

## PORTLAND TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 04<sup>th</sup> SEPTEMBER 2019 AT 10.30 AM

**PRESENT:** Cllr's Draper, Thurston, Cocking, Roper, Hughes, Lewis, B. Parkes and C. Parkes  
Cllr Flack attended as Portland Town Council Chairman.

**IN ATTENDANCE:** One member of the public

**1. Apologies for Absence**

All Councillors were present.

**2. Declarations of Interests**

No declarations were made.

**3. Minutes of the Policy and Resources Meeting Held on 7<sup>th</sup> August 2019**

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

**Minutes of the Policy and Resources Extraordinary Meeting Held on 21<sup>st</sup> August 2019**

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

**4. Minute Update and Matters Arising**

The Chairman started that issues raised on Toilets and Car Parks were matters for the relevant Working Groups.

**Item 8a** Cllr Hughes asked for confirmation as to why the procurement limit had changed. The Chairman confirmed that the old rate was when the Precept was £ 83K whilst now it was £362K with much larger items being purchased.

**Item 8b** Cllr B Parkes had a copy of the DC policy and reimbursements cost.

**It was unanimously agreed to adopt this policy.**

**Item 9** Cllr Roper asked why the Risk assessment was not on the website. The Finance Officer confirmed it was on the list to do.

**Item 15** Cllr Lewis asked for an update on the electric contract.

The Finance Officer confirmed that there was no out clause or penalty clause.

**5. Public Participation**

It was asked why the meetings had not been advertised.

**Cllr Flack confirmed the dates had been submitted to the Free Portland News.**

**It was agreed to go back to paying for adverts as a separate entity.**

It was asked if the grants policy on confirming the grants were used on the projects as stipulated.

**The Town Clerk confirmed that the Assistant Town Clerk was following this up.**

Mr Vincent stated that he fully supported the proposal at item 10.

**6. Finance**

**a. Payments for authorisation**

Cllr Hughes asked for what the payment for WebbCo was for.

**The Finance Officer confirmed it was for fly tipping services at Weston playing fields and Victoria Gardens.**

Cllr Hughes queried as to why payments to MAS seeds Ltd totalling £456 had not been through a pre-approval process.

**The Chairman stated that it was 2 separate invoices for different seeds which both were below the procurement limit.**

Cllr Hughes requested confirmation of WEX Europe.

**The Finance Office confirmed this was for fuel payments.**

A total of 18 items totalling £ 14592.74 were approved.

**b. Items for pre-approval**

A payment of £ 320 + VAT for hire of equipment for burial purchases

A payment of £ 490 for works at the Cenotaph.

A payment of £ 350 + VAT for evaluation survey of Portland Museum.

**All these payments were approved.**

**c. Budget update**

The Finance Officer briefed that at the Precept budget was at 42% at the perceived halfway point through the financial year. However, it was noted that preapproval had been given for a £20K spend on new equipment.

All cost centres were all in budget.

**7. Procurement**

There was no procurement, however the truck lease was due for renewal.

**The Chairman asked the Green Spaces Working Group to look at options.**

**8. Policy**

There were no policy matters.

**9. Risk assessment**

**a. Allotments**

This was unanimously approved and would be posted on the website.

**10. Staffing**

**a. To create an additional permanent role for the Gardens Team**

The Town Clerk had established the need for a team of three gardeners for the whole of the year and produced a working paper offering 4 options going forward. After a brief discussion the following resolution was agreed.

**To make the current role of the seasonal gardener a full-time permanent role with effect from October.**

**It was also agreed to look at using the government sponsored apprentice scheme to afford opportunities in the future.**

**11. IT and Communications**

**a. Sim Cards for Phones**

The Assistant Clerk had investigated the best tariff for the new mobile phones.

The best deal was with mobile ID (Carphone Warehouse). The cost was £7.49 +VAT for 2 SIMS for 2 years. A total cost of £359.52.

**This was unanimously approved.**

**12. Uniforms for Staff**

Cllr Flack spoke on the feasibility of staff wearing a PTC branded uniform.

After a bring discussion the following resolution was made.

**In principal, for the gardeners, this was a good idea. However, the committee agreed That until the PTC rebrand has been endorsed, the gardeners should have the working gear replaced as and when needed.**

**13. Insurance for Portland Museum**

Cllr C Parkes reminded the committee that £5K was set aside in the Precept to assist the Portland museum with their business rates and insurance. The later was due, with a premium of just short of £3.5K. The Finance Officer requested a like for like quote from Zurich which came in at £4.5K.

After much discussion the following resolution was made.

**PTC would donate £3K towards the cost of the insurance.**

**The policy would remain in the name of The Portland Museum.**

**14. Payment of LGR Business rates 19/20 from reserves**

The Finance Officer updated the committee of the business rate invoices that has been received. These were to be reviewed via the VOA. However, the Finance Officer requested that at the end of this process that due to the fact these bills were deemed an unexpected expenditure and not built into the Precept that the amount be offset against the General Reserve.

**This was agreed pending the review.**

**15. Church Ope Car Park Repairs**

Cllr Draper had tried to obtain 3 quotes but only 2 contractors had submitted bids.

Both options had been circulated to Councillors.

After a brief discussion the following resolution was agreed.

**To award the contract to Chris Grayston based on cost, localism and availability.**

**16. Precept 20/21 discussion**

The Finance Officer has produced the first draft of the Precept which had been circulated to the committee.

The Chairman wished at this early stage to establish cost centres and for brief holders to forward plan on budgets for the next financial year.

The Finance Officer went through each line and explained its merit and budget.

The Precept was £375,000, an increase of just over 3%.

No were no questions at this point.

**17. The Committee’s next meeting is scheduled to take place on 2<sup>nd</sup> October 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

There being no further business the meeting closed at 12.15 hours.

Signed ..... Date.....  
(Chairman)