

PORTLAND TOWN COUNCIL

Council Offices
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26th June 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 3RD JULY 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

Wayne Lewin
Finance Officer

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 5th June 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Finance**
 - a. Payments for authorisation (JD)**
 - b. Items for approval (JD)**
 - c. Budget update (WL)**
- 7. Procurement**
 - a. New window for Town Council Office (DT)**
 - b. New storage shed for Burial Ground (BP)**
- 8. Policy**
- 9. Risk assessment**
 - a. Allotments (SH)**
 - b. Play Parks (SW)**
 - c. Burial Ground (BP)**
- 10. Staffing**
- 11. IT and communications**
 - a. Purchase of tablets for Councillors use at meetings (PR)**
- 12. Subscription to Amazon Prime (WL)**
- 13. Electronic Accounting (JD)**
- 14. The Committee's next meeting is scheduled to take place on 7th August 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 5TH JUNE 2019 AT 10.30 AM

PRESENT: Cllr's Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

Ex Officiate: Cllr. Flack (Chairman of Portland Town Council)
Cllr. West

IN ATTENDANCE: Mr Burgess (Osprey Leisure Centre), Mr Rogers (Portland Youth Football Club and three members of the public

1. Election of a Chairman
It was proposed and seconded that Cllr. Draper was appointed Chair of the Policy and Resources committee.
This was unanimously agreed.

Election of a Vice Chairman
It was proposed and seconded that Cllr. Cocking was appointed Vice Chair of the Policy and Resources committee.
This was unanimously agreed.

2. Apologies for Absence
All Councillors were present.
3. Declarations of Interests
No interests were declared.
4. Minutes of the Finance Meeting Held on 1st May 2019
These were signed as a true and accurate record of the meeting.
Minutes of the Staffing Meeting Held on 10th April 2019
These were signed as a true and accurate record of the meeting.
5. Minute Update and Matters Arising
It was confirmed that the lawnmower had arrived, and the gardeners were very happy with it (F345).
It was confirmed the new soil box had been ordered (F346).
The strimmer was no longer required (F347).
It was confirmed that the funding for the Dog Waste Scheme (F348) was a budget which would be monitored. It saves the organiser asking each time funding is needed.
A cost capture for new vehicles (F350) had been started.
The Town Clerk confirmed that 3 applications had been received for the post of RFO for appointment in mid-June (S31).

6. Public Participation

Mr Snow expressed concerns at the pace of spending so early in the financial year. He hoped project and financial management was in place.

Mr Darby asked about the goalposts on Officers' Field. The Chairman referred to the agenda item 8b later.

7. Finance

a. Items for approval

i. New door for Allsorts

Approval was given from quote for up to £480

ii. Repair of windows Allsorts

Approval was given from quote for up to £360

iii. New plugs for lobby

Approval was given from quote for up to £190

iv. Vermin control

Approval was given for costing up to £500

v. Computer desk (PCV) additional costs

Approval was given from quote for additional costs risen from £150 - £220

vi. Mobile Fencing

Approval was given from quote for up to £450

vii. Ex gratia payment for fuel – gardeners

Approval was given for £100

viii. Grant donation for Ray Nowak funeral

Approval was given to donate £150 to the Portland Sculpture and Quarry Trust with the proviso of a memorial dedicated to Ray. Cllr. Flack suggested that the studio also be named after him.

b. Payments for authorisation

Payments were authorised to the sum of £ 7403.24

This included payments to the following which were not on the original schedule:

Glen Cleaning £ 351.60 (consumables)

MGS Services £ 534.00 (repairs to toilets)

Payments not authorised

PHS Group – duplicate billing

Betterment Properties – incorrect invoice

c. Budget update

i. **Allocation of funds to allotments from Green Space cost centre**
Cllr. Roper spoke on the poor state of the allotments. He felt it needed some investment in it and a better form of communication to the plot holder. The aim was to buy a notice board, hire a skip and fix the water standpipes.

The Committee authorised a costed £2K spend on these projects which would expire at financial year end.

The RFO briefed that the overall Precept spend as at the end of May was 14.21% against a the of 16.67%. Only Payroll was slightly over budget which was due to the seasonal gardener.

8. Procurement

a. Contractor for burial ground

The RFO produced a verbal brief as to how different contractors charged.

It was requested that this be produced as a written brief at a later date. The Committee were happy with the current contractor.

b. Goal posts for Officers Field

Further to minute 6, Mr Rogers and Cllr. Roper agreed to meet with Mr Darby and discuss a way forward.

The proposal to install goalposts was supported in principal.

9. Policy

Financial Regulations (draft)

All members had been issues with a set of draft financial regulations.

The RFO requested that these been looked at in depth, with any amendments forwarded.

It was agreed to move ratification at Full Council.

10. Risk assessment

All members were given a draft financial risk assessment for scrutiny prior to be endorsed at Full Council.

11. Staffing

It was agreed that all staff should carry out the basic DBS with the cost (£25) reimbursed to the individual.

The matter of Councillors needing a DBS check to be moved to Full Council.

12. IT and communications

a. New phones

Further discussion at the communications working group.

b. Tablet for gardeners

Further discussion at the communications working group.

- c. New web site
Further discussion at the communications working group.
- d. Disposals of old IT
It was agreed to disposal of any IT and associated hardware at cost with a list produced for the next meeting.
- e. Free Portland News write up
Portland Town Council had been given a page in the Free Portland News for past and future news.
The Assistant Town Clerk would coordinate this matter.

The Town Clerk said she would start to draft a media policy document to support communications.

- 13. Changing room project at Osprey Leisure Centre
Mr Burgess gave a full and comprehensive brief on this project. He requested from PTC, funds to help facilitate this scheme.
The Committee agreed in principle to financial support this undertaking but wanted to learn more about CIL funding before committing to a figure.
- 14. Transfer of funds from Unity Bank – Lloyds Bank
The RFO outlined the Financial Services Compensation Scheme limits. He wished to ensure, where possible, that PTC adhered to the guidance.
It was agreed to transfer £90K from Unity Trust Bank to Lloyds Bank. Cllr. Cocking would speak to DC on their procedures.
- 15. Transfer of funds to comply with FSCS limits
The RFO wished to explore other avenues if bank balances remained high.
It was agreed not to pursue this at the moment as it was early in financial year and it was felt that budgets may be needed to be spent.
- 16. The Committee's next meeting is scheduled to take place on Wednesday 3rd July 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 12.35 hours.

Signed Date.....
(Chairman)