

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

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11th February 2016

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY, 17TH FEBRUARY 2016**, commencing at 7.00 pm when the business set out below will be transacted.

It should be noted that it is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

AGENDA

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence**
- 4. Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 5. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 6. Minutes of the Meeting**
Town Council Meeting, 20th January 2016 (attached)
- 7. Minute Update and Matters Arising from the Minutes** (see attached)
- 8. Written Questions for the Chairman**
- 9. Town Mayor's Announcements**
- 10. Queen's Accession and Freedom Ceremony** – to review the event
- 11. Financial Matters**
 - a) **Payments for Authorisation** (to follow)
 - b) **2015/16 Financial Report to 31st January 2016** (attached)
- 12. Council Offices**
 - a) to assess the options available for new accommodation and set a budget figure for 2016/17 (see attachments, including one confidential)
 - b) to consider the motion from Cllr Nowak, "(i) that the Council agrees to create an Exit Strategy Working Group to deal with all aspects of preparing to vacate the current

Offices by the date required by Weymouth & Portland Borough Council . The Exit Strategy Working Group shall be empowered to take action to meet the deadline, make arrangements to acquire and move to the new chosen Offices and report to full Council on the actions taken, (ii) that Cllrs Cocking, Nowak, Thurston and Wild be the members of the Exit Strategy Working Group.”

13. **Staffing** – to consider staffing levels and set a salaries budget figure for 2016/17, in particular to consider the motion from Cllr Nowak, “that the advertised vacancy for a part-time Assistant Clerk should be put on hold and reconsidered if required after the coming financial year.” (attachment to follow)
14. **Additional Budget Provisions** – to set 2016/17 budget figures for:-
 - a) External Funding Income and Expenditure
 - b) Projects (including Legal Dispute)
 - c) Allotments
 - d) General Contingency (see attached)
15. **Budget and Precept, 2016/17** – to agree the final budget figures for 2016/17 and set a precept (see attached)
16. **Standing Orders** – to consider the proposals previously laid on the table for changes involving:-
 - a) References to Mayor and Deputy Chairman
 - b) Recording Numbered Votes (see attached)
17. **Calendar, 2016/17** – to review (see attached)
18. **External Audit** – to decide whether to opt out of the new arrangements involving Smaller Authorities’ Audit Appointments Ltd (see attached)
19. **Armed Forces Day Grants** – to consider making an application (see attached)
20. **Reports from Representatives to Outside Bodies and Voluntary Posts** (no written reports received)
21. **Councillors’ News from the Wards** – to receive reports

- 22. Items for Future Agendas** – to receive suggestions
- 23. Correspondence Concerning Former Member of the Council** – to review recent events (see confidential attachment)
- 24. Exclusion of Press & Public** (discretionary)
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
- 25. Date of Next Meeting**
The next scheduled meeting of the Town Council is due to take place at Easton Methodist Church Hall (not confirmed) on Wednesday, 16th March 2016, starting at 7.00 pm.

PORTLAND TOWN COUNCIL
TOWN COUNCIL MEETING
HELD ON WEDNESDAY, 20TH JANUARY 2016
AT EASTON METHODIST CHURCH HALL, EASTON

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

IN ATTENDANCE: Ian Looker (Town Clerk), Cllrs. Paul Kimber and Kate Wheller (both Dorset County Council and Weymouth & Portland Borough Council), Mr Andy Matthews (Finance Working Group and Portland Community Partnership) and twelve members of the public.

3061 – PRAYERS

The Clerk led the meeting in prayer.

3062 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. J. Draper and A. Sergison.

3063 – DECLARATIONS OF INTEREST

There were none.

3064 – OPEN FORUM

a) Police Question Time

There was no representative of the Police present.

b) Public Half-Hour

Carol Pattison asked for better notification of meeting venues.

Dave Owen said he had become disillusioned with the Town Council in recent year. It had not learned lessons from previous experiences and he queried various items in the budget for the coming year.

In a similar vein June Morley referred to the rise in precept for the Island Caretaker, which had come to nothing.

John Thorner referred to the Portland precept being part of the highest Council Tax in the country. He threatened to contact the monitoring officer over the Town Council paying for legal services.

c) Reports from Borough and County Councillors

Cllr. Kimber spoke first about the cuts in the County's youth services. He said a pot of £200,000 had been made available to help alleviate some of the difficulties caused. It would be allocated on a match-funding basis.

Meanwhile discussions continued about the realignment of local government in Dorset. His own view was that a unitary principal council would emerge with town councils being given extra responsibilities.

Cllr. Wheller drew attention to some of the smaller issues that County Councillors deal with, like the struggle to provide bollards to prevent parking on pavements and the installation of railings at the bus stop in Fortuneswell.

On council reorganisation she held similar views to Cllr. Kimber. She referred to the cuts in youth services and adult social care. Some parish and town councils were looking seriously at providing libraries and youth centres.

3065 – MINUTES OF THE MEETINGS

a) Town Council Meeting, 16th December 2015

b) Additional Town Council Meeting, 6th January 2016

In both cases the minutes were formally approved and signed as a correct record. (12-0-0)

3066 – MINUTE UPDATE AND MATTERS ARISING

a) Town Council Meeting, 16th December 2015

b) Additional Town Council Meeting, 6th January 2016

There were no matters arising.

3067 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3068 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr. Wild publicised the combined commemoration of the Queen's Accession and Freedom Ceremony for T.S. Penn to be held on 6th February. This would include a Freedom march from All Saints to the Drill Hall.

3069 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices (cheque refs. 3397 – 3412) in the sum of £4,433.44 including VAT be authorised for payment. (12-0-0)

b) 2015/16 Financial Report to 31st December 2015

RESOLVED – that the report be accepted.

3070 – REDUCING AUDIT COSTS

Cllr. Cocking said the Finance Working Group would seek to complete this year's risk assessment as a means to reducing audit costs and keep Council informed of progress. **RESOLVED** – that the report be accepted. (12-0-0)

3071 – PORTLAND MAPS

It was agreed that the funding of the maps should come from reserves.

3072 – RECORDING OF MEETINGS

RESOLVED – that the report be noted, Mr Matthews be asked to provide a further report and the item come back to Council. (12-0-0)

3073 – PAYROLL

It was proposed by Cllr. Chadwick and **RESOLVED** – that the specified consultant be appointed to provide payroll services for twelve months. (11-1-0)

3074 – ADDITIONAL BUDGET PROVISIONS

a) Legal Costs

No decision was made.

b) Grant Funding

No decision was made.

c) Allotments

Cllr. Nowak will make further enquiries at the Borough.

d) Transfer of Powers from County and Borough Councils

No decision was made.

e) Youth Services

No decision was made.

It was **RESOLVED** – that the report covering all five of the above items be received. (12-0-0)

3075 – COUNCIL OFFICES

Cllr. Nowak said that the Council wished to continue discussion with the Borough regarding its offer of the Council Offices and a meeting would take place at the end of the month. The outcome would be reported to the Finance Working Group. Meanwhile enquiries continued to be made about alternative accommodation.

It was **RESOLVED** – that the accompanying report be received. (12-0-0)

3076 – BUDGET & PRECEPT, 2016/17

Cllr. Cocking, as Chairman of the Finance Group, presented the conclusion of her Group, and formally proposed its recommendation, that the Band D charge rise by £7.25 a year, an increase of 50%. After debate this was put to the vote.

For: Cllrs. Atwell and Cocking

Against: Cllrs. Chadwick, Flack, Gover, Nowak, Reynolds, Symes, Thurston, West and Wild

The motion was therefore lost. (2-9-0)

Cllr. Wild proposed an increase in the precept of £21,000, but there was no seconder.

Cllr. Chadwick proposed a zero increase in the precept.

For: Cllrs. Chadwick, Nowak, Reynolds, Symes and West

Against: Cllrs. Atwell, Cocking, Flack, Gover, Thurston and Wild

The motion was lost. (5-6-0)

Cllr. Thurston proposed a 2% increase in the precept.

For: Cllrs. Atwell, Flack, Gover, Nowak and Thurston

Against: Cllrs. Chadwick, Cocking, Reynolds, Symes, West and Wild

The motion was lost. (5-6-0)

It was proposed by Cllr. Chadwick that the Council set a deficit budget and a zero increase in the precept.

For: Cllrs. Atwell, Chadwick, Gover, Reynolds, Symes and Thurston

Against: Cllrs. Cocking, Flack, Nowak and Wild

Abstention: Cllr. West

The motion was carried. (6-4-1)

[Clerk's Note: The meeting therefore reached this point without the Council having formally agreed a budget for 2016/17. A budget must be agreed before a precept is set (Local Government Finance Act 1992, s.50). The decision on the precept was therefore invalid.]

3077 – MARINE & ENVIRONMENT PARTNERSHIP

It was formally proposed by Cllr. Wild and **RESOLVED** – that both the title and remit of the Partnership include tourism. (11-0-0)

3078 – STATUS OF HUMAN RESOURCES / IT COMMITTEE WORKING GROUPS

It was proposed by Cllr. Chadwick and **RESOLVED** – that the Human Resources / IT Committee become a Working Group. (11-0-0)

3079 – STANDING ORDERS

Proposals for changes in Standing Orders in respect of:-

- a) References to Mayor and Deputy Chairman
- b) Recording Numbered Votes,

as detailed in the attached agenda paper for Item 19, were laid on the table.

3080 – CHEYNE WEARES REMEDIAL LANDSCAPE WORKS

The Clerk gave a verbal report on the quotations received for the work. Because the Cheyne Weares Working Group had been given delegated powers to spend the money allocated in the budget this year it was left to the Group to make a final decision on the award of a contract.

3081 – REPORTES FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

Cllr. Wild reported that he had attended the January meeting of the DAPTC Central Committee. At the meeting they had been shown a talk on the work of the NHS Central Commissioning Group. A video was available on line, but would also be shown on February 18th at the C2000 hall along with the 1935 film of "Mr Midshipman Easy," shot on Portland.

3082 – APPOINTMENTS TO OUTSIDE BODIES

a) Coastal Communities Trust

Cllr. Wild proposed Cllr. Nowak. This was carried. (11-0-0)

b) Dorset Broadcasting Action Group (DORBAG)

No appointment was made.

3083 – FINANCE WORKING GROUP

A replacement was sought for Cllr. Lees, who had resigned for work-related reasons.

Cllr. Wild proposed Cllr. Chadwick. This was lost. (4-7-0)

Cllr. Chadwick proposed Cllr. Nowak. This was carried. (11-0-0)

3084 – COUNCILLORS’ NEWS FROM THE WARDS

Cllr. Flack had reported flooding outside Lloyds Bank in Easton to Dorset Highways.

Cllr. Thurston said he had received comments from people over memorials with flowers being placed on the hill towards the top of New Road. It was agreed to take no action.

Cllr. Flack raised a resident’s concerns about a footpath off Sweethill Road which had suffered abusive treatment recently. He will inform the County footpaths officer.

Cllr. Atwell reported on flooding in Reap Lane.

Cllr. Wild said that the Minor Injuries Unit on the Island was being included in the Portland Emergency Plan.

3085 – ITEMS FOR FUTURE AGENDAS

None were suggested.

3086 – EXCLUSION OF PRESS & PUBLIC

RESOLVED – that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Items 26 and 27 by reason of the confidential nature of the business to be transacted. (11-0-0)

3087 – GRANT FUNDING ASSISTANCE IN 2015/16

It was agreed that this should be referred back to the Finance Working Group for consideration in common with the rest of the budget.

3088 – STAFFING ISSUES

It was proposed by Cllr. Nowak that certain guidance be given to the Finance Working Group over staffing levels. The motion was lost on the casting vote of the Chairman.

3089 – DATE OF NEXT MEETING

The next scheduled meeting is due to take place on Wednesday, 17th February 2016, starting at 7.00 pm.

The meeting ended at 9.25 pm.

Signed Dated.....
(Chair)

MINUTE UPDATE

a) Minute 3070 – Reducing Audit Costs

The Finance Working Group will meet on 23rd February to start considering the 2015/16 risk assessment.

b) Minute 3072 – Recording of Meetings

Mr Matthews has not reported yet.

c) Minute 3073 – Payroll

The consultant has been appointed and so far has input all the payroll data to the end of January and has submitted data reports, including sample pay slips.

d) Minute 3074(c) – Allotments

Cllr. Nowak has not reported back yet.

e) Minute 3080 – Cheyne Weares Remedial Landscape Works

A contractor has been appointed and asked to notify us when he is about to start work on site.

Agenda Item 11(b)

Portland Town Council - Financial Report, 17.2.16

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	23,824	23,033	25,003	30,600	104.95
Advertising	280	358	177	220	63.21
Audit	1,070	1,234	1,377	1,380	128.69
Civic Expenditure	1,000	1,525	321	800	32.10
Computer Equipment	300	636	0	500	0.00
Computer Software	360	21	39	240	10.83
IT Support	200	295	175	250	87.50
Contingency	12,803	0	0	0	0.00
Elections	6,000	5,850	4,210	4,210	70.17
Furniture & Equipment	612	600	648	870	105.88
Hire of Halls	840	0	942	1,130	112.14
Honorarium	100	100	100	100	100.00
Insurance	1,300	1,298	1,309	1,310	100.69
Mayoral Allowance	700	700	700	700	100.00
Miscellaneous	0	144	744	750	-
Postage	790	739	945	1,140	119.62
Publications	0	18	5	20	-
Stationery	710	786	540	650	76.06
Subscriptions	1,440	1,468	1,471	1,500	102.15
Telephone / Internet	300	605	467	600	
Training / Conferences	1,000	95	388	520	38.80
Travelling & Subsistence	100	57	89	90	89.00
Sub-Total	53,729	39,562	39,650	47,580	73.80
Cheyne Weares	5,000	0	200	4,800	4.00
Gifts and Donations	50	50	70	70	140.00
Grants	2,645	0	2,232	2,230	84.39
Landscape Maintenance	0	3,884	13	20	-
Neighbourhood Plan	6,600	6,335	1,965	6,600	29.77
Projects	144	1,216	1,414	1,420	-
Town Crier	50	35	35	40	70.00
Website	1,200	1,200	1,451	1,600	120.92
Sub-Total	15,689	12,720	7,380	16,780	47.04
TOTAL	69,418	52,282	47,030	64,360	67.75
INCOME					
Precept	50,723	50,222	50,723	50,723	100.00
Discount Grant	3,390	4,051	3,390	3,390	100.00
Fair	1,375	2,000	1,375	1,375	100.00
Hire of Halls Refund	840	0	801	801	95.36
Interest	220	238	67	70	30.45
Neighbourhood Plan Grant	3,600	700	2,500	3,600	69.44
Other	0	81	70	70	-
TOTAL	60,148	57,292	58,926	60,029	97.97
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	
RESERVES RELEASED					
Cheyne Weares	5,000			4,800	
Grants	1,270			1,270	
Neighbourhood Plan	3,000			3,000	
TOTAL	9,270			9,070	
Net Total after Reserve Release	0			4,739	

Neighbourhood Plan

**Expend. to
31.1.16**

EXPENDITURE

Consultant's Fee	1,125
Staff Overtime	496
Advertising	95
Computer Software	249
Printing	0
Stationery	0
Website	0
Sub-Total	£1,965

2015/16 FINANCIAL REPORT TO 31ST JANUARY 2016

Changes to Projections

Expenditure

Salaries	Decrease £500	Adjustment for loss of Assistant Clerk
Civic Expenditure	Increase £100	Adjustment for recent spending
Hire of Halls	Increase £130	Adjustment to current spending level
Postage	Increase £40	Adjustment to current spending level
Stationery	Decrease £50	Adjustment to current spending level
Travelling & Subsistence	Increase £120	Adjustment to current spending level
Cheyne Weares	Increase £1,800	Additional payments expected
Projects	Increase £970	Further payment

Surplus Decrease £5,510

Net Total Decrease £3,710

The surplus and net total would have both been lower, but the £3,000 figure against Cheyne Weares in last month's report had not been included due to a spreadsheet error.

I am not sure whether the projections for Neighbourhood Plan income and expenditure will be reached. Mr Matthews may be able to shed further light on this.

Premises Calculation Components

Easton St		Flat estimates	
Rent per annum	£10,500	Rental Income per annum	£7,800 E
Utilities provision	£1,000	LessPossible management fee	£780 F
Rates	nil		
Cleaning	£700		
Staff relocation costs per annum	£1,000		
Sub Total recurrent	£13,200 A	Net Total	£7,020 G=E-F
Legal costs re lease (high est)	£1,500		
Alterations/moving costs	£1,000		
Sub Total	£2,500 B		
Direct Total	£15,700 C=A+B		
Contingency	£1,300 D		
Provision Total	£17,000 C+D		

Comparison St Johns

Hire of St Johns per annum	<u>£5,200</u> H
Net cost of Easton St	£6,180 A-G

Andy Matthews

Agenda Items 12-15

2016/17 Budget Working Paper, 20.1.16

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Draft Budget 2016/17		Increase on 15/16 %
EXPENDITURE							
Salaries	23,824	23,033	25,003	30,600	36,625	29,844	53.73
Advertising	280	358	177	220	280		0.00
Audit	1,070	1,234	1,377	1,380	1,300		21.50
Civic Expenditure	1,000	1,525	321	800	1,000		0.00
Computer Equipment	300	636	0	500	300		0.00
Computer Software	360	21	39	240	360		0.00
IT Support	200	295	175	250	250		25.00
Contingency	12,803	0	0	0	0		-100.00
Elections	6,000	5,850	4,210	4,210	6,000		0.00
Furniture & Equipment	612	600	648	870	612		0.00
Hire of Halls	840	0	942	1,130	840		0.00
Honorarium	100	100	100	100	100		0.00
Insurance	1,300	1,298	1,309	1,310	1,500		15.38
Mayoral Allowance	700	700	700	700	1,000		42.86
Miscellaneous	0	144	744	750	0		-
Postage	790	739	945	1,140	790		0.00
Publications	0	18	5	20	20		-
Stationery	710	786	540	650	850		19.72
Subscriptions	1,440	1,468	1,471	1,500	1,600		11.11
Telephone / Internet	300	605	467	600	500		66.67
Training / Conferences	1,000	95	388	520	1,000		0.00
Travelling & Subsistence	100	57	89	90	100		0.00
Sub-Total	53,729	39,562	39,650	47,580	55,027		2.42
Cheyne Weares	5,000	0	200	4,800	4,800		-4.00
Council Offices	0	0	0	0	17,000	5,200	-
External Funding	0	0	0.00	0	15,000		-
Gifts and Donations	50	50	70	70	100		100.00
Grants	2,645	0	2,232	2,230	1,750		-33.84
Landscape Maintenance	0	3,884	13	20	5,000		-
Neighbourhood Plan	6,600	6,335	1,965	6,600	3,000		-54.55
Projects (inc Legal Fees)	144	1,216	1,414	1,420	4,150		2,781.94
Town Crier	50	35	35	40	50		0.00
Website	1,200	1,200	1,451	1,600	1,200		0.00
Sub-Total	15,689	12,720	7,380	16,780	52,050		231.76
TOTAL	69,418	52,282	47,030	64,360	107,077		54.25
INCOME							
Precept	50,723	50,222	50,723	50,723	51,077		0.70
Discount Grant	3,390	4,051	3,390	3,390	2,000		-41.00
External Funding	0	0	0.00	0	15,000		-
Fair	1,375	2,000	1,375	1,375	1,750		27.27
Hire of Halls Refund	840	0	801	801	840		0.00
Interest	220	238	67	70	220		0.00
Neighbourhood Plan Grant	3,600	700	2,500	3,600	0		-100.00
Other	0	81	70	70	0		-
TOTAL	60,148	57,292	58,926	60,029	70,887		17.85
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	-36,190		290.40
RESERVES RELEASED							
Cheyne Weares	5,000			4,800	4,800		
Grants	1,270			1,270	0		
Landscape Maintenance	0			0	5,000		
Legal Fees	0			0	4,000		
Neighbourhood Plan	3,000			3,000	3,000		
TOTAL	9,270			9,070	16,800		
Net Total after Reserve Release	0			4,739	-19,390		

Premises Calculation Components

Easton St		Flat estimates	
Rent per annum	£10,500	Rental Income per annum	£7,800 E
Utilities provision	£1,000	LessPossible management fee	£780 F
Rates	nil		
Cleaning	£700		
Staff relocation costs per annum	£1,000		
Sub Total recurrent	£13,200 A	Net Total	£7,020 G=E-F
Legal costs re lease (high est)	£1,500		
Alterations/moving costs	£1,000		
Sub Total	£2,500 B		
Direct Total	£15,700 C=A+B		
Contingency	£1,300 D		
Provision Total	£17,000 C+D		

Comparison St Johns

Hire of St Johns per annum	<u>£5,200</u> H
Net cost of Easton St	£6,180 A-G

Andy Matthews

2016/17 Budget Working Paper, 20.1.16, Scenario 1: Three Staff in Easton

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Notional Budget 2016/17	Increase on 15/16 %
EXPENDITURE						
Salaries	23,824	23,033	25,003	30,600	36,625	53.73
Advertising	280	358	177	220	280	0.00
Audit	1,070	1,234	1,377	1,380	1,300	21.50
Civic Expenditure	1,000	1,525	321	800	1,000	0.00
Computer Equipment	300	636	0	500	300	0.00
Computer Software	360	21	39	240	360	0.00
IT Support	200	295	175	250	250	25.00
Contingency	12,803	0	0	0	0	-100.00
Elections	6,000	5,850	4,210	4,210	6,000	0.00
Furniture & Equipment	612	600	648	870	612	0.00
Hire of Halls	840	0	942	1,130	840	0.00
Honorarium	100	100	100	100	100	0.00
Insurance	1,300	1,298	1,309	1,310	1,500	15.38
Mayoral Allowance	700	700	700	700	1,000	42.86
Miscellaneous	0	144	744	750	0	-
Postage	790	739	945	1,140	790	0.00
Publications	0	18	5	20	20	-
Stationery	710	786	540	650	850	19.72
Subscriptions	1,440	1,468	1,471	1,500	1,600	11.11
Telephone / Internet	300	605	467	600	500	66.67
Training / Conferences	1,000	95	388	520	1,000	0.00
Travelling & Subsistence	100	57	89	90	100	0.00
Sub-Total	53,729	39,562	39,650	47,580	55,027	2.42
Cheyne Weares	5,000	0	200	4,800	4,800	-4.00
Council Offices	0	0	0	0	17,000	-
External Funding	0	0	0.00	0	15,000	-
Gifts and Donations	50	50	70	70	100	100.00
Grants	2,645	0	2,232	2,230	1,750	-33.84
Landscape Maintenance	0	3,884	13	20	5,000	-
Neighbourhood Plan	6,600	6,335	1,965	6,600	3,000	-54.55
Projects (inc Legal Fees)	144	1,216	1,414	1,420	4,150	2,781.94
Town Crier	50	35	35	40	50	0.00
Website	1,200	1,200	1,451	1,600	1,200	0.00
Sub-Total	15,689	12,720	7,380	16,780	52,050	231.76
TOTAL	69,418	52,282	47,030	64,360	107,077	54.25
INCOME						
Precept	50,723	50,222	50,723	50,723	51,077	0.70
Discount Grant	3,390	4,051	3,390	3,390	2,000	-41.00
External Funding	0	0	0.00	0	15,000	-
Fair	1,375	2,000	1,375	1,375	1,750	27.27
Hire of Halls Refund	840	0	801	801	840	0.00
Interest	220	238	67	70	220	0.00
Neighbourhood Plan Grant	3,600	700	2,500	3,600	0	-100.00
Other	0	81	70	70	0	-
TOTAL	60,148	57,292	58,926	60,029	70,887	17.85
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	-36,190	290.40
RESERVES RELEASED						
Cheyne Weares	5,000			4,800	4,800	
Grants	1,270			1,270	0	
Landscape Maintenance	0			0	5,000	
Legal Fees	0			0	4,000	
Neighbourhood Plan	3,000			3,000	3,000	
TOTAL	9,270			9,070	16,800	
Net Total after Reserve Release	0			4,739	-19,390	

2016/17 Budget Working Paper, 20.1.16, Scenario 2: Three Staff in Underhill

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Notional Budget 2016/17	Increase on 15/16 %
EXPENDITURE						
Salaries	23,824	23,033	25,003	30,600	36,625	53.73
Advertising	280	358	177	220	280	0.00
Audit	1,070	1,234	1,377	1,380	1,300	21.50
Civic Expenditure	1,000	1,525	321	800	1,000	0.00
Computer Equipment	300	636	0	500	300	0.00
Computer Software	360	21	39	240	360	0.00
IT Support	200	295	175	250	250	25.00
Contingency	12,803	0	0	0	0	-100.00
Elections	6,000	5,850	4,210	4,210	6,000	0.00
Furniture & Equipment	612	600	648	870	612	0.00
Hire of Halls	840	0	942	1,130	840	0.00
Honorarium	100	100	100	100	100	0.00
Insurance	1,300	1,298	1,309	1,310	1,500	15.38
Mayoral Allowance	700	700	700	700	1,000	42.86
Miscellaneous	0	144	744	750	0	-
Postage	790	739	945	1,140	790	0.00
Publications	0	18	5	20	20	-
Stationery	710	786	540	650	850	19.72
Subscriptions	1,440	1,468	1,471	1,500	1,600	11.11
Telephone / Internet	300	605	467	600	500	66.67
Training / Conferences	1,000	95	388	520	1,000	0.00
Travelling & Subsistence	100	57	89	90	100	0.00
Sub-Total	53,729	39,562	39,650	47,580	55,027	2.42
Cheyne Weares	5,000	0	200	4,800	4,800	-4.00
Council Offices	0	0	0	0	5,200	-
External Funding	0	0	0.00	0	15,000	-
Gifts and Donations	50	50	70	70	100	100.00
Grants	2,645	0	2,232	2,230	1,750	-33.84
Landscape Maintenance	0	3,884	13	20	5,000	-
Neighbourhood Plan	6,600	6,335	1,965	6,600	3,000	-54.55
Projects (inc Legal Fees)	144	1,216	1,414	1,420	4,150	2,781.94
Town Crier	50	35	35	40	50	0.00
Website	1,200	1,200	1,451	1,600	1,200	0.00
Sub-Total	15,689	12,720	7,380	16,780	40,250	156.55
TOTAL	69,418	52,282	47,030	64,360	95,277	37.25
INCOME						
Precept	50,723	50,222	50,723	50,723	51,077	0.70
Discount Grant	3,390	4,051	3,390	3,390	2,000	-41.00
External Funding	0	0	0.00	0	15,000	-
Fair	1,375	2,000	1,375	1,375	1,750	27.27
Hire of Halls Refund	840	0	801	801	840	0.00
Interest	220	238	67	70	220	0.00
Neighbourhood Plan Grant	3,600	700	2,500	3,600	0	-100.00
Other	0	81	70	70	0	-
TOTAL	60,148	57,292	58,926	60,029	70,887	17.85
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	-24,390	163.11
RESERVES RELEASED						
Cheyne Weares	5,000			4,800	4,800	
Grants	1,270			1,270	0	
Landscape Maintenance	0			0	5,000	
Legal Fees	0			0	4,000	
Neighbourhood Plan	3,000			3,000	3,000	
TOTAL	9,270			9,070	16,800	
Net Total after Reserve Release	0			4,739	-7,590	

2016/17 Budget Working Paper, 20.1.16, Scenario 3: Two Staff in Easton

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Notional Budget 2016/17	Increase on 15/16 %
EXPENDITURE						
Salaries	23,824	23,033	25,003	30,600	29,844	25.27
Advertising	280	358	177	220	280	0.00
Audit	1,070	1,234	1,377	1,380	1,300	21.50
Civic Expenditure	1,000	1,525	321	800	1,000	0.00
Computer Equipment	300	636	0	500	300	0.00
Computer Software	360	21	39	240	360	0.00
IT Support	200	295	175	250	250	25.00
Contingency	12,803	0	0	0	0	-100.00
Elections	6,000	5,850	4,210	4,210	6,000	0.00
Furniture & Equipment	612	600	648	870	612	0.00
Hire of Halls	840	0	942	1,130	840	0.00
Honorarium	100	100	100	100	100	0.00
Insurance	1,300	1,298	1,309	1,310	1,500	15.38
Mayoral Allowance	700	700	700	700	1,000	42.86
Miscellaneous	0	144	744	750	0	-
Postage	790	739	945	1,140	790	0.00
Publications	0	18	5	20	20	-
Stationery	710	786	540	650	850	19.72
Subscriptions	1,440	1,468	1,471	1,500	1,600	11.11
Telephone / Internet	300	605	467	600	500	66.67
Training / Conferences	1,000	95	388	520	1,000	0.00
Travelling & Subsistence	100	57	89	90	100	0.00
Sub-Total	53,729	39,562	39,650	47,580	48,246	-10.20
Cheyne Weares	5,000	0	200	4,800	4,800	-4.00
Council Offices	0	0	0	0	17,000	-
External Funding	0	0	0.00	0	15,000	-
Gifts and Donations	50	50	70	70	100	100.00
Grants	2,645	0	2,232	2,230	1,750	-33.84
Landscape Maintenance	0	3,884	13	20	5,000	-
Neighbourhood Plan	6,600	6,335	1,965	6,600	3,000	-54.55
Projects (inc Legal Fees)	144	1,216	1,414	1,420	4,150	2,781.94
Town Crier	50	35	35	40	50	0.00
Website	1,200	1,200	1,451	1,600	1,200	0.00
Sub-Total	15,689	12,720	7,380	16,780	52,050	231.76
TOTAL	69,418	52,282	47,030	64,360	100,296	44.48
INCOME						
Precept	50,723	50,222	50,723	50,723	51,077	0.70
Discount Grant	3,390	4,051	3,390	3,390	2,000	-41.00
External Funding	0	0	0.00	0	15,000	-
Fair	1,375	2,000	1,375	1,375	1,750	27.27
Hire of Halls Refund	840	0	801	801	840	0.00
Interest	220	238	67	70	220	0.00
Neighbourhood Plan Grant	3,600	700	2,500	3,600	0	-100.00
Other	0	81	70	70	0	-
TOTAL	60,148	57,292	58,926	60,029	70,887	17.85
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	-29,409	217.25
RESERVES RELEASED						
Cheyne Weares	5,000			4,800	4,800	
Grants	1,270			1,270	0	
Landscape Maintenance	0			0	5,000	
Legal Fees	0			0	4,000	
Neighbourhood Plan	3,000			3,000	3,000	
TOTAL	9,270			9,070	16,800	
Net Total after Reserve Release	0			4,739	-12,609	

2016/17 Budget Working Paper, 20.1.16, Scenario 4: Two Staff in Underhill

	Budget 2015/16	Expend. 2014/15	Expend. to 31.1.16	Projected 2015/16	Notional Budget 2016/17	Increase on 15/16 %
EXPENDITURE						
Salaries	23,824	23,033	25,003	30,600	29,844	25.27
Advertising	280	358	177	220	280	0.00
Audit	1,070	1,234	1,377	1,380	1,300	21.50
Civic Expenditure	1,000	1,525	321	800	1,000	0.00
Computer Equipment	300	636	0	500	300	0.00
Computer Software	360	21	39	240	360	0.00
IT Support	200	295	175	250	250	25.00
Contingency	12,803	0	0	0	0	-100.00
Elections	6,000	5,850	4,210	4,210	6,000	0.00
Furniture & Equipment	612	600	648	870	612	0.00
Hire of Halls	840	0	942	1,130	840	0.00
Honorarium	100	100	100	100	100	0.00
Insurance	1,300	1,298	1,309	1,310	1,500	15.38
Mayoral Allowance	700	700	700	700	1,000	42.86
Miscellaneous	0	144	744	750	0	-
Postage	790	739	945	1,140	790	0.00
Publications	0	18	5	20	20	-
Stationery	710	786	540	650	850	19.72
Subscriptions	1,440	1,468	1,471	1,500	1,600	11.11
Telephone / Internet	300	605	467	600	500	66.67
Training / Conferences	1,000	95	388	520	1,000	0.00
Travelling & Subsistence	100	57	89	90	100	0.00
Sub-Total	53,729	39,562	39,650	47,580	48,246	-10.20
Cheyne Weares	5,000	0	200	4,800	4,800	-4.00
Council Offices	0	0	0	0	5,200	-
External Funding	0	0	0.00	0	15,000	-
Gifts and Donations	50	50	70	70	100	100.00
Grants	2,645	0	2,232	2,230	1,750	-33.84
Landscape Maintenance	0	3,884	13	20	5,000	-
Neighbourhood Plan	6,600	6,335	1,965	6,600	3,000	-54.55
Projects (inc Legal Fees)	144	1,216	1,414	1,420	4,150	2,781.94
Town Crier	50	35	35	40	50	0.00
Website	1,200	1,200	1,451	1,600	1,200	0.00
Sub-Total	15,689	12,720	7,380	16,780	40,250	156.55
TOTAL	69,418	52,282	47,030	64,360	88,496	27.48
INCOME						
Precept	50,723	50,222	50,723	50,723	51,077	0.70
Discount Grant	3,390	4,051	3,390	3,390	2,000	-41.00
External Funding	0	0	0.00	0	15,000	-
Fair	1,375	2,000	1,375	1,375	1,750	27.27
Hire of Halls Refund	840	0	801	801	840	0.00
Interest	220	238	67	70	220	0.00
Neighbourhood Plan Grant	3,600	700	2,500	3,600	0	-100.00
Other	0	81	70	70	0	-
TOTAL	60,148	57,292	58,926	60,029	70,887	17.85
SURPLUS / DEFICIT (-) FOR YEAR	-9,270	5,010	11,896	-4,331	-17,609	89.96
RESERVES RELEASED						
Cheyne Weares	5,000			4,800	4,800	
Grants	1,270			1,270	0	
Landscape Maintenance	0			0	5,000	
Legal Fees	0			0	4,000	
Neighbourhood Plan	3,000			3,000	3,000	
TOTAL	9,270			9,070	16,800	
Net Total after Reserve Release	0			4,739	-809	

STANDING ORDERS

a) References to Mayor and Deputy Chairman

In framing the current version of Standing Orders we tended to use the option of “Chairman” where before we would have had “Mayor” or “Town Mayor.”

Portland Town Council is in the rather unusual situation now of having both a Chairman and Mayor. It may be that we have unwittingly written out the joint role of Mayor and Deputy Mayor, so the proposals below are an attempt to remedy any oversights.

Standing Order 3(m)

At the end add the sentence “The Town Mayor shall serve as the Deputy Chairman of the Council.”

Standing Order 5(e)

After “**the Chairman**” amend the text to read, “**of the Council**, the Town Mayor and Deputy Chairman of the Council, and the Deputy Town Mayor.

Standing Order 5(g)

Amend the Words, “**The Deputy Chairman of the Council,**” to read, “**The Town Mayor and Deputy Chairman of the Council,**”

After Standing Order 5(g) add a new paragraph, 5(h) and renumber following. Standing Order 5(h) shall read:

- h The Deputy Town Mayor, unless he resigns or becomes disqualified shall hold office immediately after the election of the Town Mayor and Deputy Chairman of the Council at the next annual meeting of the Council.

b) Recording Numbered Votes

At present the number of votes cast for, against and abstentions has to be recorded in the minutes of the Council and all its committees. This is not normal parish and town council procedure. It was introduced at the instigation of a member of the public at a time when controversial decisions had been taken on matters of the budget and precept, and were continuing to occur.

Public interest in the results of Council decisions has since subsided to more normal levels. The procedure places continuing pressure on the Clerk at meetings, because he has to make an accurate record of voting on all occasions. Some voting may be relatively unimportant matters or is a “foregone conclusion.” While the Clerk is scanning the room to count hands raised some may have been lowered because the member thinks he has clearly demonstrated his will. This and other difficulties may arise, the numbers may not “add up,” the chairman may ask for a fresh show of hands and the flow of the meeting is disrupted.

In order to maintain the flow of meetings, yet retain the option, the following is proposed:-

Standing Order 3(q)

Amend the second sentence to read, "At the request of a councillor the Clerk shall record the numbers of votes cast for, against and any abstentions."

Amend the fourth sentence to begin, "Such requests"

**PORTLAND TOWN COUNCIL
CALENDAR OF MEETINGS, 2016/17**

	2016								2017				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TOWN COUNCIL	17th & 18th Adjourned	15th	13th	17th	14th	19th	16th	14th	18th	15th	15th	19th	16th & 17th Adjourned
PLANNING & HIGHWAYS ADVISORY COMMITTEE	25th	22nd	20th	24th	21st	26th	23rd	15th	25th	22nd	22nd	26th	24th
MARINE, ENVIRONMENT & TOURISM PARTNERSHIP		1st		31st			30th				1st		
NEIGHBOURHOOD PLAN MANAGEMENT COMMITTEE *	12th	8th	6th	10th	7th	12th	9th	7th	11th	8th	8th	12th	10th
ANNUAL TOWN MEETING												5th	

* Provisional dates only – individual meetings may be cancelled

3rd February 2016

Dear Colleague.

EXTERNAL AUDIT FOR SMALLER AUTHORITIES

Further to my letter of 18 December 2015, I am writing to give you some more detailed information to help your authority to decide whether or not to opt out of the external audit arrangements that Smaller Authorities' Audit Appointments Limited (SAAA) is putting in place. These arrangements will take effect from 1 April 2017.

As stated in my earlier letter, the deadline for making a decision to opt out is 31 March 2016.

Background

Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations') (http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf), SAAA is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities.

By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed.

If you are considering opting out, you must hold a properly constituted meeting and decide whether or not you wish to do so. This decision must be recorded.

If you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

If notification of your decision to opt out is not received by 31 March 2016, your authority will be regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022 and you will not have another opportunity to opt out before the end of that period.

How do the Regulations affect different types of authority?

The effect of the Regulations is to divide smaller authorities into five groups, depending on their financial turnover and on whether or not they decide to opt out of the SAAA scheme. Please see Appendix 2 for a flowchart of this process.

- | | |
|---------|---|
| Group 1 | Opted-in authorities (those that have not formally decided to opt out) with income or expenditure exceeding £25k; |
| Group 2 | Opted-out authorities with income or expenditure exceeding £25k; |
| Group 3 | Opted-in authorities with neither income nor expenditure exceeding £25k; |
| Group 4 | Opted-out authorities with neither income nor expenditure exceeding £25k; and |
| Group 5 | Financially inactive authorities. |

Group 1 Opted-in authorities with income or expenditure exceeding £25k

Arrangements for 2017/18 and subsequent years will be the same as they are now. The only difference will be that your auditor will be appointed by SAAA. After completing your annual return, you should submit it by the due date to the auditor appointed by SAAA, who will undertake the limited assurance audit review.

Group 2 Opted-out authorities with income or expenditure exceeding £25k

If you have opted out of the SAAA scheme you will need to appoint an independent audit panel. Guidance on appointing an audit panel is available from CIPFA and can be found at <http://www.cipfa.org/policy-and-guidance/publications/g/guide-to-auditor-panels-pdf>.

The audit panel will consider which auditor to appoint and will make a recommendation to the authority, which will have to ratify the audit panel's decision. Only accounting firms that meet certain licensing criteria can be appointed to undertake limited assurance audit reviews. Firms that do not meet those criteria cannot be considered for appointment. DCLG is working with the professional accountancy bodies to establish appropriate criteria, and we will inform all opted-out authorities as soon as we have more information about the firms that you can appoint.

You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor you have appointed.

You will be required to complete an annual certification form (which SAAA will provide) and to submit this to SAAA by an agreed date. The certification form will include:

- details of the firm that you have appointed as your auditor;
- confirmation that the limited assurance audit review has been undertaken by the set date; and
- confirmation that you have complied with the Regulations.

SAAA will carry out independent checks to ensure that the information provided in the certification form is correct.

If you fail to appoint an auditor, the Secretary of State will make the appointment. You will be responsible for paying the auditor's fees and for any administrative costs.

Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k

With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The circumstances in which a limited assurance audit review may be necessary are set out in Clauses 9(1)(b) and 9(3) of the Regulations (attached as Appendix 1).

All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities ([https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency Code for Smaller Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)). You will also need to complete an annual exemption form (which SAAA will provide) and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form you certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If you wish to have a limited assurance audit review, despite not being required to do so, you will need to inform SAAA by the end of the financial year in question. SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k

Unless required to submit their accounts for review in the circumstances set out in Appendix 1, these bodies will only need to complete and publish an annual return and to complete and submit to SAAA or an auditor specified by SAAA an annual exemption form in the same way as Group 3 authorities.

If you wish to have a limited assurance audit review, you will need to appoint an audit panel, consider the panel's recommendations and appoint an auditor in the same way as a Group 2 authority. You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor that you have appointed.

Group 5 Financially inactive authorities

If your authority has no income or expenditure you should continue to provide an 'inactive' certificate to the auditor appointed by SAAA.

Electors' rights

If an elector wishes, within the prescribed time period, to ask a question about, or make an objection to an authority's accounts, he or she may need to contact the appointed auditor. For opted-in authorities (Groups 1 and 3) the auditor will be (in the case of Group 1 authorities, will already have been) appointed by SAAA. Fees for any additional audit or investigatory work will be charged in accordance with scales set by SAAA.

Questions about and objections to the accounts of authorities in Group 2 and those in Group 4 that have appointed an auditor will be considered by the appointed auditor, who will report the outcome to the authority. If a Group 4 authority needs to appoint an auditor, it should follow the procedure described above, appointing an audit panel and taking a decision based on that panel's recommendations.

If an auditor issues a public interest report in relation to a Group 3 or Group 4 authority, DCLG will require that authority either to commission a limited assurance audit review in the following year (on terms to be agreed between the authority and the auditor) or to opt in to the SAAA scheme for the remainder of the contract period (until 31 March 2022).

Full audit

Any smaller authority can still choose to be treated as a full audit authority, as defined in the Local Audit and Accountability Act 2014, and to commission a full audit either from an auditor appointed by SAAA or (for authorities in Groups 2 and 4) from a licensed auditor appointed through proper processes, following a recommendation from a duly constituted audit panel.

Conclusion

The decisions that are available to smaller authorities are set out in the flowchart at Appendix 2. We will in due course be publishing questions and answers on our website, but in the meantime I or any of my colleagues at SAAA would be happy to answer any questions that you might have.

Please remember if you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

Mike Attenborough-Cox

Chairman - Smaller Authorities' Audit Appointments Limited

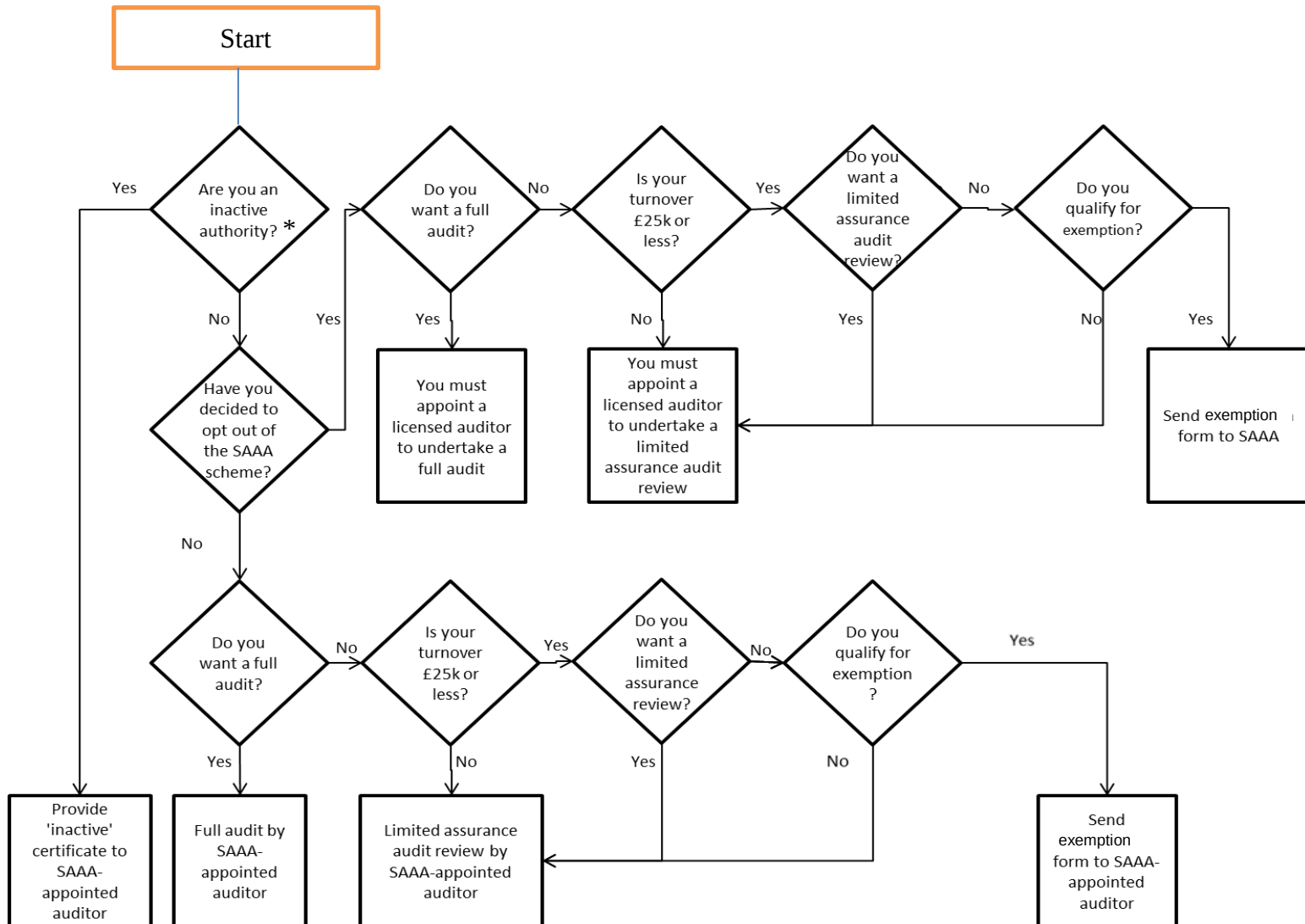
Appendix 1

Extract from the Local Audit (Smaller Authorities) Regulations 2015

Exempt authorities

- 9.—(1) A smaller authority may certify itself as an exempt authority for a financial year if—
- (a) the qualifying condition for that authority and that financial year in paragraph (2) is met; (b) the financial year is not one of the first three years of the authority's existence; and
 - (c) none of the relevant circumstances in paragraph (3) apply in relation to the keeping of the accounts for the preceding financial year or to the audit of those accounts.
- (2) The qualifying condition is met for an authority and a financial year if—
- (a) the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £25,000, or
 - (b) the higher of the authority's gross receipts and gross payments for the year does not exceed £25,000.
- (3) The relevant circumstances are—
- (a) the local auditor has made a public interest report(a) in respect of the authority or any entity connected with it;
 - (b) the local auditor has made a recommendation to the authority, relating to the authority or any entity connected with it;
 - (c) the local auditor has issued an advisory notice under paragraph 1(1) of Schedule 8 to the Act, and has not withdrawn the notice;
 - (d) the local auditor has commenced judicial review proceedings under section 31(1) of the Act, and the proceedings have not been withdrawn nor has the court found against the auditor;
 - (e) the local auditor has made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration; or
 - (f) the court has declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

Appendix 2



* An inactive authority is one that has no income or expenditure

ARMED FORCES DAY GRANTS

Feb 8 2016
From: Rob Hughes
To: Rodney Wild

Grants up to £10,000 for UK organisations to run an event on or around 25 June 2016 in support for UK servicemen and women (application deadline 25 March 2016).

The Ministry of Defence (MoD) is providing funding to help organisations in the UK host an Armed Forces Day event this summer to show support for the UK's servicemen and women, past and present. This includes veterans and cadets. Funding is available to a wide range of organisations, including local councils, voluntary and community organisations, schools and ex-service organisations.

Individuals are also able to apply for a grant to help a wide range of organisations in the UK host an Armed Forces Day event on or in the period around 25 June 2016. A major national event will also be held in Cleethorpes, North East Lincolnshire.

Events take place in all parts of England, Scotland, Wales and Northern Ireland and can include a wide range of activities, such as:-

- Picnic in the park
- Themed BBQ
- Knees up in your living room
- Tea dance
- Street party
- Fête
- Big band concerts
- Military re-enactments.

Events should take place on or around Saturday 25 June 2016.

Materials and ideas to run events are available on the Street Party website while the Armed Forces Day resources section provides flags, bunting and other decoration ideas. You can find out whether any activities are taking place near you by clicking on this [link](#) (a few events in the South West are already listed). For further information, including how to register your event, visit the Armed Forces Day website.

The deadline for grant applications is Friday 25 March 2016.

[Edited]