

**PORTLAND TOWN COUNCIL**  
**FINANCE COMMITTEE**  
**MINUTES OF THE MEETING**  
**HELD IN THE COUNCIL OFFICES**  
**ON WEDNESDAY, 31<sup>ST</sup> JANUARY 2018**

**PRESENT:** Councillors Jo Atwell, Susan Cocking, Jim Draper, Charlie Flack and Ray Nowak

**IN ATTENDANCE:** Ian Looker (Town Clerk) and Charlotte Richards (Assistant Clerk)

Cllr. Cocking in the chair.

**131 – CHAIRMAN**

**RESOLVED** – that Cllr Cocking be appointed Chairman for the remainder of the municipal year.

**132 – APOLOGIES FOR ABSENCE**

All members of the Committee were present.

**133 – DECLARATIONS OF INTEREST**

There were none.

**134 – MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> JANUARY 2018**

The minutes were formally agreed and signed as a correct record.

**135 – MINUTE UPDATE AND MATTERS ARISING**

Cllr. Draper said he had been told that responsibility for the lighting, seats, signage and fencing at West Weares had been passed from the Community Partnership to the Council. However he was asked to obtain the ownership agreement in writing. Quiddles would be asked for any outstanding electricity charges payable by the Council. The Clerk was asked to put an item about West Weares on the agenda for the next meeting.

**136 – PUBLIC PARTICIPATION**

No members of the public were present.

**137 – OUTSTANDING INVOICES: SSE**

The Clerk reported that Turrell had found no evidence of outside electricity usage being recorded on the Council's meter. SSE had removed the check meter on 15<sup>th</sup> January, but had not yet provided a report of their findings. He will pursue this and enquire whether the Council is entitled to a free smart-meter. He was also asked to provide analysis of electricity usage and charges for the offices and flat.

**138 – VAT INVOICES**

**RECOMMENDED** – that the proposed alteration to Financial Regulations detailed on the meeting agenda be brought to full Council for consideration.

**139 – INTERNET PURCHASES**

**RESOLVED** – that the Council seek a bank card for the Clerk from Unity Trust Bank with a limit of £500 on spending and no exclusions on categories.

The Clerk was asked first to enquire the cost of a debit card per transaction and report back to the Committee.

**140 – ORDER OF BUSINESS**

Agenda Item 10 – Telephone Lines was taken after Item 15.

**141 – FORMER BRACKENBURY INFANTS SCHOOL**

Members discussed possible users of the premises if the Council were to purchase the school.

**142 – ORDER OF BUSINESS**

Agenda Item 12 – General Data Protection Regulation was taken after Item 15.

**143 – ACCOUNT SIGNATORIES**

Members took note that two signatories had not yet had their electronic signatures validated.

**144 – OFFICE IT SYSTEMS**

It was agreed that the Committee would meet on 27<sup>th</sup> February at 2.00 pm with officers to go through the risk assessment details.

It was agreed that at its April meeting the Committee would discuss accountancy packages, use of MS Office, cloud storage, broadband and anti-virus software.

**145 – TELEPHONE LINES**

The Assistant Clerk presented the quotations received for enhanced telephone lines and handsets. It was agreed to postpone discussion of telephone line provision in case the Council went ahead with moving its Offices. It was further agreed to buy two compatible Motorola handsets and enquire about buying a mobile phone for the Clerk.

**146 – GENERAL DATA PROTECTION REGULATION**

It was agreed to enquire of Ellis Whittam whether they could provide a quotation for a Data Protection Officer and download the free guide available for a GDPR compliance check.

**147 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Wednesday, 28<sup>th</sup> February 2018, starting at 10.30 am.

The meeting ended at 11.50 am.

Signed ..... Dated .....  
(Chair)