

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

Tel: 01305 821638

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

27th June 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY 4TH JULY 2018** commencing at **10.30 am**, when the business set out below will be transacted.

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

Membership: Cllrs. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Finance Meeting Held on 30th May 2018**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Staff hours and financial impact from staffing committee**
- 7. Authority for payments on BEACH project**
- 8. Report on internal audit**
- 9. Report on variances for FY 17/18**
- 10. 2018/19 Financial Report to 30th June 2018**
- 11. Payments for approval**
- 12. The Committee's next meeting is scheduled to take place on Wednesday, 1st August 2018, at the Council Offices, Easton, starting at 10.30 am.**

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FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY 30TH MAY 2018 at 10.30 AM

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Ray Nowak and Charlie Flack

IN ATTENDANCE: One member of the public.

202. Apologies for Absence

Cllr. Draper sent apologies.

203. Declarations of Interests

None were declared.

204. Minutes of the Finance Meeting Held on 2nd May 2018

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

205. Minute Update and Matters Arising

An amendment to 195 had been requested. This had already been altered in the minutes as presented at 204.

206. Public Participation

There were no comments from the public.

207. Staff payroll payment dates

There was no known legal reason why staffs were paid on the 20th of each month. The committee will recommend to Full Council that the staff pay roll be incrementally moved to 30th of each month with the exception being February.

208. Pre approval of invoices

The committee will recommend to Full Council that any invoice below the sum of £500 can be authorised by the finance committee.

209. Closure of Nationwide account

It was recommended to close the current account once the signatory issue was sorted and if needed open a new one.

210. Authority for all staff to use Internet banking

The committee were content that both the Clerk and Assistant Clerk has access to internet banking.

211. Authority for all staff to use Quick books

The committee were content that all staff should have the ability to use Quick books. However, the committee agreed to use a more user friendly excel spreadsheet effective from the beginning of the new financial year.

212. Draft audit report

The Clerk had received part 1 of the internal audit. The committee decided to review the recommendations in one go.

213. 2018/19 Financial Report to 31st May 2018

There had been little activity since the last Full Town Council. It was agreed that the report would be emailed out at the end of each month.

214. Payments for approval

There were no payments for approval.

215. Next meeting

The next meeting was confirmed on Wednesday, 4th July 2018, at the Council Offices, Easton, starting at 10.30 am.

Signed Dated
(Chairman)