PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

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

11th January 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE** on **WEDNESDAY, 18TH JANUARY 2017,** 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** – to receive

4. **Declarations of Interest –** to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.

5. **Open Forum**
   a) Police – to receive a report
   b) Public Half-Hour (Limit: three minutes per speaker, thirty minutes total)
   c) Reports from Borough and County Councillors – to receive

6. **Minutes of the Town Council Meeting, 14th December 2016** (attached) – to agree and sign

7. **Minute Update and Matters Arising from the Minutes** (attached) – to receive

8. **Written Questions for the Chairman –** to receive replies

9. **Town Mayor's Announcements**

10. **Financial Matters**
    a) Payments for Authorisation (to follow) – to approve
    b) 2016/17 Financial Report to 31st December 2016 (attached) – to accept
    c) Easton Promise – to note donations received and consider their allocation (see attached)

11. **Assistant Town Clerk** – to consider making a new appointment (see confidential attachment)

12. **Office Alterations –** to consider further action (see confidential attachment)

13. **Council Budget and Precept, 2017/18 –** to agree figures for the coming year (see attached)

14. **Portland Maps –** to consider sponsorship of £1,000 for a new reprint by the Tourist Centre

15. **Rescue Helicopter** – to consider forming a working group to mark the closure of the service

16. **Lottery-Funded Events** – to consider the other events due to take place (see attached)

17. **Deed of Receipt and Release –** to consider a response to the Borough's e-mail of 10th January 2017

18. **Questionnaire on Healthcare in Dorset –** at the request of Cllr. Wild, to discuss items involving Portland (see attached)

19. **Reports from Representatives to Outside Bodies and Voluntary Posts –** to receive

20. **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."

21. **Date of Next Meeting**
The next scheduled meeting of the Town Council is due to take place at the Peter Trim Hall, St. George's Centre, Reforne on Wednesday, 15th February 2017, starting at 7.00 pm.

MINUTE UPDATE

a) Minute 3313(c), paras 3 – First Bus Services
We have not written since the meeting, but a letter was sent a few months previously, drawing attention to delays in the service and buses being full to capacity with schoolchildren on their way home. First Bus sent an acknowledgement. Cllr. West is due to meet the local manager shortly.

b) Minute 3319 – Draft Calendar and Action Plan
No action can be taken regarding approval of payments because the August decision about the Finance & Staffing Working Group involved a rescinded motion.

2016/17 FINANCIAL REPORT TO 31ST DECEMBER 2016

Changes to Projections

Target for expenditure and income this month is 75% of budget figure.

Expenditure

Salaries	Increase £200	Adjustment to current spending level
Computer Software	Decrease £260	Adjustment to current spending level
IT Support	Decrease £100	Adjustment to current spending level
Council Offices	Increase £1,700	Initial payment now included
Furniture & Equipment	Increase £50	Adjustment to current spending level
Telephone / Internet	Decrease £100	Adjustment to current spending level
Cheyne Weares	Decrease £2,760	Adjustment to current spending level
Lottery-Funded Events	Increase £1,000	New budget heading

Income

Other Income	Increase £210	Donations at Easton Promise

Portland Town Council - Financial Report, 18.1.17

	Budget 2016/17	Expend. 2015/16	Expend. to 31.12.16	Projected 2016/17	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	29,844	30,333	22,365	29,900	74.94
Advertising	280	219	149	210	53.21
Audit	1,300	1,377	652	1,300	50.15
Bank Charges	0	0	167	190	-
Civic Expenditure	1,000	956	579	1,000	57.90
Computer Equipment	300	0	236	300	78.67
Computer Software	360	39	21	100	5.83
IT Support	250	175	0	50	0.00
Contingency	0	0	0	0	-
Council Offices	17,200 [1]	0	21,790	25,340	126.69
Elections	6,000	4,210	4,209	4,210	70.15
Furniture & Equipment	612	895	315	420	51.47
Hire of Halls	840	1,108	752	1,100	89.52
Honorarium	100	100	100	100	100.00
Insurance	1,500	1,309	1,250	1,250	83.33
Legal Fees	0	1,896	668	670	-
Mayoral Allowance	1,000	700	1,000	1,000	100.00
Miscellaneous	0	0	0	0	-
Postage	790	945	488	640	61.77
Publications	20	5	79	80	395.00
Stationery	850	719	442	570	52.00
Subscriptions	1,600	1,471	1,602	1,600	100.13
Telephone / Internet	500	598	454	600	90.80
Training / Conferences	1,000	389	285	600	28.50
Travelling & Subsistence	100	89	133	190	133.00
Sub-Total	65,446	47,533	57,736	71,420	88.22
Cheyne Weares	4,800	4,608	236	240	4.92
Gifts and Donations	100	70	50	70	50.00
Grants	2,750 [2]	2,232	1,915	1,915	69.64
Landscape Maintenance	5,000	52	1,152	2,000	23.04
Lottery-Funded Events	0	0	803	1,000	-
Neighbourhood Plan	18,000	3,678	3,805	12,000	21.14
Office Move	3,800	163	4,106	4,300	108.05
Projects	3,150 [2]	1,375	400	3,150	12.70
Town Crier	50	35	35	35	70.00
Website	1,200	2,651	90	1,450	7.50
Sub-Total	38,850	14,864	12,592	26,160	32.41
TOTAL	**104,296**	**62,397**	**70,328**	**97,580**	67.43

INCOME					
Precept	63,679	50,723	63,679	63,679	100.00
Discount Grant	2,007	3,390	2,007	2,007	100.00
Compensation	0	0	50,000	50,000	-
Fair	1,750	1,375	1,000	1,000	57.14
Hire of Halls Refund	840	801	1,350	1,350	160.71
Interest	220	72	191	200	86.82
Lottery Fund Grant	0	0	5,800	5,800	-
Neighbourhood Plan Grant	15,000	2,500	3,375	9,000	22.50
Sale of Council Furniture	0	0	1,909	2,000	-
Other	0	70	231	230	-
TOTAL	**83,496**	**58,931**	**129,542**	**135,266**	155.15
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	-3,466	59,214	37,686	
RESERVES RELEASED					
Cheyne Weares	4,800		236	3,000	
Council Offices	4,000		4,000	4,000	
Grants - Fair	0		0	0	
Landscape Maintenance	5,000		1,152	2,000	
Legal Fees	4,000		668	670	
Neighbourhood Plan	3,000		415	3,000	
TOTAL	20,800		6,471	12,670	
Net Total after Reserve Release	**0**		**65,685**	**50,356**	

[1] £4,000 added from Reserves, 17.8.16

[2] £1,000 vired from Projects to Grants, 16.11.16

Council Offices

	Expend. to 31.12.16
Council Tax	990
Electricity	229
Rent	9,370
Waste Collection	65
Water & Sewerage	19
Building Materials	360
Contractor Payments	10,224
Fire Risk Assessment	280
Legal Fees	195
Signage	58
Total	**£21,790**

Office Move

	Expend. to 31.12.16
Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
IT Support	280
Key Cutting	10
Legal Fees	712
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	418
Total	**£4,106**

Neighbourhood Plan

	Expend. to 31.12.16
Consultant's Fee	3,375
Grant	250
Staff Overtime	180
Total	**£3,805**

EASTON PROMISE

The Council received donations of £211 as a result of Easton Promise, which has been recorded in the budget under Other Income. The question for members is, should the money go into the Council's general funds or do you want it earmarked for a particular purpose?

BUDGET AND PRECEPT

After consultation some refinements have been made to the draft budget presented to Council in December.

A number of suggestions have been received as to projects of various descriptions that might be undertaken in the year, some of which have already been incorporated in the budget as it stands.

While I have the opportunity I have a couple proposals myself for members' consideration. The first concerns the Upham Watercolours showing scenes of Portland in the early 1800s which until 2007 hung in the Mayor's Parlour at the Town Council Offices. It was then that I took them to the Dorset History Centre for restoration as they had fallen victim over the years to mildew and bleaching.

Only sometime later did the Borough Council claim ownership of the paintings, apart from one bought by the Town after local government reorganisation in 1974. Subsequently all the paintings were gifted to Portland Museum by the Borough and Town on permanent loan. However the Museum has not had sufficient funds to pay for the restoration of the paintings and to my knowledge they remain at the History Centre unrestored.

Though the Town Council does not have responsibility for the majority of the watercolours I suggest it bear this small financial burden in the cause of safeguarding one aspect of Portland's heritage.

The other suggestion involves allotments on the Island, currently the responsibility of the Borough Council. In actual fact I understand this only amounts to one site with a small number of plots. The costs involved would be correspondingly small, whether the function would produce an annual deficit or surplus.

What it would demonstrate is the willingness of the Town Council to take on additional parish council responsibilities. Since 1974 most of these have been exercised by the Borough with the threat of double taxation, Portlanders paying twice for the same service, if any power was transferred.

Allotments are currently the only responsibility to which the Town has a legal right. "In England district councils have allotments functions only in non-parochial, consequently where a parish is constituted by an order and land in it is held by a district council, the land automatically passes to the parish council or, as the case may be to the parish meeting." [Local Council Administration, 10th Edition – Paul Clayden, Lexis Nexis 2016, s. 29.3, p.286, quoting Local Government (Parishes and Parish Councils) Regulations 1999, SI 1999/545, reg.10]

The net effect on the budget is likely to be minimal. However such a decision now or in the near future would be a step along the road to having the same responsibilities as the other town councils in Dorset.

Agenda Item 13

2017/18 Budget Working Paper, 18.1.17

	Budget 2015/16	Expend. 2015/16	Budget 2016/17	Expend. to 31.12.16	Projected 2016/17	Notional Budget 2017/18	Notes
EXPENDITURE							
Salaries	23,824	30,333	29,844	22,365	29,900	38,500	
Advertising	280	219	280	149	210	286	
Audit	1,070	1,377	1,300	652	1,300	1,326	
Bank Charges	-	0	0	167	190	70	
Civic Expenditure	1,000	956	1,000	579	1,000	1,020	
Computer Equipment	300	0	300	236	300	306	
Computer Software	360	39	360	21	100	367	
IT Support	200	175	250	0	50	255	
Contingency	12,803	0	0	0	0	5,000	
Council Offices	-	0	17,200	21,790	25,340	12,000	Recurring rent and utilities charges
Elections	6,000	4,210	6,000	4,209	4,210	4,000	
Furniture & Equipment	612	895	612	315	420	624	
Hire of Halls	840	1,108	840	752	1,100	857	
Honorarium	100	100	100	100	100	100	
Insurance	1,300	1,309	1,500	1,250	1,250	1,530	
Legal Fees	-	1,896	0	668	670	0	
Mayoral Allowance	700	700	1,000	1,000	1,000	1,000	
Miscellaneous	0	0	0	0	0	0	
Postage	790	945	790	488	640	500	
Publications	0	5	20	79	80	20	
Stationery	710	719	850	442	570	700	
Subscriptions	1,440	1,471	1,600	1,602	1,600	1,632	
Telephone / Internet	300	598	500	454	600	510	
Training / Conferences	1,000	389	1,000	285	600	800	
Travelling & Subsistence	100	89	100	133	190	102	
Sub-Total	53,729	47,533	65,446	57,736	71,420	71,505	
Cheyne Weares	5,000	4,608	4,800	236	240	0	Included in Landscape Maintenance
Gifts and Donations	50	70	100	50	70	102	
Grants	2,645	2,232	1,750	1,915	1,915	1,000	Matching income
Landscape Maintenance	0	52	5,000	1,152	2,000	6,000	
Lottery-Funded Events	0	0	0	803	1,000	500	
Lottery-Funded Facilities	0	0	0	0	0	1,000	Skate park
Neighbourhood Plan	6,600	3,678	18,000	3,805	12,000	3,000	
Office Move	-	163	3,800	4,106	4,300	800	Relocation travelling
Projects	144	1,375	4,150	400	3,150	7,000	Maps, cycle path, air rescue
Town Crier	50	35	50	35	35	50	
Website	1,200	2,651	1,200	90	1,450	1,224	
Sub-Total	15,689	14,864	38,850	12,592	26,160	20,676	
TOTAL	**69,418**	**62,397**	**104,296**	**70,328**	**97,580**	**92,181**	
INCOME							
Precept	50,723	50,222	63,679	63,679	63,679	77,881	
Discount Grant	3,390	4,051	2,007	2,007	2,007	1,300	To be confirmed
Compensation	-	0	-	50,000	50,000	0	
Council Offices Rent	-	0	-	0	0	3,000	Figure to be set
Fair	1,375	2,000	1,750	1,000	1,000	1,000	
Hire of Halls Refund	840	0	840	1,350	1,350	0	
Interest	220	238	220	191	200	0	
Lottery Fund Grant	-	0	-	5,800	5,800	0	
Neighbourhood Plan Grant	3,600	700	15,000	3,375	9,000	0	
Sale of Council Furniture	-	0	-	1,909	2,000	0	
Other	0	81	0	231	230	0	
TOTAL	**60,148**	**57,292**	**83,496**	**129,542**	**135,266**	**83,181**	
SURPLUS / DEFICIT (-) FOR YEAR	**-9,270**	**-5,105**	**-20,800**	**59,214**	**37,686**	**-9,000**	
RESERVES RELEASED							
Cheyne Weares	5,000		4,800	236	3,000	0	
Council Offices	-		4,000	4,000	4,000	0	
Grants - Fair	1,270		0	0	0	0	
Landscape Maintenance	0		5,000	1,152	2,000	6,000	
Legal Fees	-		4,000	668	670	0	
Neighbourhood Plan	3,000		3,000	415	3,000	3,000	
TOTAL	**9,270**		**20,800**	**6,471**	**12,670**	**9,000**	
Net Total after Reserve Release	**0**		**0**	**65,685**	**50,356**	**0**	

LOTTERY-FUNDED EVENTS

This item was deferred from the November meeting.

There was a recommendation before members at that meeting that the remaining three Lottery-funded events be as follows:-

Easter, 2017 – Easter Bunny Run
Early August – Go-Karting
September – Harvest Special

If this is resolved, members may wish to put preliminary plans in place to organise one or more of these events.

Healthwatch Dorset

Have your say in shaping the future of NHS services in Dorset

NHS Dorset's Public Consultation on the proposals contained in their Clinical Services Review began on December 1, 2016 and will run until the end of February 2017.

The Clinical Services Review covers both community services and hospital services and proposes some significant changes. The Public Consultation gives local people the chance to have their say.

We've put together some short guides to the Review, which you can find on our website.

What do you think?

We're keen to know what local people think about the way this Public Consultation is being run. We believe it's vitally important that as many people as possible can take part in it, understand what changes are being proposed and have their say. So, we'd like to invite you to give us your own feedback on the different aspects of the Consultation, including:-

- The drop-in events (Several events at locations around the county where you can go and talk to representatives of the CCG, ask questions and find out more about the proposals. You can see a list of the events on the website.)

- The Consultation Document (The official document which explains the proposals, also on the website.)

- The Consultation Questionnaire (The NHS Dorset Questionnaire which gives you the chance to say what you think about the proposals. You can see it on the website.)

If you attend one of the drop-in events and would like to let us know what you thought of it and if you found it helpful, please email your comments to Chris Wakefield (chris.wakefield@healthwatchdorset.co.uk)

We will collate all the feedback we receive and pass on the results to NHS Dorset CCG, but it will be anonymised and nobody's identity will be revealed.

[Edited]

[Two pages from the questionnaire follow.]

Your NHS: Improving Dorset's healthcare

0% 100%

Integrated community services

Our draft proposal for WEYMOUTH & PORTLAND includes a community hub with beds at Weymouth Hospital and a community hub without beds at Portland, possibly at a different site to the existing hospital. Westhaven Hospital would not be used as a community hospital hub, but the future of mental health beds at the Linden Unit will be considered as part of a separate review. To what extent do you agree or disagree with our draft proposal for WEYMOUTH & PORTLAND?

Choose one of the following answers

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Previous Next

Resume later Exit and clear survey

Your NHS: Improving Dorset's healthcare

0% 100%

Integrated community services

If you have any specific comments about the draft proposal for WEYMOUTH & PORTLAND or if there are any alternatives that you think we should consider, please tell us and explain any alternative option.

Previous Next

Resume later Exit and clear survey

Accessibility | Privacy Policy

Opinion Research Services