

PORTLAND TOWN COUNCIL

Council Offices
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28th August 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **POLICY & RESOURCES COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 4th SEPTEMBER 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

Karon McFarlane
Town Clerk

Membership:
Cllrs Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Policy and Resources Meeting Held on 7th August 2019
Minutes of the Policy and Resources Extraordinary Meeting Held on 21st August 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Finance**
 - a. Payments for authorisation (JD)**
 - b. Items for pre-approval (JD)**
 - c. Budget update (WL)**
- 7. Procurement**
- 8. Policy**
- 9. Risk assessment**
 - a. Allotments (PR)**
- 10. Staffing**
 - a. To create an additional permanent role for the Gardens Team (KM)**
- 11. IT and Communications**
 - a. Sim Cards for Phones**
- 12. Uniforms for Staff (CF)**
- 13. Insurance for Portland Museum (CP)**
- 14. Payment of LGR Business rates 19/20 from reserves (WL)**
- 15. Church Ope Car Park Repairs (JD)**
- 16. Precept 20/21 discussion (JD)**

- 17. The Committee's next meeting is scheduled to take place on 2nd October 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

PORTLAND TOWN COUNCIL

POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 7th AUGUST 2019 AT 10.30 AM

PRESENT: Cllr's Draper, Thurston, Cocking, Lewis, B. Parkes and C. Parkes
Cllr Flack attended at Portland Town Council Chairman.

IN ATTENDANCE: One member of the public

1. Apologies for Absence

Cllr's Roper and Hughes sent apologies.

2. Declarations of Interests

There were no declarations made.

3. Minutes of the Policy and Resources Meeting Held on 3rd July 2019

The minutes were approved as a true and accurate record of the meeting with one minor amendment.

4. Minute Update and Matters Arising

It was mentioned that the lights were still on at Portland Bill. It was suggested that this was likely to be motion sensors.

It was asked if the signage was to be brought up to date at the toilets.

It was agreed that this was a matter for the Public Conveniences Working Group.

It was also noted that travellers had been parked in the Masonic car park.

It was agreed that this was a matter for the Car Parks Working Group.

5. Public Participation

It was questioned why the numbering did not follow on and was reset to number 1 on each set of minutes.

The Finance Officer explained that the minutes now corresponded to the agenda for each month.

It was also asked if the PTC policy on grants had been adhered to as to if the PTC had confirmed the money had been spent the projects it had been requested for.

It was confirmed that the Assistant Town Clerk had this in hand.

6. Finance

a. Payments for authorisation

The sum of £17352.87 was approved for 28 items as listed on the payment schedule.

b. Items for pre-approval

(i) Legionella costs for toilets

The sum of £500 was pre-approved for legionella assessments in the public toilets.

c. Budget update

The Finance Officer confirmed the Precept spend was at 31.44% which was below budget forecast.

7. Procurement

There was no procurement to be discussed.

8. Policy

a. To discuss the lower procurement level which is at present £150

The Chairman explained that the current level was set by the previous administration when the Precept was £83000.

With the Precept now £362600, staff were having to purchase more expensive items and had at times exceeded his limit.

After a brief discussion it was agreed to increase this level to £300 ex VAT.

b. Contribution towards optician fees and glasses

As part of the Health and Safety policy for staff that need visual to use a computer it was agreed in principal to adopt the Dorset Council policy.

Cllr. B Parkes would source this information with a view to setting the limits at the next P&R and ratify the policy at next Full Council.

9. Risk assessment

a. Allotments

It was agreed to upload all risk assessments to the website so Councillors could view prior to the meetings.

10. Staffing

There were no staffing matters.

11. IT and communications

There were no IT and communications matters.

12. Closure of Council Tax specific reserve

The Chairman outlined why there was a specific reserve of this type. The refund from WPBC was set aside pending a valuation report from VOA which had now been completed. The arrears had now been paid.

It was unanimously agreed to close the Council Tax reserve and move it to the PCV reserves as the monies originally came from the PCV pot. The amount was £ 8014.68.

13. Disposal of financial documentation

Current policy dictates that PTC must hold financial documentation for 7 years. However, no direction is given for disposal after that.

The following policy was agreed:

a. All vouchers to be backloaded to the Dorset History Centre

b. All bank statements to be shredded

14. To discuss and set a budget for Events capital expenditure

This item was withdrawn.

15. Utilities contract

Further to a request at Full Council, the Chairman explained that the electric was on a 4 year contract.

The Finance Officer would look at the penalties and then come back with alternative costs for green energy.

16. The Committee's next meeting is scheduled to take place on 4th September 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

However, the Chairman requested an extraordinary meeting of the Committee for the reason of authorisation and approval of payments as there was no Full Council in August.

This date was agreed for Wednesday 21st August started at 10.30.

There being no further business the meeting closed at 11.18 hours.

Signed Date.....
(Chairman)

PORTLAND TOWN COUNCIL

**POLICY & RESOURCES COMMITTEE MINUTES
OF THE EXTRAORDINARY MEETING
HELD AT THE PORTLAND COMMUNITY VENUE
ON WEDNESDAY 21st AUGUST 2019 AT 10.30 AM**

PRESENT: Cllr's Draper, Thurston, Cocking, Lewis, Roper and C. Parkes
Cllr Flack attended at Portland Town Council Chairman.

IN ATTENDANCE: Two members of the public

1. Apologies for Absence

Cllr's B. Parkes and Hughes sent apologies.

2. Declarations of Interests

There were no declarations made.

3. Finance – Payments for authorisation

There were 8 payments totalling £844.09 requested for authorisation.

The payments were unanimously authorised.

**4. The Committee's next meeting is scheduled to take place on 4th September 2019
at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

There being no further business the meeting closed at 10:37 hours.

Signed Date.....
(Chairman)