

PORTLAND TOWN COUNCIL

Council Offices
Portland Community Venue
Fortuneswell
Portland
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January 2019

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in the **PORTLAND COMMUNITY VENUE** on **WEDNESDAY, 16th JANUARY 2019**, 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

Karon McFarlane
Town Clerk

AGENDA

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence**
- 4. Declarations of Interest**
- 5. To Approve the Minutes of the Meeting Held on 14th November 2018**
- 6. Minute Update and Matters Arising**
- 7. Democratic Public Half Hour Open Forum**
- 8. Chairman's Update**
 - a. Appointment of a Responsible Finance Officer
- 9. Town Mayor's Announcements**
- 10. Receive written reports from Borough and County Councillors**
- 11. Financial Matters**
 - a. Payments for Authorisation (Annex A) – To follow
 - b. 2018/19 Financial Report to 31st December 2018 (Annex B) – To follow
 - c. Proposal to open an additional Business Bank Account
- 12. Portland Community Venue (PCV) update**
 - a. Establishment of PCV Working Group
- 13. Low Carbon Dorset – Solar Panels**
- 14. Local Government Reorganisation update**
 - a. Advertisement of Post of Head Gardener
- 15. Draft Precept 2019/2020 – (Annex C) - To follow**
- 16. 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.”

There is no exempt business for this meeting

17. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday, 13th February 2019 at Portland Community Venue, Three Yards Close, Portland at 7.00 pm.

PORTLAND TOWN COUNCIL
TOWN COUNCIL MEETING
HELD ON WEDNESDAY 14TH NOVEMBER 2018
AT EASTON METHODIST HALL, EASTON

PRESENT:

Councillors: Ray Nowak (Chairman), Jo Atwell, Sue Cocking, Charlie Flack, Chris Gover, Jim Draper, David Thurston, Sandra West, Rod Wild, Tim Gomm and Rob Hughes.

IN ATTENDANCE:

Andy Matthews (Neighbourhood Plan Working Group) and four members of the public.

3782. Chairman's Welcome

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

3783. Prayers

The Mayor's Chaplain led the meeting in prayer.

3784. Apologies for Absence

Cllr's Reynolds, Symes and Lees sent apologies along with Cllr. Garcia (DCC) and Baker (W&PBC)

3785. Declarations of Interest

No declarations were received.

3786. To Approve the Minutes of the Meeting Held on 17th October 2018

These were agreed as a true and accurate record of the meeting and signed by the Chairman.

3787. Minute Update and Matters Arising

Cllr. Atwell informed the meeting that the additional Christmas lighting at Straits (3760) had been erected and that the local traders were very grateful. She proposed that a letter be issued to W&PBC thanking them for their efforts.

A letter of thanks to be sent to W&P BC.

3788. Democratic Public Half Hour Open Forum

A question was raised by a member of the public seeking information as to how the draft precept had been arrived at and whether there should actually be a two percent increase; given that there were to be no election costs and potentially an increase in revenue as an impact of the Local Government Review (LGR).

A response was provided by Councillor Cocking who stated that there was no guarantee that we would receive an increase in revenue due to LGR and, with regard to the draft precept budget, this was reviewed and amended at each Finance meeting as more information on local and county issues became available.

Councillor Draper also added that election costs would be incurred next April, when local elections are to be held, and added that it had always been the councils

practise to include in the precept a year on year pro-rata amount to cover the costs of the elections. He also stated that the amount budgeted for staff costs this year were likely to be insufficient due to an obligatory increase in the employer element of staff pensions and an increase in wages to low paid staff. He added that there was no contingency in the draft precept budget for next year for these increases, and as such the Finance committee had looked to find savings in other areas.

3789. Chairman's Update

The Chairman added his congratulations in getting the Christmas lights erected in Straits.

He reminded those present that the Christmas Sparkle would take place on 14th December and encouraged everyone to become involved. He further commented that he felt that the Beacon commemorations had been exceedingly successful and thanked all of the Councillors and Staff for making it such a success. He added that whilst it had been the intention to use the Beacon for this one-off event, he now felt that it should remain in situ for further commemoration events, and indeed to provide an enduring memorial for the conclusion of World War One. It was suggested by Councillor Wild that the area around the Beacon be renamed Beacon Hill; the Chairman agreed that he would look into whether this was possible. The Chairman made a proposal that the Council seek planning permission to be allowed to keep the Beacon in situ. The motion was proposed, seconded and unanimously supported by the Council.

The Town Clerk to follow up with the proposed planning permission

The Chairman to report back on possibility of naming the site Beacon Hill

There is to be a Garden and Litter pick day on Saturday 17th November at the Portland Community Venue starting at 10.30. Anybody who has some time to spare is encouraged to drop in and provide some help.

3790. Town Mayor's Announcements

Cllr. Flack updated the Council on the Mayor's activities during the past month. A full list can be found at **Annex A** to these minutes.

3791. Receive written reports from Borough and County Councillors

There were no written reports received.

3792. Financial Matters

a) Payments for Authorisation

The Clerk presented payments totalling £41,180.86 for authorisation and approval. The list can be found at **Annex B**.

This was unanimously approved

b) 2018/19 Financial Report to 31st October 2018

The Clerk confirmed, at this point, the budget was well within Precept. The draft Precept statement can be found at **Annex C**.

3793. Portland Community Venue (PCV) update

Cllr. Cocking updated the Council on the PCV activities during the past month. A full update can be found at **Annex D**.

3794. Local Government Reorganisation update

The Chairman provide an update on LGR. He informed the meeting that there was to be a meeting of the Borough Council next Monday (19th November) at which the proposals for assets and services submitted by Portland Town Council were to be considered. He also stated that, with the agreement of the Council, he had also asked for a sum of £250,000.00 as financial help in support of LGR. Therefore, by the end of Monday there should be a better understanding of what, in principal, the Management Committee's decision is likely to be. He did, however, warn that the Management Committee's proposal would still need to be submitted to the Full Council in January so there was not likely to be any final decision until then. He had concerns that as the decision was not likely to be made until early next year it put increasing pressure on PTC who were also required to set their Precept in January.

Councillor Hughes had some concerns over the amount of financial help that was being requested, believing that the sum was insufficient and that a larger figure should have been requested. The Chairman explained that most of Weymouth and Portland's large assets would automatically go back to the Unitary, so a share should come back to Portland through that route. The figure presented was calculated as a percentage of the money that had been spent in Weymouth in the last two years, and it was agreed with the Borough Council that there should be parity. As an island we make up 16.8% of the council tax and should we wish to take a bigger percentage of the gains then we must also be prepared to take the same percentage of the losses, of which there have been many. If this rationale were to be applied, it could reduce the final figure agreed significantly. The Chairman acknowledged that following the decision of Monday's meeting there would be an impact on the Precept and that this would be discussed at the next Finance Meeting to be held on 28th November, and to which everyone was invited.

3795. Portland Town Council Website discussion

Councillor Hughes raised concerns over the accuracy of the current website, drawing particular attention to one of the many errors; the fact that the location was still shown as New Road some three and a half years after the move. He had concerns that the Council was paying money for a website that was incorrect and didn't work on many mobile devices. The Chairman explained that the Councillors were aware that there were errors and that the website needed updating. He further stated that the Portland Community Venue was in the process of generating its own website, a proviso of the Leader Grant being to arrange for a professionally developed web site; and development of the Town Council website would take account of the lessons learnt from this activity. Councillor Draper informed the meeting that the previous Clerk had renewed the contract with the website provider, with the contract now expiring at the end of the next financial year and further it was in the Councils plans to ensure that something better would be in place for when that contract expired. The Chairman stated that it was not possible to take this issue forward at this point in time, but assured Councillor Hughes that it is on the wider agenda for the Council and that he would welcome his help in taking the issue forward.

3796. Telephone Communications in the new Town Council Offices

Councillor Cocking provided a report on the new telephone system being installed in the new Council Offices at the Portland Community Venue. She stated that it was necessary to upgrade the current phone system, which whilst it had worked fairly well in the old offices it would not be fit for purpose in the new ones. The current

system has one line with 3 extensions which means that it is often frustrating to find the number engaged. The new system will have one line but allow up to 12 phones to be linked and used separately and simultaneously. She confirmed that a thorough evaluation had been undertaken and that Councillor Draper had looked at other systems and prices. Following a thorough evaluation, she was able to confirm that the proposal from a local Company SW IT had delivered the best value for money. She stated that with the impact of LGR and being part of a larger venue, it was imperative that the new Council Offices be able to support an increase in the number of calls. It was, she said, 'her ambition that the new Council Offices be commercially minded but community focused', with the new system being much more effective. She added that, 'in the event that it is necessary to use temporary numbers, whilst the new system is fitted, then these temporary numbers would be advised'.

3797. Grant Awards 18/19

The Chairman noted that there had been five applications for grant funding this year and in addition there had been further bids received past the deadline (after the closing date of 12th October 2018). He asked the Councillors whether or not they wished to take the late bids into consideration. Following a discussion, it was generally agreed that the late bids should not be considered. It was felt that the closing date had been well published and it would not be wise to accept late bids and potentially set a precedence. Councillor Thurston moved to decline to consider the late bids which was seconded by the Chairman and unanimously agreed. The Chairman asked that the Clerk inform the sponsors of the late bids and ask them to ensure that next year they submit them in good time. The Chair declared a non pecuniary interest as a Trustee of two of the organisations, so he would not vote on any of the applications. Each of the Grants was considered and a resolution made for each; the results of this are held at **Annex E**.

Clerk to inform the Sponsors of the late Bids.

3798. Draft Precept 2019/2020

The Chairman drew the meetings attention to the draft precept document held at Annex C to the Agenda. He asked if the Chair of the Finance Committee if she wished to expand on the figures presented. Councillor Cocking stated that the draft precept was an evolving document and apt to change on a regular basis; she further stated that the figures quoted would be reviewed as they always were at the Finance meetings. She reminded that meeting that the next meeting was to be held on 28th November and to which all members of the public were welcome to attend.

Councillor Hughes proposed that there should be no increase in the precept for 2019/20. The Chairman acknowledged the intent and asked Councillor Hughes to review the precept figures and to respond with a proposal that would see the precept remain at the 208/19 figure of £22.97 (the 2019/20 figure is currently set to be £23.52). Following a discussion, and as an immediate resolution, the Chairman suggested that the meeting undertake a line by line review of the precept document. Several amendments to the precept items was proposed but none were sufficiently supported as to be accepted. Following the review and debate of the precept figures, the Chairman proposed that the Finance Committee consider the proposed amendments further and determine whether these, together with any updates from other discussions and LGR would result in a material change to the figures proposed.

3799. Exclusion of Press & Public (discretionary)

There were no matters to discuss.

3800. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday, 16th January 2019 at the Portland Community Venue at 7.00 pm.

The meeting ended at 20.45 hours.

Signed Dated.....
Chairman

Mayoral Engagements

Oct – Nov 2018

18 October	Visited the Veterans Hub Wyke Regis
19 October	Official opening of the Portland CAB
20 October	Officially welcomed Adam Lee & Martin to Portland on completion of the 700 mile walk Lighthouse to Lighthouse
21 October	Attended 70 th anniversary memorial service of HMS ILLUSTRIOUS Disaster
21 October	Attended Trafalgar Night Dinner
24 October	Chaired Planning & Highways meeting
28 October	Attended Dorset Legal Services event in Dorchester
30 October	Events Committee meeting
31 October	Finance Committee meeting
02 November	Dorset Submariners Branch Presidents dinner
03 November	Attended Cheque presentation to local charities & Charity Auction by Southwell Village Fayre Committee
03 November	Attended Opportunities R Unlimited Christmas Fayre
10 November	RBL Festival of Remembrance
11 November	Remembrance March & Service at the Cenotaph
	12.30 Remembrance Service Victoria Gardens
	18.30 Beacon Lighting & Remembrance Service
13 November	Yeovil Civic Day

Portland Town Council Payments Nov 18																							10/01/2019			
PV	Payee Details	Chq	Amount	Advert	Professional Fees	Bank Charges	PCV	Events Civic	Equipment	Office Costs	Grants Donations	Audit	Hall Hire	Insurance	Maintenance	Mayor	NP	Payroll	Stationary	Projects	Training	Travel	Webite	VAT	Reserves	TOTAL
187	WPBC (TC)	DD	134.00							134.00																134.00
188	WPBC (PCV)	DD	1,486.00				1486.00																			1486.00
189	Npower	DD	216.90							206.57														10.33		216.90
190	Toshiba	DD																								0.00
191	Comms UK	DD	36.77							30.64														6.13		36.77
192	PWLB	DD	6,892.00				6892.00																			6892.00
193	CRC Building and Carpentry	BACS	473.00												473.00											473.00
194	C&N Electrics	BACS	2,390.40				1992.00																	398.40		2390.40
195	Sue Thomason	BACS	48.00							48.00																48.00
196	Charles Flack	BACS	1,000.00													1000.00										1000.00
197	Lawrence McCarthy Ltd	BACS	435.00																	435.00						435.00
198	D&B Mechanical Ltd	BACS	21,454.36				17878.63																	3575.73		21454.36
199	D&B Mechanical Ltd	BACS	1,408.76				1173.97																	234.79		1408.76
200	AHGTC	BACS	35.00					35.00																		35.00
201	Zurich	BACS	194.05											194.05												194.05
202	Easton Methodist Church	BACS	54.00										54.00													54.00
203	Artsmiths	BACS	94.80	14.00																65.00				15.80		94.80
204	SSE (Flat)	BACS	79.22							75.45														3.77		79.22
205	SSE (Office)	BACS	434.82							414.12														20.70		434.82
206	Isle of Portland Heritage Trust	BACS	25.50										25.50													25.50
207	Staff Salaries	BACS	2,740.72																2740.72							2740.72
208	HMRC	BACS	736.36																	736.36						736.36
209	Dorset County Council	BACS	367.59																	367.59						367.59
210	Fleur Graphics	BACS	15.00																		15.00					15.00
211	L and O Bistro	BACS	50.00																		50.00					50.00
212	Crosby Carpets	BACS	337.50				281.25																	56.25		337.50
213	Paragon Internet Group	BACS	40.93				34.11																	6.82		40.93
214	Office Furniture	BACS	2,803.20				2336.00																	467.20		2803.20
Totals			43983.88	14.00	0.00	0.00	32073.96	35.00	0.00	908.78	0.00	0.00	79.50	194.05	473.00	1000.00	0.00	3844.67	0.00	565.00	0.00	0.00	0.00	4795.92	0.00	43983.88

PRECEPT 2019/20

Item	2018/19	LGR	2019/20	Reason
Advertisements	300		600	FPN
Professional Fees	3400	15000	3600	HR H&S
Contingency	7150		0	
Bank charges	100		200	Unity
Civic Expenditure	1000		3000	Civic events and Allowances
Events	1000		1000	Summer fete Sparkle
Equipment	1300	15000	500	
Office	13300		12000	Council tax Utility
Grants and donations	2100		500	
Audit	1000		1000	
Hall Hire	900		1000	PCV
Insurance	1000	2000	1600	
Green Spaces	4800	77000	4000	Could be less On LGR TUPE
Toilets	0	72000	0	
Car Parks	0	6000	0	
Museum	0	5000	0	
Elections	3824		3800	
Payroll	33800	12000	46000	Extra hours TC and ATC
Stationary	1100		1000	
Project / Clock/ Monuments	2700	6000	1000	
Courses and Travel	1100		1000	New Councillors
Travel	100		0	
Website	1200		1200	
Total	81074	210000	83000	293000
	£22.97	£59.50	£23.52	£83.02

Portland community Venue Update

1. Refurbishment and updating of the building and grounds are complete and one month ahead of schedule, work on the new community kitchen is going to start by the end of November.
2. Portland Town Council will be moving its offices on Monday 19th November, we are having a new and upgraded phone and internet system, the working group has thoroughly researched a new and more cost-effective system that is fit for purpose, and installed by a local company
3. Future meetings, the next planning meeting on 21st November will be at Easton Methodist Church, as this was pre-booked before we had a confirmed moving date. Finance meeting on 28th November will be at PCV as will all future meetings.
4. We have submitted our first refund claim under the leader grant, and await the funds to our bank account, the next refund claim is due by 14th February 2019.
5. The Venue will be able to offer employment to two people at present, a cleaner and a Venue administrator.
6. Work on the new website is making good progress, Charlotte the assistant town clerk has sent an email to all councillors with the new proposed logo for their feedback, work is also being started on a PCV Facebook account. Portland Town Council website and FB page will still be separate to PCV and will remain so.
7. We were fortunate to have been donated some items of furniture, however for public meetings we have had to order new tables and chairs, which will be not only for our meetings but for anyone who wishes to hire out the venue for meetings or events
8. On Thursday 15th November the water system will be tested and chlorinated to comply with health and safety regulations. We are having our HR/health and safety company carrying out a thorough risk assessment of the building to comply with all health and safety and fire regulations.
9. Signage for the outside of the building is making progress and will be located on the metal railings facing Clovens Road, subject to planning approval, the logo will be the same as the website, there will be a separate sign for Portland Town Council in Three Yards Close.
10. Charlotte has a planner for hiring the Venue, so please for now until the website and advertising is complete can all Councillors direct members of the public to Charlotte and she will assist them, with prices, times and dates available. The Venue will be available for hire from 1st January 2019.
11. One of our long-term tenants will be moving in by the end of November subject to signing a lease, another regular weekly hirer will start the first week in December subject to terms and conditions
12. On Saturday 17th November at 10.30am we will be having a tidy up of the outside green spaces, so if anyone would like to join us, please bring some gardening gloves and any gardening tools like secateurs. Thank you

As a footnote I would like to say that we have used local trades people where possible, some of these are fairly new businesses, they are now gaining further work from each other, thus keeping the employment and generating income on the Island.