

PORTLAND TOWN COUNCIL

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5th December 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 11th DECEMBER 2019** commencing at **11.00 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 27th November 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Finance**
 - a. Payments for authorisation
 - b. Items for pre-approval
 - c. Budget update
- 7. Procurement**
 - a. Waste Management Contract
 - b. Westcliff Play Park
 - c. Grass Cutting Contract
- 8. Policy**
- 9. Risk assessment**
- 10. Staffing**
- 11. IT and Communications**
- 12. Grant Awards 2019**
- 13. Deck chairs on Weymouth (expression of interests from residents)**
- 14. The Committee's next meeting is scheduled to take place on 8th January 2020 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

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POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 27th NOVEMBER 2019 AT 10.30 AM

PRESENT: Cllr's J. Draper, D. Thurston, S. Cocking and P. Roper
Cllr Flack attended as Portland Town Council Chairman.
Karon McFarlane attended as the Town Clerk

IN ATTENDANCE: Two members of the public and Cllr L Saunders

1. Apologies for Absence

Cllr's Hughes, Lewis, C. Parkes and B. Parkes sent apologies.

2. Declarations of Interests

No declarations were made.

3. Minutes of the Policy and Resources Meeting Held on 30th October 2019

These were approved as a true and accurate record of the meeting.

4. Minute Update and Matters Arising

There were no matters that were not on the agenda.

5. Public Participation

The head gardener was thanked for all his good will. It was asked if a full inventory was being done to ensure that all garden tools that had been purchased were accounted for. **The Chairman confirmed that an exit interview was being conducted to ensure all was well.**

It was queried as to why no declaration of interest were declared when discussing Councillors allowances at the last meeting.

The Chairman was content that because it was a discussion and no financial implications were discussed that no declarations were required.

6. Finance

a. Payments for authorisation

A total of 23 payments amounting to £ 4198.02 were approved.

b. Items for pre-approval

Football goals for Officers Field (£430.00)

This was preapproved, monies from s106 Officers Field reserves

Repair of window in Victoria Gardens (£360.00)

This was preapproved, monies from general reserves

Purchase of Parish Online mapping (£405.00)

This was preapproved, monies from general reserves

Transport Costs for Christmas Trees (£450.00) AT

This was preapproved, monies from general reserves

- c. **Budget update**
The Finance Officer briefed that Precept costs remained well within budget with a 54.78% spend.
General reserves sat at £ 221616.75 and Specific Reserves at £ 204446.88

The Chairman asked if the Election reserve was still needed as the cost of the May election was accounted for.

It was agreed by all to close the Election reserve and return the monies to the General reserve.

7. Procurement

- a. To request authority to for procurement for waste management

The Finance Officer requester authority to go to full procurement for waste management.

This was agreed but to also ask all Councillors if any areas required additional bins.

- b. To purchase a new shed for the burial ground

Three option were presented to the committee. After a brief discussion the following resolution was made.

It was agreed to purchase a new shed from Nucrete at a cost of £4130.00. Monies to be taken from preapproved accruals.

8. Policy

- a. To insert a £100 maximum, spend clause on the VISA card before a Purchase Order number is required

This policy was approved.

- b. New declaration of interest's form

This form was approved and to be circulated to all Councillors.

9. Risk assessment

There were no matters.

10. Staffing

See Item 14

11. IT and Communications

There were no matters.

12. Discussion on future arrangements for the Remembrance Service

The committee were reminded that Portland Town Council were to take over the organisation and running of the event for 2020. It was requested to consider inserting a financial consideration regarding this.

Confirmation was requested as to whether the Royal British Legion were still going to fund this event as is was volunteers, they were short of.

Cllr Flack would discuss this on 15th January in the handover meeting with the current organisers.

13. Precept 20/21 discussion

The latest draft was presented to the committee. The Chairman explained that the Precept was arrived at by calculating the predicted total expenditure less potential income to arrive at the figure. Pending any minor amendments, this figure would be put to Full Council for approval in January 2020.

The provisional figure of £ 371,700 was approved for the Precept for the financial year 2020/21.

14. Exclusion of Press & Public

The revised staffing arrangements for 2019/20 were approved. There were no cost implications

The new staffing arrangements for 2020/21 were approved. Costs were in line with the approved draft budget.

15. The Committee's next meeting is scheduled to take place on

11th December 2019 at Portland Community Venue, Three Yards Close, Portland starting at 11.00 am.

There being no further business the meeting closed at 11.15 hours.

Signed Date.....
(Chairman)