

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
Fortuneswell
PORTLAND
Dorset
DT5 1JN

Tel: 01305 821638

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

29th January 2020

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 5TH FEBRUARY 2020** 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 8th January 2020**
- 4. Matters arising from the previous minutes**
- 5. Chairman Update**
- 6. Public Participation**
- 7. Finance**
 - a. Payments for authorisation
January 2020
February 2020
 - b. Budget update
January 2020
- 8. Procurement**
 - a. Purchase of new laptops (for information only)
- 9. Policy**
- 10. Risk assessment**
- 11. Staffing**
- 12. IT and Communications**
 - a. New SIM for iPad (for information only)
- 13. Verification of specific reserves and allocations**
- 14. Items for the next meeting**
- 15. The Committee's next meeting is scheduled to take place on 4th March 2020 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, 8TH JANUARY 2020 AT 10.30 AM

PRESENT: Cllr's J. Draper, S. Cocking, P. Roper, G. Lewis, B. Parkes
Cllr Flack attended as Portland Town Council Chairman.
Karon McFarlane attended as the Town Clerk.

IN ATTENDANCE: One member of the public
Cllr L. Saunders

1. Apologies for Absence

Apologies were received from Cllr's Hughes, D. Thurston and C. Parkes.

2. Declarations of Interests

No declarations were made.

3. Minutes of the Policy and Resources Meeting Held on 11th December 2019

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

4. Minute Update and Matters Arising

Cllr Lewis questioned as to why DWP had not been chosen as the preferred contractor for the Waste Management Contract and why a food bin had not been included. The Chairman explained this was discussed and a decision was made at the last meeting of which she was not present. However, for clarity, the decision was primarily based on DWP providing a poor service and then on cost. It was also agreed that most of the food waste was generated by the Pre-school who were most welcome to contract their own. To conclude, the resolution made at the last meeting was a recommendation to Full Council.

5. Public Participation

A list of faults in Easton gardens play park was brought up.

This list was handed to Cllr Lewis as the brief holder for Easton Gardens.

Cllr Saunders questioned why the spinner in Victoria Gardens had not been fixed.

The Town Clerk stated this was in hand as a play equipment contractor was being sourced.

It was noted that the toilets at Yeates Road were leaking.

The Town Clerk mentioned this was in hand.

6. Finance

a. Payments for authorisation

20 items totalling £ 5122.43 were approved for payment.

b. Items for pre-approval

There were no items.

c. Budget update

The Finance Officer produced a draft 3rd quarter budget report. The only area of concern being the facilities budget which 90% spent.

There were no questions and this report was recommended to Full Council.

7. Procurement

It was noted that the new website was going to Full Council on 15th January 2020.

8. Policy

The committee discussed raising the levels of authorisation for Officers as follows:

Town Clerk	Karon McFarlane	£2000
Finance Office	Wayne Lewin	£500
Assistant Town Clerk	Anna Takashima	£500
Green Space Manager	TBC	£500
All other staff		£150

The Health and Safety level for the Town Clerk remained at £3000.

Full procurement and budget procedures remain in place.

This was approved as an interim measure until full endorsement at the AGM.

9. Risk assessment

There were no matters to discuss.

10. Staffing

There were no matters to discuss.

11. IT and Communications

The Chairman confirmed the procurement of the new website as stated in **Item 7**.

12. Lease for Haylands

Cllr Roper spoke on the plan to lease the grass strip on Haylands from Betterment. He confirmed it would be a 5-year lease at £300 per year. The funds to come from the Green Spaces budget.

The committee requested that a Community Group be set up to manage this project and the funds to be self-generated from them, with no cost to the Town Council in money or gardeners time.

The lease was approved subject to terms and conditions.

13. Precept 20/21

The Finance Officer briefed the members that the tax base had increased, thus bringing the like for like Band D for taxpayers down. To that end, the committee were able to reinstate budget items that had been cut in the following area whilst keeping the Precept rise to less than 3%:

Events	£ 2K
Business rates	£ 2K
Training	£ 1K
Council administration	£ 1K
Green Space	£ 300

This produced a Precept of £380,000.

This amount was recommended to Full Council.

14. The Committee’s next meeting is scheduled to take place on 5th February 2020 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 12.05 hours.

Signed Date.....
(Chairman)