

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

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

10th January 2018

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, 17TH JANUARY 2018**, 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 Meeting Held on 15th November 2017** (attached) – to approve
- 7. Minute Update and Matters Arising** (see 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 approve
 - (i) December (attached)
 - (ii) January (to follow)
 - b) 2017/18 Financial Report to 31st December 2017** (attached) – to accept
- 11. Finance Committee Meeting, 13th December 2017** – to consider the following recommendations:-
 - a) Small Claim** – that the claim be reviewed on the first anniversary of the 15th November 2017 Town Council meeting (see attached)

b) Budget, 2018/19 – that a sum of £700 be added to the Council Offices budget for office cleaning, the same amount to be added to the Precept figure

12. Finance Committee Meeting, 10th January 2018 – to consider the following recommendations:-

a) Budget and Precept, 2018/19

“that the Contingency budget be increased to £7,400, HR Support increased to £2,600, Landscape Maintenance reduced to £5,000 and Reserves Released – Contingency inserted at £5,000.”

b) Health and Safety

“that Council accept a quotation for a three-year Health & Safety fixed fee service of £1,100.”

c) Centenary Fields – New Ground

“that Council support the Fields in Trust Initiative and write to the Borough welcoming an indication to transfer the property.” (See attached)

d) VAT Invoices and Internet Purchases

(i) “that Council only pursue VAT for invoices over £50, if not supplied immediately.”

(ii) “that the Clerk be provided with a pre-paid card for goods purchased on the internet with a limit of £500.”

(e) Cleaning Contract

“that the Council invite quotations for cleaning services on an initial one-year contract.”

f) Window Wanderland

“that Council donate £10 to their project.” (See attached)

13. Former Brackenburg Infants School – to consider the following motion from Cllr. Grieve,
“that the Council express an interest in relocating its offices to the Brackenburg Education and Community Hub provided that (1) the financial and ownership arrangements secure permanent and exclusive use of two offices, both of a sufficient size, near to the main entrance, together with exclusive storage space, prominent display space and signage, shared use of kitchen, cloakroom and car parking facilities, and guaranteed use of the hall each Wednesday evening, one Wednesday morning a month and priority booking for occasional Thursday evenings, and (2) the costs of acquiring and / or running the new facilities will be significantly lower than current office and hall hire costs, with the final decision to be taken at full Council in February 2018

dependent on satisfactory arrangements being agreed with the BEACH. The Council understands that any decision is also dependent on the final bid for the site being approved by Dorset County Council's Cabinet."

The Council will also consider the financial implications of the motion for the 2018/19 budget. (See attached)

14. **Crime and Disorder** – to consider whether budget provision needs to be made (see attached)
15. **Budget & Precept, 2018/19** – to give further consideration (see attached)
16. **Co-option of Councillor for Underhill Ward** – to consider the application received (see confidential attachment)
17. **Legal Assistance Regarding Local Government Reorganisation** – to consider the Clerk's written report (attached) and the Finance Committee recommendation, "that the Council put an article in the Free Portland News regarding reorganisation and the division of Borough assets"
18. **West Weares** – to receive a verbal report from Cllr. Wild on the recent activity by a Council working party and possible implications arising from it
19. **Atlantic Academy Consultation** – to receive a report from Cllr. Grieve
20. **San Mauro** – to consider an informal approach from the Mayor (see attached)
21. **Transport Representative** – to consider whether to make an appointment (see attached)
22. **General Data Protection Regulation** – to receive a report by the Clerk (attached)
23. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive SLCC (attached)

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 meeting of the Town Council is scheduled to take place on Wednesday, 14th February 2018 at 7.00 pm, to be held at Peter Trim Hall, St. George’s Centre, Reforne.

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 15TH NOVEMBER 2017 IN EASTON METHODIST CHURCH HALL, EASTON

PRESENT: Councillors Ray Nowak (Chairman), Jo Atwell, Susan Cocking, Jim Draper, Charlie Flack, Chris Gover, Lucy Grieve, Sue Lees, Sandra Reynolds, David Thurston, Sandy West and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Dave Farmer (Mayor's Chaplain), Councillors Katharine Garcia (Dorset County Council) and Paul Kimber (Weymouth & Portland Borough Council), PCSO Graeme Williams (Dorset Police), Andy Matthews (Neighbourhood Plan Working Group) and five members of the public.

3555 – CHAIRMAN'S WELCOME

Cllr. Nowak welcomed all to the meeting and advised of fire precautions at the hall.

3556 – PRAYERS

The Mayor's Chaplain led the meeting in prayer.

3557 – APOLOGIES FOR ABSENCE

There were no apologies.

3558 – DECLARATIONS OF INTEREST

There were none.

3559 – OPEN FORUM

a) Police Question Time

PCSO Williams reported that of late anti-social behaviour and vehicle crime had reduced.

Cllr. West enquired whether action could be taken concerning a scaffolding lorry parked in obstructive locations in East Weares. PCSO Williams undertook to monitor this.

Cllr. Lees asked concerning hang-gliding regulations in view of a dangerous incident she had witnessed near the Cenotaph. PCSO Williams thought it not a policing matter as such, but rather an aviation health and safety issue.

Cllr. Lees also raised on behalf of a resident the matter of vehicles parking on the dropped kerb by Hull, Gregson and Hull, thus making it difficult for mobility scooters to cross the road there. PCSO Williams noted this.

Cllr. Flack reported both on unsheeted lorries shedding part of their loads recently and rough sleepers in King Barrow. Again, PCSO Williams promised to investigate.

b) Public Half-Hour

Phil Tysoe expressed concerns about recent helicopter activity from the base on the Island. Since much of it involved training flights close to the base this was causing much more nuisance to the public than those of the search and rescue service and raised several health, safety and anti-social issues.

Cllr. Nowak said that neither planning permission nor aviation regulations certification had been granted. He and Cllr. Kimber would be pursuing this to a conclusion.

c) Reports from Borough and County Councillors

Cllr. Garcia referred to the timetable for reorganisation in Dorset, which was becoming tight, and the possibility of a pedestrian crossing in Easton Lane, which was due to be discussed at the Town's Planning meeting the following week.

Cllr. Kimber spoke concerning the new helicopter arrangement and the problem of fumes it was generating. He also requested public assistance with a consultation on the local rail service to London. This was being cut to one service per hour and he saw a threat to the local economy as a result of this.

Cllr. West reported that a licence had been granted to a shop in Castletown. She had attended the latest Borough Planning Committee meeting and voted against the proposed housing scheme at Underhill Junior School, which was passed by one vote.

Answering a question from Cllr. Grieve, Cllr. Nowak said a full terrier of the Borough's property holding on the Island had been requested.

3560 – MINUTES

a) Town Council Meeting, 18th October 2017

b) Extraordinary Town Council Meeting, 25th October 2017

The minutes were formally approved and signed as a correct record.

3561 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

a) Minute 3534 – Living and Learning Project

Cllr. Flack said he and Cllr. Wild had met County officers about the Royal Manor site. They had asked the County to consider the building of a community hub on an area within the site affected by mineral rights.

b) Minute 3548 – West Weares Grass-Cutting

Cllr. Wild suggested that the working party would meet on 7th January outside Quiddles at 10.30 am, if wet on 14th January, to be advertised in the Free Portland News.

RESOLVED – that the working party meet as suggested.

3562 – WRITTEN QUESTIONS FOR THE CHAIRMAN

There were none.

3563 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr. Flack detailed recent civic functions he had attended.

3564 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices, less the payments to Turrell Ltd and West Dorset District Council, (including cheque refs. 300140 – 300143) in the sum of £7,059.21 including VAT be authorised for payment.

b) 2017/18 Financial Report to 31st October 2017

RESOLVED – that the report be accepted.

3565 – FINANCE COMMITTEE MEETING, 1ST NOVEMBER 2017

a) Small Claim

It was proposed by Cllr. Gover and **RESOLVED** – that the outstanding debt be reviewed on the first anniversary.

b) Budget, 2017/18

RESOLVED – that £1,600 be vired from Contingencies to a new category, HR Support.

c) Budget, 2018/19

RESOLVED – that £1,600 be transferred from Contingencies to HR Support (new).

d) Budget, 2018/19

RESOLVED – that Council reviews the presentation of budget reports and delegates the Finance Committee to consider and present a report on this.

e) Artist Row and Lord Clyde

RESOLVED – that the Council accept the Borough Council offer of ownership, Lord Clyde either as a store alone or as combined toilets and car park.

3566 – EVENTS WORKING GROUP MEETING, 31ST OCTOBER 2017

Cllr. Wild confirmed that the date of Portland Sparkle would be 15th December, starting at 5.00 pm. It would be advertised in the Free Portland News.

Cllr. Lees agreed to lead the organisation of the 2018 Summer Fete, to take place on 28th July or, if wet, 11th August.

3567 – CHESIL PARKING WORKING GROUP MEETING, 11TH OCTOBER 2017

Council discussed the Working Group's recommendations.

RESOLVED – (1) that the Council request the Borough Council to make the Masonic car park free and (2) that the other recommendations be accepted as guidance.

It was further agreed that Cllr. Grieve would draft the letter of request, to be approved by the Chairman and Mayor.

3568 – DORSET COUNCIL REORGANISATION

Cllr. Nowak observed that reorganisation now looked likely to go ahead. He gave members a report of a meeting with the Borough the previous day, where the Town Council had outlined its wishes – to take on more services, but with matching income streams to provide the funding. The Borough had agreed to provide detailed costings of the various elements involved in time for the next meeting on 3rd February. It was anticipated that the precept for Weymouth would be around £150 for 2019/20.

3569 – REVIEW OF COUNCIL SERVICES AND STRATEGY

RESOLVED – that the Aims and Objectives detailed in the discussion document to the agenda item be accepted, subject to an amended version of one objective, "Pursue loan funding and proceeding with the acquisition of Council Offices."

3570 – BUDGET AND PRECEPT, 2018/19

The agenda item report had been omitted from the meeting papers.

3571 – RISK ASSESSMENT, 2017/18

In the absence of a guidance report this was merely noted.

3572 – KING BARROW

The occurrence of rough sleepers there was noted. Cllr. Nowak suggested agencies to contact in the event of this being repeated.

3573 – GROVE TELEPHONE KIOSK

The Friends of St. Peter's wanted to use the kiosk for an information point.

RESOLVED – that the Council go ahead with the purchase of the kiosk by the Clifton Hotel.

3574 – SAN MAURO, ITALY

The Council acknowledged its interest in the twinning approach from San Mauro's council and would consider it more fully at a later date. However the with the current organisational and financial uncertainty it could not commit to a definite arrangement at present. The Clerk was asked to notify San Mauro to that effect.

3575 – BUS SHELTERS

RESOLVED – that the Council support a temporary sound installation at six bus stops during the B-Side festival.

3576 – ATLANTIC ACADEMY

It was agreed that Cllrs. Gover, Grieve and Nowak would draft a response to the Academy's consultation document, requesting a public meeting and circulate it to the other members.

3577 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

The written reports were accepted.

3578 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 17th January 2018, at Peter Trim Hall, St. George's Centre, Reforne starting at 7.00 pm.

The meeting ended at 9.25 pm.

Signed Dated.....
(Chair)

MINUTE UPDATE

a) Minute 3565(c) – Artist Row and Lord Clyde

The Borough has not responded yet to the Council's offer to take responsibility for the plot of land on Artist Row.

A date to visit the Lord Clyde toilets for a building inspection is currently being arranged.

b) Minute 3573 – Grove Telephone Kiosk

An application to purchase is being pursued.

c) Minute 3574 – San Mauro, Italy

The Council has informed San Mauro of the Council's recent decision. However a further letter, this time from the Mayor of San Mauro, has crossed in the post. See Agenda Item 20.

Agenda Item 10(a)

List of Payments for Approval up to 13th December 2017

Cheque No Invoice Recd	Payee	Goods / Services	Cost	VAT	Total
BACS 19.10.17	Turrell Ltd	Rectify fault with West Weares promenade lighting	49.05	9.81	58.86
BACS 24.10.17	West Dorset DC	Job advertisement on Dorset for You	199.00	39.80	238.80
BACS 1.11.17	Cllr Sue Lees	Reimbursement of payment to Magic Toy Shop Ltd for beverage dispenser	32.99	-	32.99
BACS 20.11.17	Muntsy's Community Care Activities Ltd	Pony rides at Summer Fete	85.00	-	85.00
BACS 1.12.17	Artsmiths	Advertisements in Free Portland News, December 2017	192.70	38.54	231.24
Direct Debit 7.12.17	Comms UK	Telephone charges, November 2017	20.33	4.07	24.40
BACS 20.11.17	Consortium	Stationery	68.13	13.62	81.75
BACS 17.11.17	CRC Building & Carpentry	West Weares: third and final cut of year	308.00	61.60	369.60
BACS	Dorset CC	Superannuation contributions, December 2017	719.80	-	719.80
BACS 4.12.17	Dorset Waste Partnership (Dorset CC)	Roll of trade sacks	48.75	9.75	58.50
BACS 5.12.17	Easton Methodist Church	Hire of hall on 18.10.17, 15.11.17 and 22.11.17	90.00	-	90.00
SO	Mrs J A Greaves	Offices rental, January - March 2018	2,625.00	-	2,625.00
BACS	HM Revenue & Customs	Tax and NI contributions, December 2017	401.47	-	401.47
BACS 4.12.17	Island of Portland Heritage Trust	Hire of hall on 25.10.17 and 8.11.17	51.00	-	51.00
BACS	Island of Portland Heritage Trust	Council grant, 2017/18	345.00	-	345.00
BACS	Ian Looker	Reimbursement of payment to Office Furniture Online for desk	188.00	37.60	225.60
300 144 11.11.17	C Moody	Framing 900 Years tapestries	630.00	-	630.00
300 145 5.12.17	Terry Mutter	Cleaning front of Council Offices	5.00	-	5.00
300 146	Portland Museum Trust	Council grant, 2017/18	345.00	-	345.00
BACS 16.11.17	Portland Parish PCC	Hire of C2000 hall on 23.11.17	30.00	-	30.00
300 147	Portland Sea Cadets	Council grant, 2017/18	345.00	-	345.00
BACS 30.11.17	Print Team (Dorset) Ltd	Neighbourhood Plan banner, artwork and printing	801.00	58.80	859.80
BACS 6.12.17	South West IT	Restoring Outlook address book and other remedial work	105.00	21.00	126.00
BACS (2)	Staff Relocation	Travelling expenses, November 2017	68.30	-	68.30
BACS (3)	Staff Salaries	Salaries and overtime, December 2017	2,170.50	-	2,170.50
Direct Debit 11.12.17	Toshiba TEC UK Imaging Systems Ltd	Photocopier charges	174.44	34.89	209.33
BACS 30.11.17	P A Weston	Consultant's fee for Neighbourhood Plan (first payment of two)	2,250.00	-	2,250.00
Direct Debit	Weymouth & Portland BC	Council tax, December 2017	127.00	-	127.00
Totals			£12,475.46	£329.47	£12,804.93

2017/18 FINANCIAL REPORT TO 31ST DECEMBER 2017

The target for expenditure and income this month is 75% of the budget figure. The last financial report was presented to Council in November and so a larger number of adjustments than usual have been made.

Expenditure

Salaries	Increase £3,400	Adjustment to current spending level
Advertising	Increase £200	Adjustment to current spending level
Bank Charges	Increase £20	Adjustment to current spending level
IT Support	Increase £170	Adjustment to current spending level
Council Offices	Increase £300	Adjustment to current spending level
Furniture & Equipment	Increase £180	Adjustment to current spending level
Hire of Halls	Increase £80	Adjustment to current spending level
HR Support	Increase £1,530	New Budget item
Insurance	Increase £20	Adjustment to current spending level
Stationery	Decrease £100	Adjustment to current spending level
Telephone / Internet	Decrease £50	Adjustment to current spending level
Grants	Increase £130	Adjustment to current spending level
Landscape Maintenance	Decrease £300	Adjustment to current spending level
Lottery-Funded Events	Decrease £450	Adjustment to current spending level
Projects	Increase £630	Adjustment to current spending level
Total	Increase £5,760	

[Contd.]

Income

Council Offices Rent	Decrease £1,000	Adjustment to current level
Grant Income	Increase £798	New budget item
Lottery-Funded Events	Decrease £146	Adjustment to current spending level
Total	Decrease £348	
Overall Total	Surplus Decrease £6,108	

Agenda Item 10(b)

Portland Town Council - Financial Report, 17.1.18

	Budget 2017/18	Expend. 2016/17	Expend. to 31.12.17	Projected 2017/18	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	30,500	30,152	25,072	36,900	82.20
Advertising	286	229	404	450	141.26
Audit	1,326	890	651	890	49.10
Bank Charges	70	185	61	90	87.14
Civic Expenditure	2,020 ¹	579	1,828	2,800	90.50
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	270	42.23
IT Support	255	0	315	420	123.53
Contingency	2,400	0	0	0	0.00
Council Offices	12,000	25,019	9,361	12,500	78.01
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	687	700	110.10
Hire of Halls	857	990	642	920	74.91
Honorarium	100	100	100	100	100.00
HR Support	1,600 ³	0	1,525	1,530	95.31
Insurance	1,530	1,250	853	850	55.75
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	228	350	45.60
Publications	20	114	0	20	0.00
Stationery	700	684	487	660	69.57
Subscriptions	1,632	1,638	1,491	1,650	91.36
Telephone / Internet	510	605	460	650	90.20
Training / Conferences	800	285	285	400	35.63
Travelling & Subsistence	102	142	7	100	6.86
Sub-Total	63,505	69,941	45,612	63,250	71.82
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	140	140	137.25
Grants	1,400 ²	1,915	1,525	1,530	108.93
Landscape Maintenance	6,000	1,284	1,390	1,500	23.17
Lottery-Funded Events	500	901	2,630	3,350	526.00
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	10,145	10,500	338.17
Office Move	800	4,298	1,288	1,500	161.00
Projects	5,000	1,400	1,630	1,630	32.60
Town Crier	50	35	35	40	70.00
Website	1,224	1,290	146	1,400	11.93
Sub-Total	19,076	15,375	18,929	21,590	99.23
TOTAL	82,581	85,316	64,541	84,840	78.15

INCOME

Precept	76,132	63,679	76,132	76,132	100.00
Discount Grant	549	2,007	549	549	100.00
Compensation	0	50,000	0	0	-
Council Offices Rent	3,000	0	0	0	0.00
Fair	1,000	1,000	1,000	1,000	100.00
Grant Income	0	0	798	798	
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	1	1	-
Lottery-Funded Events	500	5,800	1,054	1,054	210.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	10,500	10,500	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
TOTAL	82,181	129,543	90,034	90,034	109.56

SURPLUS / DEFICIT (-) FOR YEAR	-400	44,227	25,493	5,194	
---	-------------	---------------	---------------	--------------	--

RESERVES RELEASED

Lottery Fund					
Neighbourhood Plan	3,000		2,441	3,000	
TOTAL	3,000		2,441	3,000	
Net Total after Reserve Release	2,600		27,934	8,194	

¹ £1,000 vired from Contingencies to Civic Expenditure, 20.9.17

² £400 added to budget from Events income, ref RN 9.10.17

³ £1,600 vired from Contingencies to HR Support, 15.11.17

Council Offices	Expend. to 31.12.17
Council Tax	1,146
Electricity	106
Refuse Sacks	49
Rent	7,875
Water & Sewerage	65
Building Materials	21
Contractor Payments	80
Equipment	95
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
Total	£9,362

Lottery Events	Expend. to 31.12.17
Advertising	199
Catering Expenses	618
Equipment (inc Hire)	288
Flags	450
Insurance	78
Licence	71
Materials	120
Performamce Fee	450
Pony Rides	85
Printing	82
Prizes	176
Stationery	12
Total Expenditure, 2017/18	2,629
Total Expenditure, 2016/17	901
	3,530
Projected Additional Expenditure	1,370
	4,900
Lottery Grant	-5,800
Projected Refund	-900
Income (less £40 donation)	-909
Total	£1,720

Neighbourhood Plan	Expend. to 31.12.17
Advertising	95
Computer Software	403
Consultant's Fee	8,550
Printing	875
Staff Overtime	222
Grant Received	-10,500
Reserves Released	-2,441
Total	-£2,796

SMALL CLAIM

The recommendation is simply intended to clarify what date to take for the first anniversary in the Town Council decision of 15th November.

CENTENARY FIELDS – NEW GROUND

From: Dorset Councils Partnership

Sent: 3 January 2018

To: Portland Town Council

[...]

The borough council has received the attached letter from Field in Trust inviting us to consider dedicating New Ground (and the war memorial) as a Centenary Field in time for the national commemorations later this year.

There isn't any money to accompany the dedication (e.g. to help with management), it's just a civic mark of respect which is recognised nationally.

My colleagues in our Estates team have suggested that this [is] the sort of site that the borough council would offer to Portland Town Council as a result of local government reorganisation. It would seem appropriate, therefore, to seek the views of your council at this stage.

The FAQs on the Fields in Trust site are most helpful - and indicate that to be part of this scheme a site has to be dedicated by November 2018.

Please do let me know your thoughts on this.

[...]

[Redacted]

Leisure Commissioning Manager

[Edited]

Mr Prosser
Chief Executive
Weymouth & Portland Borough Council
South Walks House
South Walks Road
DORCHESTER
Dorset
DT1 1UZ

Received

09 NOV 2017

Senior Leadership Team



Help us create a living legacy of remembrance across England.

Dear Mr Prosser

The Royal British Legion and Fields in Trust are pleased to be leading a nationwide initiative aimed at securing recreational spaces in perpetuity to honour of the memory of the millions of people who lost their lives in World War I.



As the commemoration period draws to a close, we ask you to join more than 150 landowners who have protected war memorial parks and playing fields given in memory of those who lost their lives, as well as other green spaces with a significant link to WWI. By nominating a recreational space to be dedicated as a Centenary Field you will be helping to create a tangible local legacy that will be valued by your local community for generations to come.

Centenary Fields do not have to be formal memorial sites. Examples of dedicated Centenary Fields include spaces used for troops' training prior to going to the front, sites of former buildings used in the war effort and even a park that was created by returning soldiers.

As well as providing an opportunity to commemorate the sacrifice made, this initiative is also in keeping with the spirit of the Armed Forces Covenant which your local authority has committed to.

We have been researching potential sites across the country and believe that you own New Ground in Portland which would very likely be eligible for the Programme as the location of Portland Cenotaph which remembers those killed in the conflict.

The Development Manager for Dorset is Terry Housden and he will be pleased to explain the benefits of the Programme for your local community. Terry can be contacted on **020 7427 2122** or at **terry.housden@fieldsintrust.org**

Together, we will create a living legacy of remembrance across the country.

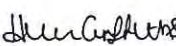
Yours sincerely,




Charles Byrne

Director General
The Royal British Legion




Helen Griffiths

Chief Executive
Fields in Trust



CC: Councillor Cant

WINDOW WANDERLAND

From: B-Side
Sent: 3 January 2018
To: Portland Town Council

On the weekend of March 23rd - 25th 2018 we are bringing Window Wanderland to Portland! This community event started in Bristol in 2015, and has grown year on year, with many previous participating neighbourhoods returning to make it an annual event. It has been featured in The Sunday Times, as well as on BBC's The One Show and numerous local radio stations. You can read more about it at: www.windowwanderland.com

The Friends of b-side plan to turn the streets of Portland into an outdoor gallery for all to see, and will encourage as many residents as possible to create a window display that can be lit up so that all who pass can enjoy it.

The displays can be as simple or complex as people want them to be - from a string of fairy lights to a full "stained glass" window or even a live performance or disco! There will be an online interactive map so that everyone will be able to plan a route to walk and enjoy all the wonderful windows.

The friends of b-side, a small group who got together as a result of volunteering during the b-side festival, are hoping that the whole of Portland will be inspired to take part in this FREE event that will light up the streets from 6.30pm to 9.30pm over one very special weekend.

So why are we writing to you?

Although the event is completely free for anyone to take part in, and is being entirely run by volunteers, there are costs involved and we'd like your support. As well as paying for the Window Wanderland toolkit, which allows participants to sign up to the event and pin their address onto an interactive map, we will need to pay for leaflets, adverts etc.

In recognition of any financial support we receive all sponsors will be mentioned on our dedicated Window Wanderland page (already up and running if you would like to take a look!) as well as on the b-side website and Facebook event page. In addition, Main Sponsors and Sponsors will be listed on all printed matter, with plans to also display them in the window of Outpost at 77 Fortuneswell.

By donating £100 you would be the event's Main Sponsor, by donating £50 you would be a Sponsor of the event and by donating £10 you would be a Supporter of the event.

The event is a great chance to bring the community together and celebrate the business we host on the island too!

[...]

[Edited]

FORMER BRACKENBURY INFANTS SCHOOL

A few years ago the County approached the Council to ask whether it was interested in acquiring the property, probably in partnership with another similar organisation. Representatives of the Council visited the property and reported back. Council's decision at the time was to take no action.

For those not familiar with the school it has a central assembly hall with fairly open teaching accommodation on one side and administrative offices and other services on the other. The offices were judged an improvement on those available at the old Council Offices in Fortuneswell, but the hall was likely to be shared, whereas at the time Council had full use of a Council Chamber, plus a Mayor's Parlour and considerable storage space.

Cllr. Grieve has provided a detailed motion for consideration. However supporting written information is not to hand at the moment. Given that and the fact that the motion only allows Council two meetings to come to a decision, Council is advised to proceed with caution. The following questions at present seem unanswered:-

Who intends to purchase the property?

What will be the likely cost?

Is the Council being asked to buy, share ownership of or rent the property?

What is the likely cost to the Council (1) to commence an agreement, (2) in running costs afterwards?

Have a building survey and fire inspection report been carried out?

How will the terms of the agreement be decided?

Will they be time-limited?

What flexibility will there be to alter the terms of the agreement?

What happens if the Council wishes to withdraw from the agreement?

Such questions need to be resolved and there are probably other important ones that have been left out here.

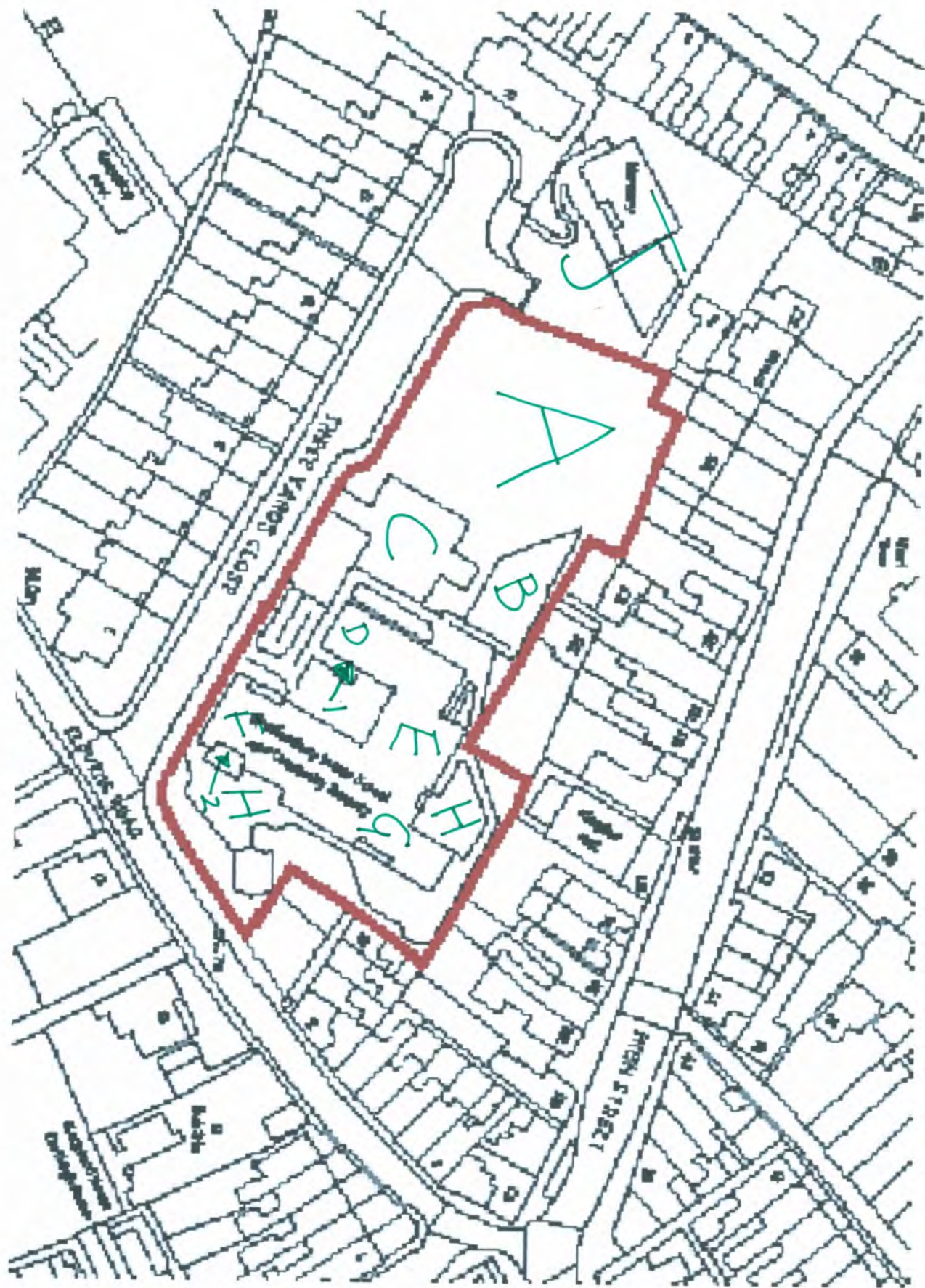
As with the earlier proposal to purchase the present Offices at Easton Street it is **RECOMMENDED** – that the Council **pursue** its enquiries concerning Brackenbury School. However it should not commit itself to any arrangement at this stage until it has more evidence-based assurance that it is the right step to take.

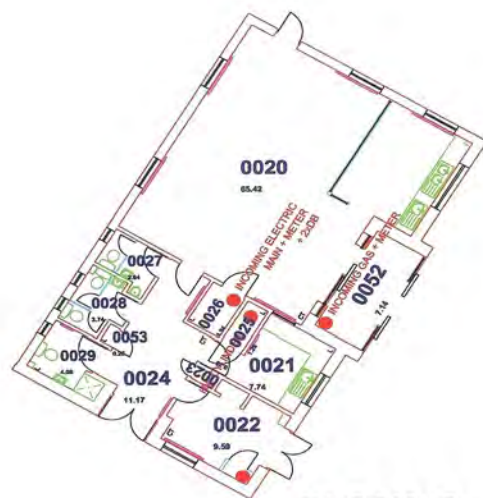
[The following attachments were received after this report was drafted.]

Brackenbury Infant School site ACV : initial ideas for bid for Community Hub, 17/1/17, to be submitted by early March; final cut-off date 14/5/2018

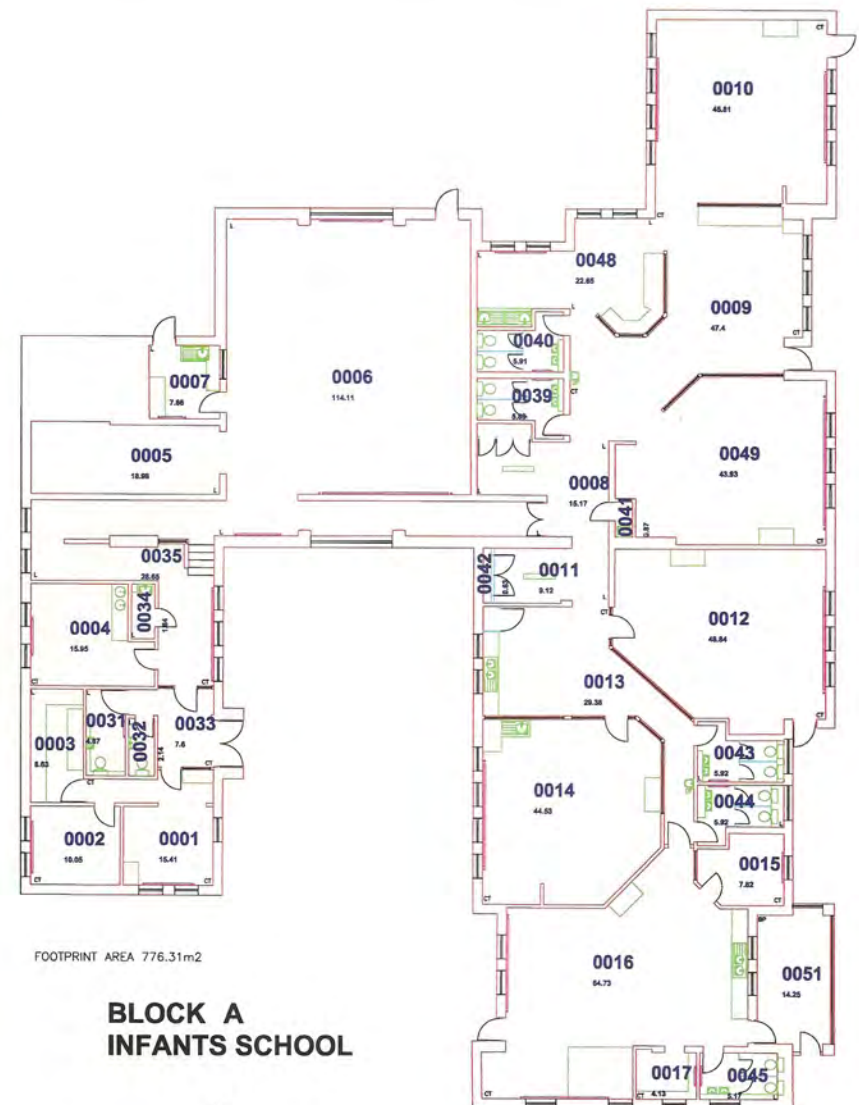
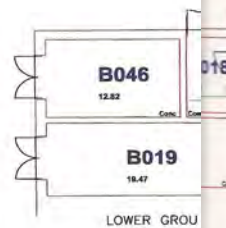
Name	The BEACH Portland (Brackenbury Education and Community Hub)
Commercial value	Possibly around £300,000 - Underhill Jun Sch sold for £500,000. However, see District Valuer's Report for planning application for that site states that was too high a price. Actual value = £360,000. So Brackenbury more likely to be worth c. £300,000. However, developer may offer more.
Bid price	Do we have to pay more than a nominal sum? If so, aim to raise £100,000? BUT if Allsorts move into BEACH, DCC can sell off the nursery school land and building which would easily fetch over £200,000.
Source of purchase price	• LEADER grant? – Expression of Interest to be submitted by 24 January • Reaching Communities fund? • CIL/S106 money? • PTC mortgage with deposit from reserve funds • Donations • Court Leet? Other?
Running/on-going costs	• Skeleton costs from DCC £2,377 with annual business rates currently at £14,096.50 for a school (not empty). With change of use, rateable value might change. Mandatory rate relief at 80% might be awarded to registered charities with leases for exclusive use of particular areas, especially Allsorts. • Build 4 affordable housing units (for elderly?) on Plot B – small profit should provide maintenance fund for several years? (how to fund design/build?) • Hall and room hire/rent; PTC contribution to running costs • Allsorts rent • Grants?
Poss 'Vision' for Community Hub	"A focal point for the Underhill Community offering facilities and services which respond to the great need in Underhill, offset the high levels of deprivation locally (Underhill in top 2% on IDACI index; lowest weekly wage nationally etc) and raise feelings of self-worth, confidence and aspirations"
Uses: strong interest already expressed	• <u>PTC Offices</u>, storage and use of hall - Rooms 1-3, Hall • <u>Food bank</u> - classroom 9? • <u>lunch club</u> for elderly – Hall and Kitchen • <u>Internet and computer access</u> (as part of an 'internet café' or standalone) - Room 4 • <u>Nursery School</u> - classrooms 12-16 and associated rooms, play areas H • <u>Free daily parent and toddler session</u> run by Allsorts • <u>Free parenting courses</u> run by Allsorts under 'stay and play' for parents • <u>Island Community Action</u> – dedicated activities for elderly – Hall and Room 49 • <u>Adult Education classes</u> in literacy, numeracy, IT (skills for employment) - Room 49 • <u>Portland Gig Rowing Club</u> (PGRC) base – Room 48? • <u>Stuff and Stitch upholstery workshop</u> – Room 9?
Possible uses	• <u>Medical Support Services venue</u> (Portland Hospital closing)
Wish-list	• <u>SEN support venue for excluded children/struggling children who cannot change school</u> – Room 49 • <u>Sessions for home-schooled children</u> to come together for a little teacher-led group learning – Room 49







**BLOCK C
COMMUNITY NURSERY**



FOOTPRINT AREA 776.31m2

**BLOCK A
INFANTS SCHOOL**

CRIME AND DISORDER

The Local Government and Rating Act 1998 empowered local councils for the detection or prevention of crime to install equipment, establish any scheme or assist other to do these things, or make grants for those purposes. The Crime and Disorder Act 1998 required them to exercise all their functions with due regard to crime and disorder and to co-operate with other bodies in so doing.

“Equipment” is not limited just to cameras, but may include alarms and special lights. “Schemes” might include neighbourhood watch arrangements or police security advice and lectures.

The agenda item asks Council to consider making budget provision for measures to deal with crime and disorder. In truth the Town Council has made no provision for as long as we can remember. One hope is that Councillors will be stimulated to think creatively around the possibility of taking action at some future date.

Ultimately it is the longsuffering Council taxpayer who will have to provide the funding. What the statutes do provide is an opportunity to direct funding specifically for measures on the Island. When the police service is facing financial pressures this may be an opportunity to allow some action to be taken on Portland which otherwise might not occur.

One possibility available to Council might be to write to our local police officers, make them aware of the possibility available, and come back with suggestions as and when ideas arise.

BUDGET AND PRECEPT, 2018/19

Although not officially approved the budget figures provided incorporate the two recommendations of the Finance Committee listed in Item 11(b) of the meeting agenda.

2018/19 Budget Working Paper, 10.1.18

	Budget 2016/17	Expend. 2016/17	Budget 2017/18	Expend. to 31.12.17	Projected 2017/18	Notional Budget 2018/19	Fin. Comm. Proposal
EXPENDITURE							
Salaries	29,844	30,152	30,500	25,072	36,900	31,324	35,000
Advertising	280	229	286	404	450	294	300
Audit	1,300	890	1,326	651	890	1,362	1,000
Bank Charges	0	185	70	61	90	72	100
Civic Expenditure	1,000	579	1,020	1,828	2,800	1,048	1,100
Computer Equipment	300	236	306	0	0	314	300
Computer Software	360	21	367	155	270	377	300
IT Support	250	0	255	315	420	262	300
Contingency	0	0	5,000	0	0	5,135	2,400
Council Offices	17,200	25,019	12,000	9,361	12,500	12,324	13,024
Elections	6,000	4,209	2,400	0	0	2,465	4,000
Furniture & Equipment	612	365	624	687	700	641	700
Hire of Halls	840	990	857	642	920	880	900
Honorarium	100	100	100	100	100	103	100
HR Support	0	0	1,600	1,525	1,530	1,643	1,600
Insurance	1,500	1,250	1,530	853	850	1,571	1,000
Legal Fees	0	703	0	0	0	0	600
Mayoral Allowance	1,000	1,000	1,000	1,000	1,000	1,027	1,000
Postage	790	545	500	228	350	514	400
Publications	20	114	20	0	20	21	-
Stationery	850	684	700	487	660	719	800
Subscriptions	1,600	1,637	1,632	1,491	1,650	1,676	1,700
Telephone / Internet	500	605	510	460	650	524	700
Training / Conferences	1,000	285	800	285	400	822	1,000
Travelling & Subsistence	100	142	102	7	100	105	100
Sub-Total	65,446	69,940	63,505	45,612	63,250	65,220	68,424
Cheyne Weares	4,800	236	0	0	0	0	-
Gifts and Donations	100	93	102	140	140	105	100
Grants	1,750	1,915	1,000	1,525	1,530	1,027	2,000
Landscape Maintenance	5,000	1,284	6,000	1,390	1,500	6,162	6,000
Lottery-Funded Events	0	901	500	2,630	3,350	514	-
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan	18,000	3,923	3,000	10,145	10,500	3,081	3,000

Office Move	3,800	4,298	800	1,288	1,500	822	800
Projects & Events	4,150	1,400	5,000	1,630	1,630	5,135	4,000
Town Crier	50	35	50	35	40	51	50
Website	1,200	1,290	1,224	146	1,400	1,257	1,300
Sub-Total	38,850	15,375	18,676	18,929	21,590	19,180	17,250
TOTAL	104,296	85,315	82,181	64,541	84,840	84,400	85,674
INCOME							
Precept	63,679	63,679	76,132	76,132	76,132	78,188	81,074
Discount Grant	2,007	2,007	549	549	549	564	-
Compensation	0	50,000	0	0	0	0	-
Council Offices Rent	0	0	3,000	0	0	3,081	-
Fair	1,750	1,000	1,000	1,000	1,000	1,027	1,000
Grant Income	0	0	0	798	798	0	0
Hire of Halls Refund	840	1,350	0	0	0	0	-
Interest	220	192	0	1	1	0	200
Lottery-Funded Events	0	5,800	500	1,054	1,054	514	-
Lottery-Funded Facilities	0	0	1,000	0	0	1,027	-
Neighbourhood Plan Grant	15,000	3,375	10,500	10,500	10,500	10,784	3,000
Projects & Events	0	0	0	0	0	0	400
Sale of Council Furniture	0	1,909	0	0	0	0	-
Other	0	231	0	0	0	0	-
TOTAL	83,496	129,543	92,681	90,034	90,034	95,183	85,674
SURPLUS / DEFICIT (-) FOR YEAR	-20,800	44,228	10,500	25,493	5,194	10,784	0
RESERVES RELEASED							
Cheyne Weares	4,800	236					
Council Offices	4,000	4,000					
Grants - Fair	0	0					
Landscape Maintenance	5,000	1,284					
Legal Fees	4,000	703					
Lottery Fund	0	0					
Neighbourhood Plan	3,000	548	3,000	2,441	3,000		
TOTAL	20,800	6,771	3,000	2,441	3,000		
Net Total after Reserve Release	0	50,999	13,500	27,934	8,194		

SAN MAURO

As was reported in Minute Update, Signor Bongiovanni's letter of 20th November may have crossed the Town Council's communication postponing a formal twinning arrangement. To spare further embarrassment and confusion I have already sent a brief, non-committal reply to their clerk, just trying to explain the intricacies of English local government bodies and who locally is in charge of what.

So far I have failed to elicit why San Mauro has chosen Portland to suggest a twinning arrangement. Council is simply asked whether it wishes to facilitate a modest school penpal arrangement or feels it is opening the door to a much larger and expensive commitment.



CITTA' DI SAN MAURO TORINESE

CITTA' METROPOLITANA DI TORINO

VIA MARTIRI DELLA LIBERTÀ N° 150 – CAP 10099 TEL. 011/822 80 11 FAX 011/898 65 79
P.IVA 01113180010

868

02 JAN 2018

San Mauro Torinese, 20 novembre 2017
Protocollo n° 30953

Mr. Kevin Brookes, Mayor
Portland Town Council
52 Easton St.
Portland, Dorset
DT5 1BT

Dear Mr. Brookes,

Further to the correspondence of my councillor, Mrs. Dina Buffone, with your clerk, Mr. Ian Looker, I, the Mayor of San Mauro Torinese, Italy, would like to establish a town twinning agreement with Portland in your borough of Weymouth and Portland in Dorset.

Our city has enjoyed a twinning experience with the town of Mirande, France since the 1960s and one with L'Eliana, Spain since the 1990s. It has a population of under 20,000 and is situated on the outskirts of Turin, a post-industrial city in the north-west of Italy. The Po River, Italy's longest river, flows through the city dividing the 1000 year old historic site from contemporary expansion. It is partially surrounded by green hills on top of which is the beautiful Superga cathedral.

As there is financial uncertainty for both our councils may we suggest, meanwhile, that we begin our twinning relationship by allowing our primary and middle school students to engage in a mutual penpal epistolary or email exchange.

Please find attached an informative pamphlet of San Mauro and the following link of our municipality: <http://www.comune.sanmaurotorinese.to.it/>.

We would be honoured to have Portland as our third twinning city and look forward to hearing from you as soon as possible.

Yours Sincerely,



Marco Bongiovanni
Mayor

TRANSPORT REPRESENTATIVE

Dorset Travel, a unit within the County Council, have written to us to ask who is our “Parish Transport Representative.” Cllr. Les Ames held the post for several years, though I am not really aware of what his role was. Perhaps with him being a County Councillor communication between Dorset Travel and Transport Representative bypassed me.

“A Parish Transport Representative is usually someone in the parish who is interested in transport. They represent the parish with regard to any sort of transport, whether that’s public or community travel, cycling or rail, if applicable – although it’s not limited to just these. They would be the person who would voice any issues / queries they had regarding transport within the parish.” – Dorset Travel

GENERAL DATA PROTECTION REGULATION

The General Data Protection Regulation is an EU regulation “intended to strengthen and unify data protection for all individuals within the European Union.” It will take effect from 25th May 2018.

The Information Commissioner’s Office has published a short guide to the Regulation and three pages from that guide are attached as an appendix. These detail “12 steps to take now.” They also state that much of the content is similar to that in the current Data Protection Act, but “there are new elements and significant enhancements.”

NALC considers that the Regulation will cause additional workload and cost, and is presently lobbying the Government for extra funding. It also intends producing a toolkit with templates shortly for members’ use.

From May all public authorities regardless of size will be required to appoint a Data Protection Officer (DPO). Most clerks will be the Data Controller and therefore are advised not to be the DPO to avoid a conflict of interest. One of our existing consultants has already applied to provide a quotation for the supply of DPO services.

It is RECOMMENDED that the Council delegate the Finance Committee to investigate the Regulation, including the supply of DPO services, and report back to Council with recommendations for action.

Preparing for the General Data Protection

Regulation (GDPR) 12 steps to take now

1

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3

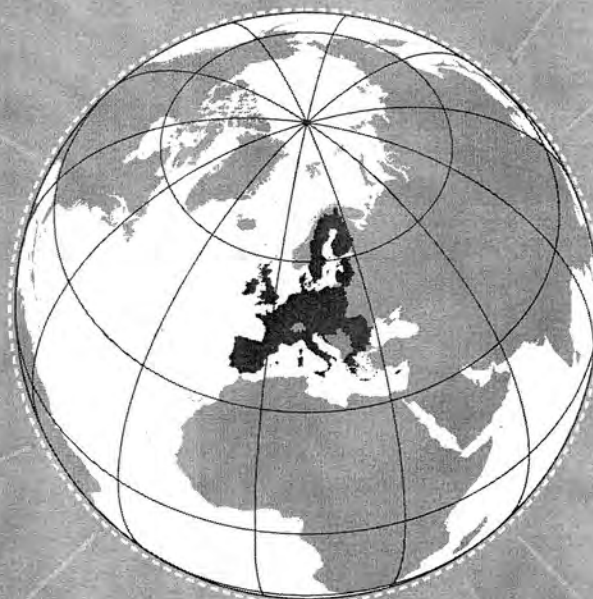
Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



5

Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6

Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

7

Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8

Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10

Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11

Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

12

International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

ico.

Information Commissioner's Office

ico.org.uk

Introduction

This checklist highlights 12 steps you can take now to prepare for the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

It is important to use this checklist and other Information Commissioner's Office (ICO) resources to work out the main differences between the current law and the GDPR. The ICO is producing new guidance and other tools to assist you, as well as contributing to guidance that the Article 29 Working Party is producing at the European level. These are all available via the ICO's [Overview of the General Data Protection Regulation](#). The ICO is also working closely with trade associations and bodies representing the various sectors – you should also work closely with these bodies to share knowledge about implementation in your sector.

It is essential to plan your approach to GDPR compliance now and to gain 'buy in' from key people in your organisation. You may need, for example, to put new procedures in place to deal with the GDPR's new transparency and individuals' rights provisions. In a large or complex business this could have significant budgetary, IT, personnel, governance and communications implications.

The GDPR places greater emphasis on the documentation that data controllers must keep to demonstrate their accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue. One aspect of this might be to review the contracts and other arrangements you have in place when sharing data with other organisations.

Some parts of the GDPR will have more of an impact on some organisations than on others (for example, the provisions relating to profiling or children's data), so it would be useful to map out which parts of the GDPR will have the greatest impact on your business model and give those areas due prominence in your planning process.

**SOCIETY OF LOCAL COUNCIL CLERKS
MEETING HELD ON 14TH DECEMBER 2017
AT THE CRICKET PAVILION, DORCHESTER**

Local Government Reorganisation

Dorset Area Partnership for rural Dorset. East Dorset and Purbeck now willing to be involved.

Working Together Project Group – Dorset Waste Partnership offer commercial service for rubbish collection. Swanage currently use Sita.

Very tight timetable now, so only essential aspects liable to be fully sorted e.g. legal Nick Randle of LGRC advising districts.

Tourism, toilets, street-cleaning, economic development, discretionary grants.

Portland's case raised.

Alternative strategy to strike no deals now.

Difficulty for seaside towns having no toilets.

Good legal advice helped Swanage.

Interest in Weymouth Town Council as a precedent.

DAPTC Issues and Training

Presentation by Dorset Property next week. Already used by a couple of town councils.

Concern about data protection regulations. Aimed at large Internet companies.

Government didn't realise parish councils would be affected. NALC's advice is to follow current regs. Training organised in New Year for d.p.

Training programme being published this week. Includes external audit. Standard list with others to be added during year.

Problem-Solving Forum

Councillors as data holders. ICO case in September. Problem of council information on private computers.

Precept rises discussed. Noted that Dorset is worst-funded county in country.