

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

Tel: 01305 821638

E-mail:- office@portlandtowncouncil.gov.uk

21st June 2017

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 28TH JUNE 2017** commencing at **11.00 am**, when the business set out below will be transacted.

Please note the start time.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack, Nowak, and Thurston (ex officio)

AGENDA

1. **Apologies for Absence** – to receive
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary 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 14th June 2017** – to receive
4. **Minute Update and Matters Arising** – to consider (see attached)
5. **Public Participation** – to receive questions and comments from the public on agenda items only
6. **Community Bus** – to receive a report from Cllr. Cocking and consider action
7. **Small Claims** – to receive a report from Cllr. Flack and consider action
8. **Bank Accounts** – to consider the letters received on 19th June from Unity Trust and Lloyds (previously circulated), and the opening of another account
9. **Assistant Clerk** – to consider the financial implications of making an appointment (see Clerk's assessment in e-mail of 19th June)
10. **Meeting Dates** – to set dates for the remainder of the municipal year (see attachment)
11. **Grants Policy and Procedures** – to review the existing documents and comment from the Clerk (see attachments, one confidential)
12. **Internal Audit, 2016/17** – to review the final report (see current Town Council agenda)

- 13. Annual Return, 2016/17 – to review (see current Town Council agenda)**
- 14. Date of Next Meeting – to be decided**

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY, 14TH JUNE 2017
IN THE COUNCIL OFFICES, EASTON

PRESENT: Councillors Susan Cocking, Charlie Flack and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk), and one member of the public

1 – ELECTION OF CHAIRMAN

RESOLVED – that Cllr. Cocking be appointed Chairman of the Committee for 2017/18

It was also **RESOLVED** – that Cllr. Flack be appointed Deputy Chairman of the Committee for 2017/18.

2 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jo Atwell and Jim Draper.

3 – DECLARATIONS OF INTEREST

There were none.

4 – NOTES OF THE MEETING HELD ON 3RD MAY 2017

No notes had been provided.

5 – MATTERS ARISING

There were none.

6 – PAYMENTS FOR AUTHORIZING

RESOLVED – (1) that the payment to Andy Matthews in respect of the Neighbourhood Plan be approved, (2) that the payment to Zurich Municipal be approved on the basis of a five-year long term agreement gaining 10% discount on the premium, (3) that the whole schedule of invoices as stated (including cheque refs. 300128 – 300130) in the sum of £9,101.38 including VAT be authorised for payment.

7 – TERMS OF REFERENCE

The Clerk had not yet been able to provide a draft, so the issue was deferred.

8 – COMMUNITY BUS

Cllr. Cocking said she was due to meet Cllr. Wheller about the provision on the following day. A company was being approached to run two small buses on the Island with a more frequent service than at present.

9 – UPDATES

a) Small Claim

Judgement had been entered. Cllr. Flack would look at the question of charging interest.

b) VAT Return

The 2015/16 return had been completed, but the 2016/17 was not yet started. The Clerk will report on progress at the next meeting.

c) Nationwide Building Society Account

The Committee requested a meeting with Mrs McGown be arranged.

d) Health and Safety Services

The Clerk reported on the approaches he has made so far and was asked to seek quotations from the companies he has contacted.

10 – INTERNAL AUDIT

Members received copies of the draft final report and **RESOLVED** – that the contents of the final report be noted.

11 – ASSISTANT CLERK

The Committee emphasised that it requires details of the Staffing Committee’s proposals with precise dates and costs.

12 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 28th June 2017, starting at 10.30 am.

The meeting ended at 11.10 am.

Signed Dated.....
(Chair)

MINUTE UPDATE

a) Minute 7 – Terms of Reference

At the time of writing the draft is not yet ready.

b) Minute 9(b) – VAT Return

The 2016/17 return has not been started. The hope is that it can be accommodated later in the summer.

c) Minute 9(c) – Nationwide Building Society Account

Mrs McGown has returned home, but we have direct contact details for her now.

d) Minute 9(d) – Health and Safety Services

No further action has been taken yet.

**PORTLAND TOWN COUNCIL
CALENDAR OF MEETINGS, 2017/18**

	2017								2018				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TOWN COUNCIL	16th (Annual) & 17th (Adjourned)	28th	19th		20th	18th	15th		17th	14th	14th	18th	15th (Annual) & 16th (Adjourned)
PLANNING & HIGHWAYS ADVISORY COMMITTEE	24th	29th	26th	23rd	27th	25th	23rd	14th	24th	21st	21st	25th	23rd
MARINE, ENVIRONMENT & TOURISM PARTNERSHIP		7th			6th			6th		28th			
NEIGHBOURHOOD PLAN MGT (Provisional)	10th		12th		13th		8th		10th		7th		9th
ANNUAL TOWN MEETING												4th	

20th December 2016

PORTLAND TOWN COUNCIL
COUNCIL GRANT SCHEME

1. The maximum grant payable to any one organisation is £500.
2. The purpose of the grant should be the one-off purchase of goods or services rather than to meet the ongoing maintenance costs of the organisation.
3. Any grant awarded shall not exceed 50% of the sum required by the organisation for the purpose stated in its application.
4. Where a grant is awarded the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
5. The applying organisation should be a properly constituted not-for-profit body and should be either based wholly on Portland, or able to demonstrate that its beneficiaries are residents of Portland.
6. The organisation should demonstrate that it is providing a service outside the scope of or in addition to normal public sector provision.
7. Where a grant is given towards the purchase of equipment or as a contribution to building works etc, it should only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.
8. Where a "pump-priming" grant is provided, the Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.
9. The Town Clerk reserves the right, on behalf of the council, to inspect any purchases of furniture and equipment etc, or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.
10. Grants are not payable to organisations or charities operating abroad, as stipulated by Section 137 of the Local Government Act 1972.
11. Grants cannot be used to "sponsor" named individuals, e.g. aspiring sportsmen, as stipulated by Section 137 of the Local Government Act 1972, amended by Section 38 of the Local Government & Housing Act 1989.

PORTLAND TOWN COUNCIL

GRANT APPLICATION

Organisations should attach a letter of application in support of their request for a grant. Applicants should show in this letter that the grant requested meets the criteria set out in the document, "Council Grant Scheme."

If you need advice or assistance in completing this form, please telephone the Council Offices on 01305 821638.

NAME OF ORGANISATION

.....

REGISTERED CHARITY NUMBER (if applicable)

YEAR ORGANISATION ESTABLISHED

HEADQUARTERS OF ORGANISATION

PURPOSE OF ORGANISATION

.....

NAME OF PERSON MAKING THE APPLICATION

.....

ADDRESS

..... **TELEPHONE**

POSITION IN ORGANISATION

NAME & ADDRESS OF CHAIRMAN

.....

NAME & ADDRESS OF SECRETARY

.....

SUM REQUESTED £ (Maximum grant £500)

PURPOSE OF GRANT

.....

TOTAL COST OF PROJECT / PURCHASE OF EQUIPMENT / BUILDING WORKS FOR

WHICH GRANT IS REQUESTED £

- Our organisation has a written constitution. (Tick if applicable)**
- Our organisation has a bank account in its own name.**
- I attach a set of the latest available audited accounts.**

I certify that the above information is correct at the time of making this application. I understand that if any of the above is subsequently found to be erroneous to any material extent, it may lead to this application being disqualified from consideration and any grant approved by Portland Town Council being withdrawn. I agree to my organisation being bound by the criteria and conditions set out in the Council Grant Scheme.

SIGNED **DATED**

The completed form and accompanying letter of application should be sent to:-

Portland Town Council
Council Offices
52 Easton Street
Portland
DT5 1BT

The closing date for the receipt of applications is Friday, 21st October 2016.