

## PORTLAND TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 30<sup>th</sup> 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 02<sup>nd</sup> 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 27<sup>th</sup> 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)