

PORTLAND TOWN COUNCIL

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11th June 2014

To: MEMBERS OF THE COMMITTEE

FINANCE & RESOURCES COMMITTEE

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE & RESOURCES COMMITTEE**, to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY 18TH JUNE 2014** commencing at 7.00 pm, when the business set out below will be transacted.

Yours sincerely

Ian Looker
Town Clerk

Membership: Cllrs. Denton-White, Bradley, Matthews, Tim Munro, Ian Munro-Price, Nowak and Wild

AGENDA

1. **Chair and Deputy Chair, 2014/15** – to confirm the appointment made at the last Town Council meeting of a Chairman and Deputy for the municipal year
2. **Apologies for Absence**
3. **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 interest
4. **Terms of Reference** – to recommend the terms of reference for the Finance & Resources Committee (see attached)
5. **Operation of Committee** – to consider any issues concerning how the Committee will operate
6. **Sub-Committees** – to agree the terms of reference, committee / working group status and frequency of meeting for the following:-
 - a) Budget and Investment Sub-Committee
 - b) Events and Tourism Sub-Committee
 - c) Grants Sub-Committee
 - d) Human Resources and IT Sub-Committee (see attached)
7. **Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2014/15 Financial Report to 31st May 2014 (to follow)
8. **Events Sub-Committee** – to discuss the operation of the Sub-Committee to date and draw conclusions (if not resolved under Item 6(b))
9. **Marine & Environment Partnership Meeting, 4th June 2014** – to consider the following recommendations:-
 - a) **Minute 1004 – West Weares Signage** – that the Council contribute the sum of £46 (10% of the total) to the cost of “No Camping” signs provided by the Borough
 - b) **Minute 1005 – Open Spaces Society** – that the Council donate £50 to assist in the protection of green spaces (see attached)

- c) Minute 1009 – Cheyne Weares Car Park** – that the Council take steps to refill the potholes on site and replace the damaged entrance gate and sign
- 10. Standing Orders and Financial Regulations** – to agree a process for bringing them up to date
 - 11. Council Budget, 2015/16** – to recommend a procedure by which the budget is determined
 - 12. Island Caretaker** – to consider issues regarding funding, taxation status and development of appointment
 - 13. Human Resources and IT Sub-Committee Meeting, 7th May 2014**
 - a) Staffing** – to consider generally the role of the staff in the Council's operations and specifically the recommendation from the Sub-Committee – that the Council approach either of two named individuals to carry out a review of the Council's working practices
 - b) IT** – that the Council purchase a new computer for the Admin. Assistant subject to final approval by the Mayor and Deputy Mayor and make annual budget provision for computer equipment
 - 14. Recording Meetings** – to consider the proposal that Council meetings be recorded
 - 15. 900 Years Tapestry** – to agree the framing of a further tapestry recently received
 - 16. Governance and Accountability: Practitioner's Guide, 5th Edition** – to consider purchase of a copy (see attached)
 - 17. Business Rates** – to consider supporting the proposal that a percentage of business rates be paid directly to parish and town councils (attached)
 - 18. 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."

19. Date of Next Meeting

To note that the Committee's next meeting is scheduled for Wednesday, 20th August 2014, commencing at 7.00 pm.