

PORTLAND TOWN COUNCIL

POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 05th FEBRUARY 2020 AT 10.30 AM

PRESENT: Cllr's J. Draper, S. Cocking, P. Roper, G. Lewis, C. Parkes and D. Thurston
Karon McFarlane attended as the Town Clerk.

IN ATTENDANCE: One member of the public

1. Apologies for Absence

Apologies were received from Cllr's Hughes and B. Parkes.

2. Declarations of Interests

No declarations were made.

3. Minutes of the Policy and Resources Meeting Held on 05TH January 2020

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

4. Minute Update and Matters Arising

It had been agreed that the waste management contract with DWP was to continue and be further discussed at the next meeting.

It was asked about a faults and repairs list. Both the Town Clerk and Finance Officer stated they had lists for toilets and play parks.

The Town Clerk confirmed that a consolidated list was being drafted which stipulated actions and responsibilities. This would in the future be available electronically for members of the public to report.

It was also mentioned that any suspected acts of vandalism must be reported to the police. This will enable them to build a crime picture.

5. Chairman's Update

The Chairman had no matters that were not on the agenda.

6. Public Participation

It was asked if the resolution of 18 July 19 at Full Council, to purchase battery equipment to replace current gardening equipment was likely to happen.

Cllr Roper confirmed that the Council continued to aspire to go to battery operated gardening equipment by the end of the financial year.

6. Finance

a. Payments for authorisation

72 items totalling £ 43303.29 were approved for payment for January 2020.

18 items totalling £ 19568.51 were approved for payment for February 2020.

b. Budget update

The Finance Officer confirmed that all cost centres remained in budget. There was confidence that Precept would remain in budget although the reserves had been used for items not expected when the Precept for 2019/20 was set in January 2019.

8. Procurement

Two laptops had been procured by the Town Clerk totalling ~ £1500.00 using the power granted at the last meeting.

These will provide flexible working for the staff.

9. Policy

There were no policy matters.

10. Risk assessment

There were no matters to discuss.

11. Staffing

The Chairman invited Councillors to be on the interview panel for the new gardener and assistant town clerk. Names to go directly to the Chairman and interviewees would be nominated at the next meeting.

12. IT and Communications

It was briefed that a £10.00 pay as you go SIM was brought for the iPad.
This will enable staff to monitor usage.

13. Verification of specific reserves and allocations

The Finance Officer produced a consolidated list of the specific reserves.
He briefed the committee on the history of each fund and the allocations to it.

The committee were happy with this but requested one minor alteration in that the Environmental Fund be renamed as the Climate, Ecology and Emergency Fund.

The Chairman endorsed that no monies are taken from reserves without authority from the P&R committee or Full Council.

14. Items for the next meeting

Consolidated repairs list
Waste management contract update
New staff interview panel appointments
Transfer of Precept to reserves.

15. The Committee's next meeting is scheduled to take place on 04th March 2020 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 11:35 hours.

Signed Date.....
(Chairman)