

PORTLAND TOWN COUNCIL

Council Offices
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20th November 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 27th NOVEMBER 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 30th October 2019**
4. **Minute Update and Matters Arising**
5. **Public Participation**
6. **Finance**
 - a. Payments for authorisation (to follow)
 - b. Items for pre-approval
 - Football goals for Officers Field (£430.00) PR**
 - Repair of window in Victoria Gardens (£360.00) PR**
 - Purchase of Parish Online mapping (£405.00) KM**
 - Transport Costs for Christmas Trees (£450.00) AT**
 - c. Budget update
7. **Procurement**
 - a. To request authority to for procurement for waste management **(WL)**
 - b. To purchase a new shed for the burial ground **(WL)**
8. **Policy**
 - a. To insert a £100 maximum spend clause on the VISA card before a Purchase Order number is required **(JD)**
 - b. New declaration of interest's form (draft) **(KM)**
9. **Risk assessment**
10. **Staffing**

See Item 14
11. **IT and Communications**
12. **Discussion on future arrangements for the Remembrance Service (CF)**
13. **Precept 20/21 discussion (JD)**
14. **Exclusion of Press & Public (WL)**

Two items (see separate paper)
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.**

PORTLAND TOWN COUNCIL

POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 30th OCTOBER 2019 AT 10.30 AM

PRESENT: Cllr's J. Draper, D. Thurston, S. Cocking, P. Roper, R. Hughes, C. Parkes, B. Parkes and G. Lewis.

Cllr Flack attended as Portland Town Council Chairman.

IN ATTENDANCE: Two members of the public

1. **Apologies for Absence**

All Councillors were in attendance.

2. **Declarations of Interests**

No declarations of interest were made.

3. **Minutes of the Policy and Resources Meeting Held on 02nd October 2019**

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

4. **Minute Update and Matters Arising**

There were no matters arising.

5. **Public Participation**

A question was asked why the green spaces predicted spend was over the double the half year spend and why the draft Precept was more again than the current figure.

It was explained that future expenditure including grass cutting contract was due this financial year whilst new equipment was incorporated within the green space budget for next financial year.

It was asked when the tree works were to be done in Easton Square.

It was confirmed that authority was being awaited from Dorset Council to close the paths around Easton Square.

6. **Finance**

a. Payments for authorisation

A total of 17 items were approved totalling £ 3758.19

b. **Items for pre-approval**

Car Park works in New Grounds

Three quotes had been sought of which two had been received. The committee were happy this conformed with procurement regulations.

The contract was awarded to Chappell White based on cost.

Toilet works in Portland Bill

Three quotes had been sought of which only one had been received. **The committee preapproved a sum of sum £4000 for the installation of new cisterns in all the public toilets on Portland. Another quote was requested before procurement could take place.**

Inspection of shoring equipment in burial ground

Preapproval was granted at £395 + VAT.

c. Budget update

The Finance Officer updated on the current status. The Council were still within budget at 44.135 of spend but it was noted that there was over £30K of preapproved items.

It was requested that these preapproved items be produced in future and offset against budgets.

7. Procurement

a. Refurbishment of windows at PCV

Three quotes had been sought of which two had been received. The committee were happy this conformed with procurement regulations.

The contract was awarded to Tim Archer on the basis of cost.

8. Policy

a. VISA card policy

A draft VISA card policy had been written. The Finance Officer requested that a minimum amount be set for purchase orders numbers.

This matter was deferred until the next meeting after further discussion.

9. Risk assessment

There were no matters to discuss.

10. Staffing

a. Office staff hours

This matter was be discussed at the forward planning, management and advisory working group.

b. New gardener

The Town Clerk confirmed that Mr Martin Weller had been appointed on a permanent, full time basis.

11. IT and Communications

a. Out of hours mobile phone

Councillor Flack discussed the concept of a duty mobile phone for emergency situations that may arise. After a debate it was agreed that an out of hours mobile phone was a matter for the PCV working group.

It was agreed to pass this matter to the PCV working matter for further discussion and future proposal.

12. Councillors Allowance

Councillor Flack wished to discuss the awarding of an allowance to Councillors. After a brief discussion there was no major consensus either way.

It was agreed to create a new working group to discuss this further of which all Councillors would be invited to attend.

13. Opening of specific reserves

- a. Green Spaces
- b. Toilets

It was agreed to create specific reserves for green spaces and toilets of which any end of year cost centre savings would be transferred into.

14. Increase in budget for burial ground storage

A paper had been produced outlining the options.

After a brief discussion it was proposed to go with the concrete shed but with additional and enhanced aesthetics.

A resolution made to increase the budget for a new concrete shed to £6K with the additional £4K to come from the burials ground reserve.

15. Precept 20/21 discussion

Cllr Draper went through the current cost centres. It was agreed to increase the business rate cost centre by £6K to offset the public car parks.

The draft Precept was set at £377.200 subject to further discussions.

16. Exclusion of Press & Public (WL)

This is minute under a separate notice.

17. The Committee's next meeting is scheduled to take place on 27th November 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 12.41 hours.

Signed Date.....
(Chairman)