

PORTLAND TOWN COUNCIL
POLICY & RESOURCES COMMITTEE MINUTES
OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE
ON WEDNESDAY 02nd OCTOBER 2019 AT 10.30 AM

PRESENT: Cllr's J. Draper, D. Thurston, S. Cocking, P. Roper, R. Hughes and G. Lewis.
Cllr Flack attended as Portland Town Council Chairman.

IN ATTENDANCE: Three members of the public

1. Apologies for Absence

Cllr's C. Parkes and B. Parkes sent apologies.

2. Declarations of Interests

There were no declarations.

3. Minutes of the Policy and Resources Meeting Held on 04TH September 2019

These signed as a true and accurate record of the meeting.

4. Minute Update and Matters Arising

It was noted that a complaint had been received regarding the closure of Church Ope Car Park. Signage had been put in place the previous week. The works had now been completed.

5. Public Participation

The first question was regarding the cost of bulbs.

The Chairman would address this at 6b.

It was requested if all the grants from last Christmas had been used for the projects they were intended.

It confirmed that these were being addressed.

Concerns were raised as to why the YMCA defibrillator was likely to be internal and not external.

The Chairman would ask Cllr Harpley who was leading on this matter.

A point was made as to the policy on hedging in Victoria Gardens.

The Chairman would pass this to the Green Spaces Working Group.

Worries were expressed at the potential rise in the Precept especially as PTC supported the report that illustrated the issues of low incomes, poverty and lack of social mobility.

The Chairman confirmed that the Precept would be set by the Council once all predicted costs for the forthcoming year were known. Monies raised on the Precept by PTC were directly spent on projects and improvements for all on the Island.

6. Finance

a. Payments for authorisation

A total of 21 payments totalling £ 13280.73 were authorised.

b. Items for pre-approval

Victoria Square Roundabout	8000 Daffodil bulbs	£1040
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This was approved subject to procurement rules.

The Chairman confirmed that preapproval outlined the outer limit.

Victoria Gardens	Hedge	£2250
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This was approved subject to procurement rules.

Victoria Gardens	6 Silver Birch Trees	£480
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This was approved.

Easton Gardens / Ladymead	Mixed Spring bulbs	£2500
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This was approved subject to procurement rules.

Easton Lane	Trees plus stakes	£300
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This was approved.

Fancy's Close	Trees plus stakes	£600
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This was approved subject to procurement rules.

c. Provisional half year budget update

The Finance Officer confirmed that the half year Precept was well within budget. A note of caution was £30000 of pre-approved payments not yet spent. The half year report would be presented to Full Council.

7. Procurement

a. Quotes for Tree Works

Cllr Roper produced 3 quotes for works in Easton Gardens. He recommended the quote from Coastal Tree Care, which although not the cheapest, provided a lot of details within the quote.

It was agreed to contract Coastal Tree Care at a cost of £1000.

b. Quote for upgrading play park (Westcliff)

Cllr West had received a quote from Sovereign to upgrade the playpark at Westcliffe. The cost was just over £39K. This was to be funded as follows:

S106 reserves from Portland Town Council £ 10K

Equipment reserves Portland Town Council £ 10K

Application to s106 from Dorset Council £ 20K

This was unanimously approved subject to 2 further like for like quotes.

8. Policy

a. New grants policy

The Town Clerk had circulated the grant procedure for 2019. Grants applications were available immediately with a closure date of the end of Nov.

Grants to be approved at P&R on the 11th December 19 with a view to distribution at the Christmas Sparkle.

The policy for 2019 was agreed.

b. VISA card policy

It was agreed to defer this discussion to the Forward Planning, Management and Advisory Working Group.

c. Caterpillar policy

Portland Town Council along with Dorset Council were agreeing a coordinated policy on this matter. A team were to identify areas of caterpillars and facilitate their removal during the first week of November.

Cllr Roper was happy to be the point of contact for this.

9. Risk assessment

No matters arising.

10. Staffing

No matters arising.

11. IT and Communications

No matters arising.

12. Business rates review

As part of the LGR process, Portland Town Council acquired many properties that attracted business rates. The following matters were agreed:

Pay all toilets

Pay for New Grounds and Lord Clyde car parks as they had income.

Challenge Masonic, Hambro and Fairfield car parks as they were free.

Request deletion of tennis courts and Grove football pitches as they are deemed parks and free to all.

13. PAT testing – allocation of funds

A quote had been received for £250 to cover a day's PAT testing up to 200 items.

This was agreed subject to the cost being met by a local company.

14. Application to Low Carbon Dorset for grant towards batteries

Cllr Hughes spoke and this subject and that a grant could be obtained to offset the cost of the electrical garden equipment of the batteries.

The committee were happy for him to come back with a proposal for discussion.

15. Precept 20/21 discussion

A draft Precept had been produced based on current figures held.
The Chairman requested that all brief holders costed out the estimated costs of their areas.

The following areas were discussed and amended as follows:

Payroll	Increase to £ 200K	New staff
Toilets	Decrease to £ 50K	Cleaning contract savings
Grants	Decrease to £ 1500	
Clocks and Monuments	Decrease to £ 2000	
Business rates	Decrease to £ 14K	Offset against income from rental of spaces on car parks.

16. The Committee’s next meeting is scheduled to take place on 30th October 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 12.34 hours.

Signed Date.....
(Chairman)