs	Amazon	S	29.48	5.90	35.38
704	Consumables	08/11/2023		Lloyds Bank		Cleaning	Amazon	S	23.57	4.71	28.28
705	PPE/Workwear	07/11/2023		Lloyds Bank		Green Space Maintenance	Screwfix	S	43.32	8.66	51.98
706	Events	01/11/2023		Lloyds Bank		Green Space Maintenance	Portland Stone Ltd	S	50.00	10.00	60.00
707	Photocopying	01/01/2024		01 - Unity Trust Bank		Photocopier Rental	BNP Paribas Leasing Solution	S	221.36	44.27	265.63
708	Website	01/12/2023		01 - Unity Trust Bank		Google Workspace	Google Cloud EMEA Ltd	Z	4.60		4.60
709	Loan Repayment	30/11/2023		01 - Unity Trust Bank		Public Works Loan	DMO.gov.uk	E	6,892.00		6,892.00
710	Vehicle Hire	24/11/2023		01 - Unity Trust Bank		Green Space Maintenance	Ford Lease	S	178.07	35.61	213.68
711	Gas	20/11/2023		01 - Unity Trust Bank		Gas Charges	Ecotricity	L	74.55	3.73	78.28
712	Repairs & Renewals	07/11/2023		01 - Unity Trust Bank		Green Space Maintenance	HMRC Land Registry	E	3.00		3.00

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
713	Vehicle Fuel	12/11/2023		01 - Unity Trust Bank		Fuel	Fuel Card Services Ltd	S	33.67	6.73	40.40
714	Events	06/11/2023		Lloyds Bank		Events	Canva Pty Ltd	X	99.99		99.99
715	R/B Victoria Sq Utilities	13/11/2023		01 - Unity Trust Bank		Electricity Charges	SSE Electricity	L	121.92	6.10	128.02
716	Repairs & Renewals	24/10/2023		Lloyds Bank		Health & Safety	Amazon	S	299.00	59.80	358.80
717	Vehicle Fuel	12/11/2023		01 - Unity Trust Bank		Fuel	Fuel Card Services Ltd	S	40.70	8.14	48.84
718	Events	09/11/2023		Lloyds Bank		Events	Festive Lights Ltd	S	587.95	117.59	705.54
719	Events	14/11/2023		Lloyds Bank		Events	Festive Lights Ltd	S	146.65	29.33	175.98
720	Repairs & Renewals	16/11/2023		Lloyds Bank		Health & Safety	Toolstation	S	210.68	42.14	252.82
721	Repairs & Renewals	16/11/2023		Lloyds Bank		Repairs	Toolstation	S	-33.73	-6.75	-40.48
722	Repairs & Renewals	16/11/2023		Lloyds Bank		Repairs	Amazon	S	6.67	1.33	8.00
723	Events	16/11/2023		Lloyds Bank		Events	Amazon	S	42.91	8.58	51.49
724	Events	16/11/2023		Lloyds Bank		Events	Amazon	S	23.32	4.66	27.98
725	Events	16/11/2023		01 - Unity Trust Bank		Events	Matt Ryan	S	23.32	4.66	27.98
726	PPE/Workwear	16/11/2023		Lloyds Bank		Health & Safety	Martin Weller	S	23.32	4.67	27.99
727	Repairs & Renewals	16/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	232.50	46.50	279.00
728	Waste Management	16/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	96.15	19.23	115.38
729	Dorset Council Pension	16/11/2023		01 - Unity Trust Bank		Pension	Dorset Council	E	6,569.92		6,569.92
730	HMRC Tax & NI	16/11/2023		01 - Unity Trust Bank		HMRC Tax & NI	HMRC Cumbernauld	E	7,033.20		7,033.20
731	Training	13/11/2023		Lloyds Bank		Staff Training	SLCC Enterprises	Z	-144.00		-144.00
732	Events	16/11/2023		Lloyds Bank		Events	Amazon	S	350.67	70.13	420.80
732	Repairs & Renewals	16/11/2023		Lloyds Bank		Events	Amazon	S	11.87	2.38	14.25
732	Repairs & Renewals	16/11/2023		Lloyds Bank		Events	Amazon	S	8.29	1.66	9.95
733	PPE/Workwear	14/11/2023		Lloyds Bank		Health & Safety	Amazon	S	145.79	29.16	174.95
734	Stationery	15/11/2023		Lloyds Bank		Stationery	Amazon	S	40.01	8.00	48.01
735	Repairs & Renewals	15/11/2023		Lloyds Bank		Hardware	Amazon	S	5.66	1.13	6.79
736	Equipment (Reserve)	21/11/2023		Lloyds Bank		Hardware	Amazon	S	9.14	1.83	10.97
737	Consumables	21/11/2023		Lloyds Bank		Cleaning	Amazon	S	21.56	4.31	25.87
738	Stationery	21/11/2023		Lloyds Bank		Stationery	Amazon	S	23.62	4.72	28.34
739	Repairs & Renewals	22/11/2023		Lloyds Bank		Repairs	Toolstation	S	89.94	17.99	107.93
740	Consumables	23/11/2023		01 - Unity Trust Bank		Green Space Maintenance	AJ Supplies Ltd	S	200.00	40.00	240.00
741	Events	23/11/2023		01 - Unity Trust Bank		Events	Perceptive Protection	S	222.00	44.40	266.40
742	Waste Management	23/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	67.31	13.46	80.77
743	Events	23/11/2023		01 - Unity Trust Bank		Events	Weymouth Concert Brass	Z	80.00		80.00
744	Mileage	23/11/2023		Lloyds Bank		Staff Expense	Paul Davies	Z	35.55		35.55
745	PPE/Workwear	23/11/2023		01 - Unity Trust Bank		Green Space Maintenance	Martin Weller	S	19.99	4.00	23.99

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
746	Repairs & Renewals	23/11/2023		01 - Unity Trust Bank		Repairs	C&N Electrical Services	S	185.00	37.00	222.00
747	Repairs & Renewals	23/11/2023		01 - Unity Trust Bank		Repairs	C&N Electrical Services	S	244.00	48.80	292.80
748	Sundry Expenses	19/10/2023		Petty Cash		Staff Refreshments	Tesco Stores Ltd	Z	6.89		6.89
749	Training	23/11/2023		Petty Cash		Staff Expense	Dorset Council	Z	6.00		6.00
750	Sundry Expenses	29/11/2023		Petty Cash		Staff Expense	Tesco Stores Ltd	Z	13.18		13.18
751	Stationery	30/11/2023		Lloyds Bank		Stationery	Amazon	S	23.14	4.63	27.77
752	PPE/Workwear	30/11/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	12.19	2.44	14.63
752	PPE/Workwear	30/11/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	6.37	1.28	7.65
752	Repairs & Renewals	30/11/2023		Lloyds Bank		Green Space Maintenance	Amazon	S	8.24	1.65	9.89
753	Professional Services	30/11/2023		01 - Unity Trust Bank		Professional Services	Darkin Miller Ltd	S	406.57	81.32	487.89
754	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Grass Cutting	Hunt Forest Group	S	10.00	2.00	12.00
755	Waste Management	30/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	50.00	10.00	60.00
756	Waste Management	30/11/2023		01 - Unity Trust Bank		Commercial Waste Service	Eco Sustainable Solutions Ltc	S	38.46	7.69	46.15
757	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	PD Fire & Safety	S	173.00	34.60	207.60
758	IT Service Contract	30/11/2023		01 - Unity Trust Bank		Monthly IT Support Contract	South West IT	S	120.00	24.00	144.00
759	Events	30/11/2023		01 - Unity Trust Bank		Events	AMR 87	S	975.00	195.00	1,170.00
760	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	187.50	37.50	225.00
761	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	187.50	37.50	225.00
762	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	187.50	37.50	225.00
763	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	232.50	46.50	279.00
764	Repairs & Renewals	30/11/2023		01 - Unity Trust Bank		Health & Safety	Guardian Hygiene Services L	S	322.50	64.50	387.00
765	Advertising	30/11/2023		01 - Unity Trust Bank		Advertising	SLCC Enterprises	S	200.00	40.00	240.00
766	Vehicle Fuel	03/12/2023		01 - Unity Trust Bank		Fuel	Fuel Card Services Ltd	S	40.23	8.05	48.28
767	Telephony	05/12/2023		01 - Unity Trust Bank		Business Line Rental	Zen Internet Ltd	S	42.00	8.40	50.40
768	Green Spaces Mower Reserv	30/11/2023		01 - Unity Trust Bank		New Lawn Mower Finance	John Deere	Z	380.80		380.80
769	Loan Repayment	30/11/2023		01 - Unity Trust Bank		Public Works Loan	DMO.gov.uk	X			
							Total		**52,511.96**	**2,406.88**	**54,918.84**