

PORTLAND TOWN COUNCIL

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2nd 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 8th JANUARY 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 11th December 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**
- 8. Policy**
 - a. Change to Financial Pre-Approval Limit
- 9. Risk assessment**
- 10. Staffing**
- 11. IT and Communications**
- 12. Lease for Haylands**
- 13. Precept 2020/21 discussion**
- 14. The Committee's next meeting is scheduled to take place on 26th February 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 11th DECEMBER 2019 AT 11.30 AM

PRESENT: Cllr's J. Draper, D. Thurston, S. Cocking, R. Hughes 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

1. Apologies for Absence

Apologies were received from Cllr's Lewis, B. Parkes and C. Parkes.

2. Declarations of Interests

No declarations were made.

**3. Minutes of the Policy and Resources Meeting Held
on 27th November 2019**

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

4. Minute Update and Matters Arising

There were no matters arising.

5. Public Participation

The question was again asked for an inventory had been conducted for the tools after the departure of the head gardener.

It was confirmed that a handover had been conducted and all cards and keys had been returned.

6. Finance

a. Payments for authorisation

51 items totalling £ 24906.45 were approved for payment. Serial 481 was removed as a duplicate entry.

b. Items for pre-approval

There were no items.

c. Budget update

**The Precept spend was at 60%. The overall spend sat at 77% over precept.
Accruals were £ 69400.00**

Due to the recent electric bill, it was proposed to increase the Council administration budget by £2K, and reduce the toilets and play park budget by £1K each.

This was unanimously agreed.

7. Procurement

a. Waste Management Contract

The committee had been presented with 3 options.

It was recommended to use Viridor for the contract with 5 general bins and 1 recycling bin. It was agreed not to have a food waste bin. This was subject to terms and conditions and approval by Full Council.

b. Westcliff Play Park

The committee had been presented with 3 options.

It was recommended to use Sovereign for the new play park at a cost of £33,800 subject to terms and conditions and approval by Full Council.

c. Grass Cutting Contract

The committee had been presented with 3 options.

It was recommended to use Countrywide Grounds Service for this contract subject to terms and conditions and approval by Full Council.

8. Policy

There were no matters to discuss.

9. Risk assessment

There were no matters to discuss.

10. Staffing

There were no matters to discuss.

11. IT and Communications

There were no matters to discuss.

12. Grant Awards 2019

Councillors had been presented with all the information on 13 grant applications.

After a brief discussion, many Councillors believed that further discussion was needed to be able to make informed decisions on this matter.

It was agreed to defer the grant awards to a working group which will recommend there findings to Full Council.

13. Deck chairs on Weymouth seafront (expression of interests from residents)

Councillors had been presented with options for concessions for over 60's from Portland to use deck chairs on Weymouth seafront. Much discussion ensued on the merits of each option.

The following resolution passed. That the scheme be scrapped in its entirety as it was Deemed not cost effective.

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.

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

Signed Date.....
(Chairman)