

PORTLAND TOWN COUNCIL

Council Offices
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24th April 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 1ST MAY 2019** 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
Finance Officer

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 13th March 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Purchase of new lawn mower for Gardens**
- 7. Purchase of new soil boxes for cemetery**
- 8. Approval for a new commercial strimmer**
- 9. Funding for Dog Waste Scheme**
- 10. New website discussion and funding**
- 11. Initial discussion on new vehicles**
- 12. Approval for new mobile phones**
- 13. Initial Precept discussion 2020/21**
- 14. Payments for approval**
- 15. The Committee's next meeting is scheduled to take place on Wednesday 12th June 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

PORTLAND TOWN COUNCIL

FINANCE COMMITTEE

**MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE
ON WEDNESDAY 13th MARCH 2019 at 10.30 AM**

PRESENT: Councillors Susan Cocking (Chairman), Jim Draper, Charlie Flack, Ray Nowak and Dave Thurston

IN ATTENDANCE: One member of the public

321. Apologies for Absence

Cllr. Atwell sent apologies.

322. Declarations of Interests

There were no declarations.

323. Minutes of the Finance Meeting Held on 27th February 2019

These were signed as a true record of the meeting with two minor amendments which were noted on the minutes.

324. Minute Update and Matters Arising

An update was requested on a sharps box.

The Finance Officer confirmed this was being sourced.

It was confirmed that the new laptops had been ordered.

It was stated that the cloud storage was being reviewed.

It was confirmed that the room hire rate was for a trial period only.

325. Public Participation

A member of the public observed that the date for the next meeting (320) was incorrect.

It was next asked that the precipitants of the grants had confirmed that the projects had been delivered.

The Finance Officer would confirm this.

The room rates were queried as to being so low.

Cllr's Cocking and Draper reiterated that these rates were an introductory offer and were to be reviewed in six months.

326. Payment of Overtime for Responsible Finance Officer

It was agreed to pay the Finance Officer overtime of 17 hours to be included in April pay.

327. Increase in Hours for Responsible Finance Officer

It was recommended to Full Council that the RFO hours be increased to 22 hours effective from 01 April 19 until contract expiry on 30 June 19.

328. Setting of Procurement limit

It was agreed to increase the minimum limit to £500 and the maximum limit to £5000. Cllr. Nowak voted against this.

It was also agreed to increase the Town Clerk's emergency health and safety power to £2000.

329. Setting of Debit Card limit

It was agreed a maximum payment limit of £1000. Amounts over this must be pre-approved and authorised by Finance Committee or Full Council.

330. Payment of utility bills via DC LASER system

It was agreed in principal to use the Dorset Council LASER system subject to terms and conditions.

331. Setting of level of authorisation for Finance Committee

It was agreed to increase the level of authorisation for the finance committee to £3000. This proposal would be put forward to Full Council.
Cllr. Nowak voted against this.

332. Closure of specific reserves from 01 April 2019

**Neighbourhood Plan
HMRC
Environmental Matters
Equipment Fund**

It was agreed to close these reserves and return funds to the general reserve.

333. Opening of specific reserves from 01 April 2019

**Capital Infrastructure Projects
Burial Ground
Allotments**

It was agreed to open this reserve. Any monies taken in fees for burial or allotments will transfer automatically to the specific reserve.

**334. Portland Services Update
Amendment to the Burial Charges**

It was agreed to set internment fees for cremations to £150.
The SLA with Weymouth crematorium was approved.

335. Additional Electronic Signatory

Cllr. David Thurston was nominated as a new signatory.

336. Authorisation of Standing Orders and Direct Debits

The Finance Office was given authorisation to set up DD's and SO's on pre-approved contracts.

337. Electronic Book Keeping

It was agreed for the next financial year to keep with the manual excel bookkeeping. This was to be reviewed in six months.

338. Payments for Approval

The following payments were approved and authorised:

water2business	DD	213.81
BNP Paribas	DD	293.76
SWIT	BACS	151.70
Spiller Dorchester	BACS	23.98
Steven Jones	BACS	75.00
Terry Mutter	BACS	120.00
Dorset County Council	BACS	238.80
Nisbets	BACS	43.17

339. The Committee's next meeting is scheduled to take place on Wednesday, 3rd April 2019, at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

The meeting closed at 11.45 hours.

Signed Dated
(Chairman)