

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

E-mail:- office@portlandtowncouncil.gov.uk

Tel: 01305 821638

10th May 2018

Dear Councillor

You are hereby summoned to attend the **ADJOURNED ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND**, on **WEDNESDAY, 16TH MAY 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

Wayne Lewin
Interim 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.
- 10. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 11. Minutes of the Town Council Meeting, 18th April 2018**
To agree and sign (attached)
- 12. Minute Update and Matters Arising from the Minutes**
To receive any updated matters
- 13. Written Questions for the Chairman**
To receive replies
- 14. Town Mayor's Announcements**
- 15. To approve the Portland Town Council calendar of meetings for 2018/19**
Diary attached
- 16. Financial Matters**
 - a) Payments for Authorisation
To approve (to follow)
 - b) Bank Signatories
To confirm the current signatories
- 17. Standing Orders, Risk Assessments and Financial Regulations**
To review and approve current publications

- 18. Committees, Sub-Committees and Working Groups**
To appoint members to the following: -
- a) Finance Committee
 - b) Staffing Committee
 - c) Cheyne Weares Working Group
 - d) Events & Tourism Working Group
 - e) Planning and Highways Sub Committee
 - f) Marine, Environment and Tourism Committee
 - g) B.E.A.C.H delivery group
 - h) Neighbourhood Plan Working Group
- 19. Representatives to Outside Bodies and Voluntary Posts**
To make appointments (see attached)
- 20. Complaints Policy and Procedure**
To review and approve current publications
- 21. Freedom of Information and Data Protection**
To review and approve current publications
- 22. Reports from Representatives to Outside Bodies and Voluntary Posts**
To receive reports
- 23. Grass-Cutting Contracts, 2017-19**
- a) Cheyne Weares
 - b) West Weares – to award the contracts based on recommendations from Finance Committee
- 24. B.E.A.C.H – to receive updates and recommendations from Finance Committee:**
- a. That Portland Town Council formally agrees to proceed with the purchase from Dorset County Council of the Brackenbury Infant School site, Three Yards Close, Portland, for the sum of £100,000.
The Council agreed on 14 March 2018 to apply to the Secretary of State to endorse a loan of £200,000 to enable this purchase and to make the alterations necessary for the site's conversion to a community hub

- b. That Portland Town Council accepts the 'Heads of Terms' for the transfer of Brackenbury site which have been negotiated with DCC and have been checked by the separate solicitors acting for DCC and PTC.
- c. That Portland Town Council formally accepts the appointment of an interim Project Delivery Team of 5 councillors: Cocking, Draper, Grieve, Lees & Nowak & 3 community representatives as reported at the meeting on 18th April which will report back to Full Council and further delegates to this team the immediate management of day-to-day issues so that the team can facilitate the successful delivery of the BEACH project.
- d. That Portland Town Council delegates to Cllrs Cocking and Grieve the powers to negotiate agreements for the use of the hub with outside agencies providing that these agreements comply with the description of the hub as set out in PTC's bid to DCC and in PTC's application for Leader grant funding.
- e. That Portland Town Council approves the full text of the Full Application form submitted in application for a Leader grant, together with the Appendix Spreadsheets and the associated Project Delivery Team Plan, Marketing Plan and Fund Raising Plan.
- f. That Portland Town Council delegates to Cllrs Cocking, Draper, Grieve and Nowak and the Interim Town Clerk the powers to liaise with the solicitor representing the Town Council in its purchase of the Brackenbury site and to make on behalf of the Town Council such decisions as are necessary to ensure that the transfer is completed on or before 18th June 2018 and that the interests of the Town Council and the people of Portland are met in this transaction.
- g. That Portland Town Council approve the proposed terms of the Agreement to Lease and of the Future Lease with Allsorts Pre-school as drawn up by PTC's solicitor
- h. That Portland Town Council agrees that its preferred contractors for the 7 jobs costing under £10,000 for the delivery of the BEACH project are as given on the

attached confidential list subject to availability of the contractors

25. John Upham water colours

Update and discussion on the next steps

26. 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.”

27. Date of Next Meeting

The Committee’s next meeting is scheduled to take place on Wednesday, 27th June 2018, at Peter Trim Hall, St. George’s Centre, Reforne, Easton, starting at 7.00 pm.

PORTLAND TOWN COUNCIL
TOWN COUNCIL MEETING
HELD ON WEDNESDAY, 18TH APRIL 2018
AT THE PETER TRIM HALL, ST GEORGE'S CENTRE

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

IN ATTENDANCE: Ian Looker (Town Clerk), Dave Farmer (Mayor's Chaplain), Councillor Katharine Garcia (Dorset County Council and Weymouth & Portland Borough Council), Councillors Kerry Baker (Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group) and three members of the public

3654 – CHAIRMAN'S WELCOME

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

3655 – PRAYERS

The Mayor's Chaplain led the meeting in prayer.

3656 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Sue Lees together with Kate Wheller (Dorset County Council & Weymouth & Portland Borough Council) and Paul Kimber (Weymouth & Portland Borough Council).

3657 – DECLARATIONS OF INTEREST

There were none.

3658 – OPEN FORUM

a) Police Question Time

There was no representative of the Police present.

b) Public Half-Hour

The chairman ruled that he would accept comments and questions on Agenda Item 12 – BEACH when that item was reached.

Mr Vincent said that with regard to Minute 3645, para 4 he had calculated the rise in precept as 20.9%.

c) Reports from Borough and County Councillors

Cllr. Garcia offered her congratulations on the purchase of Brackenbury School. She emphasised the need to grow the Portland economy, provide housing for those on lower incomes and support the youngsters at the Academy.

Cllr. Baker said she would be meeting Cllr. Jeff Cant and Martyn Underhill shortly to discuss measures for dealing with unruly children locally.

Cllr. West reported on a meeting of the Borough Management Committee, which had included discussion of High Street, Fortuneswell and Officers' Field. She had criticised the Council's prevarication over 11 High Street and was waiting for answers to written questions concerning what she felt was Borough asset-stripping of properties on the Island. In particular she mentioned the Borough's leasing of half of the Officers' Field site to the County Council.

Cllr. Nowak endorsed Cllr. West's views on the Borough's neglect of High Street properties and the use of Officers' Field. He also noted a full list of Borough properties had been made available for possible transfer to Weymouth Town Council but not an equivalent for Portland.

3659 – MINUTES

a) Town Council Meeting, 14th March 2018

Minute 3645, para 4 – Former Brackenbury Infants School

Cllr. Draper proposed that the figure of 6.3% be revised to 20.9%. This was **RESOLVED**. With this amendment the minutes were formally approved and signed as a correct record.

b) Annual Town Meeting, 4th April 2018

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

3660 – MINUTE UPDATE AND MATTERS ARISING

Minute 3651 – Grit Bin

Cllr. Flack said he had e-mailed the area highways officer, but had not yet received a reply.

3661 – WRITTEN QUESTIONS FOR THE CHAIRMAN

Derek Vincent's question concerning definition of terms associated with parish council borrowing and Portland Council's reserves. Cllr. Nowak read this written reply, which would be forwarded to Mr Vincent.

3662 – TOWN MAYOR'S ANNOUNCEMENTS

Cllr Flack reported that Atlantic Academy had confirmed their interest in pen-pal arrangements with San Mauro. He would also be contacting St. George's about this after Easter. Positive feedback has continued to come in about the March Ceremony of the Keys.

3663 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices (cheque refs. 300159 – 300161) in the sum of £7,490.64 including VAT be authorised for payment.

b) 2017/18 Financial Report to 31st March 2018

RESOLVED – that the report be accepted.

3664 – COUNCIL CHAIRMAN, MAYOR AND DEPUTY MAYOR, 2018/19

RESOLVED – that Cllr. Nowak be nominated as Chairman.

RESOLVED – that Cllr. Flack be nominated as Mayor.

RESOLVED – that Cllr. Cocking be nominated as Deputy Mayor.

3665 – BEACH

The report update was presented by Cllr. Grieve and accepted by the Council - Copy of the report are attached to the minutes.

The County Council accepted the Town Council's bid for Brackenbury Infant School site at a meeting on 4th April. The Town Council has submitted a bid for a public works loan of £200,000 and an application for major grant funding. Cllr. Grieve went on to discuss the financial aspects in greater detail.

3666 – PUBLIC HALF-HOUR (continued)

Derek Vincent asked when a public meeting would be held concerning the BEACH. Cllr. Nowak replied that it would not be held as yet because income from tenancies would cover the loan repayment. Therefore no increase would be necessary in the precept, which meant no obligation to have a meeting. The meeting would probably take place in late June or July and the Centre would be opened up to the public.

June Morley said Cllr. Draper had indicated a meeting would take place soon to let the people of the Island have their say. Cllr. Draper said there had been opportunities already for the public to express their views on the hub. Differing financial options had been presented, including a worst-case scenario. However it now seemed that costs would be lower than expected. For example the cost of renting the offices at Easton Street was nearly as much as that of repaying the loan.

Cllr. Baker referred to the survey conducted by the Council and queried its end date. She had been finding that people were unaware of the proposed move to Brackenbury and a sense of frustration. Cllr Grieve said that the survey had ended on 3rd April. She explained that whilst much had been done to publicise the project, it can be difficult to raise public awareness. The task of raising awareness of the BEACH will be an on-going one and PTC has Marketing and Fund-raising plans in place which will direct this effort.

3667 – CALENDAR OF MEETINGS, 2018/19

It was proposed by Cllr. Nowak and **RESOLVED** – that Council adopt the dates of Town Council meetings for the coming year shown by the additions in version 2 of the calendar enclosed with the agenda i.e. the later dates in June and July, and no meetings in August, December and March.

The choice of dates for Finance Committee meetings was postponed until the next meeting of Council in May.

3668 – PLANNING APPLICATIONS FOR TREES

RESOLVED – that the Council write to the Borough, expressing Council's wish to return to the old situation of commenting on tree applications and the hope that the Borough Planning Committee would take note of these comments.

3669 – DATA PROTECTION POLICY

It was proposed by Cllr. Draper and **RESOLVED** – that Council formally adopt the current working draft policy and amend it at a later date as appropriate in the light of the new General Data Protection Regulation.

3670 – GENERAL DATA PROTECTION REGULATION

Members were advised that a timetable had been agreed by the Finance Committee for compliance with the regulation.

It was proposed by Cllr. Nowak and **RESOLVED** – that the Council's Chairman of its Staffing Committee be appointed as the Data Protection Officer.

3671 – NEIGHBOURHOOD PLAN

Cllr. Draper advised members that the Island Neighbourhood Plan was most likely now in its last year of formulation.

RESOLVED – a) that a total resource of £5,000 be set aside within the 2018/19 budget and this should be financed from reserves, b) that Paul Weston's continued engagement in 2018/19 is covered by Standing Order 11.1(a)(ii) and therefore there is no requirement to seek competitive quotation or tender.

3672 – ARCHIVING OF MINUTES

RESOLVED – that the Clerk's report be accepted and that the Council's minutes and associated papers be transferred to the Dorset History Centre for cataloguing and secure storage.

It was further agreed that the Portland History Centre be informed of the move.

3673 – RISK ASSESSMENT, 2017/18

Cllr. Nowak said the Council's Freedom of Information Policy would be reviewed in due course. Cllr. Grieve thought it right to include a charge for officer time incurred in complying with requests and this should be considered as part of the review.

3674 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

The Clerk presented an additional report on the latest Society of Local Clerks (SLCC) meeting.

3675 – 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 an additional emergency Agenda Item by reason of the confidential nature of the business to be transacted.

3676 – ADDITIONAL ITEM OF BUSINESS

Cllr. Nowak brought the item, which concerned the Coastal Community Fund.

It was proposed by Cllr. Atwell and **RESOLVED** – that a representative of the Fund be asked to give Council a presentation on the subject in hand.

3677 – DATE OF NEXT MEETING

The next scheduled meetings scheduled to take place are the Annual Town Council Meeting (Mayor-Making) at the Weymouth & Portland National Sailing Academy, Osprey Quay on **Tuesday**, 15th May 2018 and the Adjourned Town Council Meeting

at the Peter Trim Hall, St. George's Centre, Reforne on **Wednesday**, 16th May 2018,
both at 6.00 pm.

The meeting ended at 8.55 pm.

Signed Dated.....
(Chairman)

BEACH update PTC FC Meeting 18 April 2018

- Subsequent to DCC Cabinet decision of 4th April, legal process of the transfer is now progressing
 - PTC solicitor has sent off for searches
 - meeting held between PTC and DCC on Monday 16th to finalise terms of the transfer; hoping to agree these by end of this week
- Application for Public Works Loan has been submitted, was received on Tuesday 10th April and is now being progressed
- Application for major grant funding – slightly lower amount of £72,000 due to lower than anticipated quotes – was submitted on Tuesday 10th April. We were warmly congratulated on getting this application in complete and ahead of the deadline
- Drop In Youth Service have had a site visit and are delighted to be able to rent an exclusive space for this very valuable service for our 8-18 year olds; they were also very pleased with the space available and the facilities which will be on offer
- Meeting to be held next week with another organisation which will probably be a major hirer of spaces for hire
- Project Delivery Team now established comprising 4 PTC councillors and 3 leading members of the community. This will have its first meeting shortly.
- Publicity: several articles in Dorset Echo relating to DCC Cabinet decision; Cllr Grieve recorded an interview on 10th April with BBC Radio Solent on 10th April; Cllr Grieve together with manager of Allsorts gave live interview on BBC Radio Solent Breakfast in Dorset on Wedn 11th April.
- Finance – detailed cashflow projections have been done but there are still many variables even though some of these are 'less variable' than they were. Known/reasonably safe figures:
 - agreed purchase price £100,000;
 - PWL Loan £200,000; loan arrangement fee £70 (not £6,000 as originally budgeted);
 - amount of grant funding requested £72k = 80% of current known conversion costs;
 - PTC contribution = 20% = £18k;
 - additional ineligible costs of c£10k
 - there will be additional unknown costs for which we have allowed £12k in our cashflow projections
 - PWL repayment costs over 18 years = £13,902pa
 - 1st payment paid in 18/19 budget year – that budget/precept already set
 - rent verbally agreed with 2 organisations – the amounts are confidential; but will cover all of annual interest on loan and most of repayment cost also
 - minimum anticipated hall and studio hire income £12k pa
 - It may be necessary to raise precept as in any normal year due to increases in costs. The Finance Committee will start to discuss this in their normal budget review in September/October.
 - **hire and rental income more than cover costs of PWL. So NO RISE IN PRECEPT to pay for PWL.**

Agenda Item 15

PORTLAND TOWN COUNCIL CALENDAR OF MEETINGS, 2018/19 (2)

	2018								2019				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TOWN COUNCIL	15th (Annual) & 16th (Adjourned)	27th	25 th		19th	17 th	14th		16th	13th		17th	14th (Annual) & 15th (Adjourned)
FINANCE COMMITTEE	2nd & 30th		4th	1st	5th	3rd	28th	12th	9th	27th	27th	3rd	1st
MARINE, ENVIRONMENT & TOURISM PARTNERSHIP		6th			5th			5th			6th		
NEIGHBOURHOOD PLAN MANAGEMENT COMMITTEE (Provisional)	9th		11th		12th		7th		9th		12th (Tues)		8th
PLANNING & HIGHWAYS ADVISORY COMMITTEE	23rd	28th	26 th	22nd	26th	24th	21st	13th	23rd	20th	20th	24th	22nd
ANNUAL TOWN MEETING												4th	

May 2018

Representatives Serving on Outside Bodies and Voluntary Posts in 2018-19

COASTAL COMMUNITIES TEAM	1	Councillor Nowak
DORSET ACCESS FORUM	1	Councillor Lees
DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS	2	Councillors Draper (Larger Councils) and Wild (Central Area)
DORSET WASTE FORUM	1	Councillor Atwell
FOOTPATHS LIAISON	3	Councillors Cocking, Gover and Lees
JURASSIC COAST COMMUNITIES FORUM	1	Councillor Lees
PORTLAND ANCIENT MONUMENTS LIAISON OFFICER (D.C.C.)	1	Councillor Wild Councillor Gover (Deputy)
PORTLAND CENTRE	1	Councillor Atwell
PORTLAND COMMUNITY PARTNERSHIP	2	Councillors Symes and Wild
PORTLAND QUARRIES LIAISON COMMITTEE (Tophill East and West Wards)	2	Councillors Reynolds and Wild
PORTLAND YOUTH COUNCIL (Lead Councillor)	1	Vacancy Councillor West (Deputy)
RIGHTS OF WAY LIAISON OFFICER (D.C.C.)	3	Councillor Lees, Cllrs. Cocking and Wild (2 Deputies)
RIGHTS RESPECTING COMMUNITIES STEERING GROUP	2	Councillors Atwell and Flack Councillor West (Deputy)
WEYMOUTH & PORTLAND COMMUNITY PARTNERSHIP BOARD	1	Councillor Cocking
COMMUNICATIONS REPRESENTATIVE	1	Vacancy
FINANCE REPRESENTATIVE	1	Chairman of Finance Committee
PROPERTY REPRESENTATIVES	2	Councillor Lees (Cheyne Weares) Councillor Grieve (West Weares)