

## PORTLAND TOWN COUNCIL

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25<sup>th</sup> June 2014

**To: MEMBERS OF THE COMMITTEE**

### **FINANCE & RESOURCES COMMITTEE**

Dear Councillor

You are hereby summoned to attend an **ADDITIONAL MEETING** of the **FINANCE & RESOURCES COMMITTEE**, to be held in **EASTON METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY 2<sup>ND</sup> JULY 2014** commencing at 7.00 pm, when the business set out below will be transacted.

Yours sincerely

Ian Looker  
Town Clerk

Membership: Cllrs. Tim Munro, Bradley, Matthews, Ian Munro-Price, Nowak and Wild

# AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interest
3. **Minutes of the Meeting Held on 18<sup>th</sup> June 2014** (attached)
4. **Terms of Reference** – to recommend the terms of reference for the Finance & Resources Committee (see attached)
5. **Operation of Committee** – to consider any issues concerning how the Committee will operate
6. **Sub-Committees** – to agree the terms of reference, committee / working group status and frequency of meeting for the following:-
  - a) Budget and Investment Sub-Committee
  - b) Events and Tourism Sub-Committee
  - c) Grants Sub-Committee
  - d) Human Resources and IT Sub-Committee (see attached)
7. **Financial Matters**
  - a) Payments for Authorisation (attached)
  - b) 2014/15 Financial Report to 31st May 2014 (attached)
  - c) Internal Auditor's Report, 2013/14 (attached)
8. **Events Sub-Committee** – to discuss the operation of the Sub-Committee to date and draw conclusions (if not resolved under Item 6(b))
9. **Council Budget, 2015/16** – to recommend a procedure by which the budget is determined (see attached)
10. **Human Resources and IT Sub-Committee Meeting, 7<sup>th</sup> May 2014**
  - a) **Staffing** – to consider generally the role of the staff in the Council's operations and specifically the recommendation from the Sub-Committee – that the Council approach either of two named individuals to carry out a review of the Council's working practices

**b) IT** – that the Council purchase a new computer for the Admin. Assistant subject to final approval by the Mayor and Deputy Mayor and make annual budget provision for computer equipment (both sub-items – see attached)

**11. Council Grants, 2014/15** – to consider the documentation and procedures to be used (see attached)

**12. Exclusion of Press & Public** (discretionary)

“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(s) ... by reason of the confidential nature of the business to be transacted.”

**13. Date of Next Meeting**

To note that the Committee’s next meeting is scheduled for Wednesday, 20<sup>th</sup> August 2014, commencing at 7.00 pm.