

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 16TH AUGUST 2017

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell and Charlie Flack

IN ATTENDANCE: Ian Looker (Town Clerk) and two members of the public

30 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jim Draper and Ray Nowak.

31 – DECLARATIONS OF INTEREST

There were none.

32 – MINUTES OF THE MEETING HELD ON 28TH JUNE 2017

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

33 – MINUTE UPDATE AND MATTERS ARISING

Minute 23 – Meeting Dates

Because of likely member absences the date of the September meeting was changed from 6th to Tuesday, 12th.

34 – PUBLIC PARTICIPATION

Paul Snow asked concerning the issue of the Assistant Clerk. The Chairman advised that the proposal had been approved by full Council on a recorded vote.

June Morley spoke with reference to the Council Offices Loan, criticising the existing accommodation.

Cllr. Flack referred to a matter raised at a previous meeting about a bicycle used for advertising at Cheyne Weares. The Council had written to the business concerned, requesting that the bicycle be removed.

35 – PAYMENTS FOR AUTHORISATION

RESOLVED – that the schedule of invoices less those for CRC and SSE (including cheque refs. 300134 – 300135) in the sum of £3,618.53 including VAT be authorised for payment.

Members also considered a request from Cllr. Wild for weedkiller to be used in the grounds of St. Peter's Church.

RECOMMENDED – that Cllr. Wild present a costed report to Town Council.

36 – COMMUNITY BUS

Cllr. Cocking provided a written report on the latest developments. There was a degree of uncertainty at present and she would continue to keep members updated.

37 – SMALL CLAIMS

Cllr. Flack reported that the criminal option previously mooted would not be possible. He would report to Council at the next opportunity.

38 – BANK ACCOUNTS

RECOMMENDED – that the Council open a six-month saver account at the Nationwide Building Society with £50,000.

This would be possible as a new investor.

39 – CiLCA QUALIFICATION

RECOMMENDED – that the Council approve the pay increase, the money to be taken from reserves.

40 – ASSISTANT CLERK

RECOMMENDED – that the additional funding required be taken from Contingencies.

41 – ORDER OF BUSINESS

It was agreed that the next three agenda items, West Weares Grass-Cutting Contract, Council Offices Loan and Cleaning Contract, be discussed in private session.

42 – TERMS OF REFERENCE

The Committee made several amendments to the draft terms and then

RECOMMENDED – that the amended list be presented to the Town Council for approval.

43 – REVIEW OF ACCOUNTS SYSTEM

RECOMMENDED – that the Council continue to use the existing Quickbooks system and review this arrangement as part of the 2018/19 budget process.

44 – WREATHS AND RESOURCES FOR CIVIC EVENTS

RESOLVED – that the Council purchase a wreath for Merchant Navy Day at a cost of £40.

RECOMMENDED – that Council reviews (1) its Remembrance Sunday donation to the Royal British Legion and (2) which civic events it intends to hold in the course of the municipal year.

45 – FIRE FIGHTING EQUIPMENT

It was agreed that this item be discussed in private.

46 – SUPPORT FOR WINDOWS VERSIONS

Cllr. Flack was concerned that support for Windows 7 might end soon if the Council’s computers did not have Service Pack 1 loaded on them. The Clerk undertook to find out.

47 – EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item 12-14 and 18 by reason of the confidential nature of the business to be transacted.

48 – WEST WEARES GRASS-CUTTING CONTRACT

The Clerk gave a verbal report to the Committee.

RESOLVED – that CRC’s invoice no. 445 in the sum of £369.60 inclusive of VAT be authorised for payment.

The Clerk would continue to monitor the situation.

49 – COUNCIL OFFICES LOAN

RECOMMENDED – Recognising the importance of the subject but that current circumstances preclude full consideration, the Committee recommends it be deferred until circumstances are clearer.

50 – CLEANING CONTRACT

RESOLVED – that the issue be deferred until Cllr. Draper returns and the Committee has obtained more information.

51 – FIRE FIGHTING EQUIPMENT

The Clerk will obtain new fire extinguishers and notify the Chairman when done.

52 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Tuesday, 12th September 2017, starting at 11.30 am.

The meeting ended at 12.35 pm.

Signed Dated.....
(Chair)