

## PORTLAND TOWN COUNCIL

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29<sup>th</sup> August 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, 5<sup>TH</sup> SEPTEMBER 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 1<sup>st</sup> August 2018 and the Extra Ordinary Meeting Held on 15<sup>th</sup> August 2018**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. IT contract for the Brackenbury campus**
- 7. Other BEACH matters for approval or authorisation**
- 8. Precept discussion**
- 9. Payments for approval**
- 10. 2018/19 Financial Report to 31<sup>st</sup> August 2018**
- 11. The Committee's next meeting is scheduled to take place on Wednesday, 3<sup>rd</sup> October 2018, at the Council Offices, Easton, starting at 10.30 am.**

## PORTLAND TOWN COUNCIL

### FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY 15<sup>th</sup> AUGUST 2018 at 10.30 AM

**PRESENT:** Councillors Susan Cocking (Chairman), Jim Draper and Ray Nowak

**IN ATTENDANCE:** Two members of the public.

#### **240. Apologies for Absence**

Cllr. Atwell and Flack sent apologies.

#### **241. Declarations of Interests**

Cllr. Cocking declared a pecuniary interest in the repayment of an ink cartridge of £13.

#### **242. BEACH matters for approval or authorisation**

The following received prior approval:

ADT	Annual alarms
Wessex Locksmiths	Downstairs door
Asbestos Contracting Limited	Asbestos Survey

Cllr. Thurston produced figures for chairs and tables amounting to £3200.  
This was agreed.

Cllr. Thurston produced figures for crockery and cutlery amounting to £1000.  
This was agreed.

#### **243. Payments for authorisation.**

The following payments were approved and authorised for payment:

WPBC	DD	<b>134.00</b>
Darkin Miller Limited	BACS	<b>306.31</b>
npower ltd	BACS	<b>38.28</b>
Blakes Surveyors Ltd	BACS	<b>1,000.00</b>
Terry Mutter	170	<b>20.00</b>
Sue Cocking	BACS	<b>60.00</b>
Charlotte Richards	BACS	<b>18.00</b>
Comms UK	DD	<b>28.15</b>
C&N Electrical Services	BACS	<b>4,400.00</b>
C&N Electrical Services	BACS	<b>298.00</b>
CRC Ltd	BACS	<b>567.60</b>
WPBC	BACS	<b>326.70</b>
Steven Jones	BACS	<b>200.00</b>
SSE (Flat)	BACS	<b>120.48</b>
SSE (Office)	BACS	<b>252.91</b>
Artsmiths	BACS	<b>94.80</b>

ACL	BACS	<b>1,013.40</b>
Staff Salaries	BACS	<b>2,313.22</b>
HMRC	BACS	<b>450.40</b>
DCC Pensions	BACS	<b>365.79</b>
Print Team	BACS	<b>1,314.00</b>
Sue Cocking	BACS	<b>13.00</b>

There being no further business the meeting closed at 11.30 hours.

Signed ..... Dated .....  
(Chairman)

## PORTLAND TOWN COUNCIL

### FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY 01<sup>st</sup> AUGUST at 10.30 AM

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

**IN ATTENDANCE:** Two members of the public.

#### **228. Apologies for Absence**

Cllr's Draper and Nowak sent apologies.

#### **229. Declarations of Interests**

None were declared.

#### **230. Minutes of the Finance Meeting Held on 04<sup>th</sup> July 2018**

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

#### **231. Minute Update and Matters Arising**

The following were noted for the record:

Minute 222 Agreed by Full Council

Minute 223 Agreed by Full Council

#### **232. Public Participation**

The following question were asked by the public.

a. Had the grant been approved.

**Cllr Cocking confirmed it had. To further debate she also stated that no decision was to be made on loan repayment as it was based on a 3-year cash flow forecast, the balance of the fund remained fluid with income and expenditure and that as part of the grant the PTC would pay in 18K.**

#### **233. Electric contract for the BEACH**

It was agreed that the Clerk would investigate alternative tariffs with immediate effect including an alternative meter for tenants.

#### **234. BEACH matters for approval and authorisation**

a. Three quotes were looked at for a new fire alarm system.

**C&N electrics were awarded the contract based on cost.**

b. Three quotes were received for alarm monitoring and security.

**ADT were awarded the contract based on cost and comprehensive cover.**

c. The project manager recommended a full building plan application.

**It was agreed to proceed with this.**

d. It was requested as to the budget for furniture.

**It was agreed to request 3 quotes on all areas.**

e. It was asked if the IT quote for one provider could be reviewed.

**It was agreed that all quotes must be like for like.**

f. It was recommended to have an asbestos survey.

**All were in complete agreement.**

### **235. Actions on Internal audit**

The Clerk confirmed that the responses sent to the internal audit were accepted. There was no further action.

### **236. Initial Precept discussion**

All agreed to removal contingency, hall hire, elections and projects from the precept column.

**The Clerk was to provide a new draft for the next meeting.**

It was also agreed to insert specific reserves funds into the accounts.

**It was to be recommended to Full Council that the following SRF's be included into the accounts. Neighbourhood Planning, Community Infrastructure Levy, Elections, Grants, BEACH (L&G), BEACH (FC), Environment fund and Equipment.**

### **237. Payments for approval**

The following were approved for payment:

Darkin Miller Limited	Audit	£306.31
Npower	Electric (BEACH)	£38.28
Blakes	Project Management (BEACH)	£1000
Terry Mutter	Window cleaning	£20
Sue Cocking	Ex gratia	£60
Charlotte Richards	Travel	£18

### **238. 2018/19 Financial report**

The Clerk confirmed there was little to report since the Full Council meeting.

### **239. Next meeting**

The next meeting was confirmed on Wednesday, 05<sup>th</sup> September, at the Council Offices, Easton, starting at 10.30 am.

However, it was agreed to hold an extraordinary meeting on Wednesday, 15<sup>th</sup> August, at the Council Offices as there was no Full Council in August.

The meeting closed at 11.45 hours.

Signed ..... Dated .....  
(Chairman)