

PORTLAND TOWN COUNCIL

Council Offices
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9th August 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, 16TH AUGUST 2017** commencing at **10.30 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 28th June 2017** – to receive
4. **Matters Arising** – to consider
5. **Public Participation** – to receive questions and comments from the public on agenda items only
6. **Payments for Authorisation** (to follow) – to approve
7. **Community Bus** – to receive a report from Cllr. Cocking and consider action
8. **Small Claims** – to receive a report from Cllr. Flack and consider action
9. **Bank Accounts** – to receive a report from Cllr. Cocking on options for opening another account and consider response (see attached)
10. **CiLCA Qualification** – to receive a report from the Clerk on the likely expense and consider a response (see attached)
11. **Assistant Clerk** – to consider a recommendation to Council following its decision to make an appointment
12. **West Weares Grass-Cutting Contract** – to receive a verbal report from the Clerk
13. **Council Offices Loan** – to consider whether to purchase the Offices and carry out alterations, and consequent actions (see attachments public and confidential)

14. **Cleaning Contract** – to receive reports and consider action
15. **Terms of Reference** – to review current draft (attached)
16. **Review of Accounts System** – to receive a report from the Clerk on the Council's existing computer system and commercially available alternatives (see confidential attachment)
17. **Wreaths and Resources for Civic Events** – to consider (see attached)
18. **Fire Fighting Equipment** – to receive a verbal report from the Clerk
19. **Support for Windows Versions** – at the request of Cllr. Flack, to consider (see attached)
20. **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.”
21. **Date of Next Meeting**
The Committee's next meeting is scheduled for Wednesday, 6th September 2017, at the Council Offices starting at 10.30 am.

PORTLAND TOWN COUNCIL

FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 28TH JUNE 2017

PRESENT: Councillors Susan Cocking (Chairman) (from 11.15 am), Jo Atwell, Jim Draper, Charlie Flack and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk), Andy Matthews (Neighbourhood Plan Working Group) and one member of the public

Cllr. Flack in the chair.

13 – APOLOGIES FOR ABSENCE

All members were present.

14 – DECLARATIONS OF INTEREST

There were none.

15 – MINUTES OF THE MEETING HELD ON 14TH JUNE 2017

The minutes were formally agreed and signed as a correct record.

16 – MINUTE UPDATE AND MATTERS ARISING

Minute 9(d) – Health and Safety Services

The Clerk requested that the quotation received be discussed as an agenda item at the next meeting in order to identify the specific services required.

17 – PUBLIC PARTICIPATION

Paul Snow spoke regarding Agenda Item 9 – Assistant Clerk, expressing his concern at the financial impact of appointing more staff.

18 – COMMUNITY BUS

In the absence of Cllr. Cocking this item was deferred till later in the meeting.

19 – SMALL CLAIMS

Cllr. Flack undertook to provide a breakdown of the costs involved for the next Town Council meeting.

(Cllr. Cocking joined the meeting.)

20 – BANK ACCOUNTS

Cllr. Cocking agreed to produce a written report of options for opening a new bank account.

21 – COMMUNITY BUS

Cllr. Cocking reported on a meeting with Cllr. Wheller. They had discussed a number of options, including school buses unemployed between 10.00 am and 2.30 pm and during school holidays, linking with Island Community Action and season tickets. It was thought that further investigation was needed.

22 – ASSISTANT CLERK

It was agreed to discuss this item in private.

23 – MEETING DATES

The following dates were agreed for the Committee:-

16th August
6th September
4th October
1st November
13th December
10th January 2018
31st January
28th February
4th April
2nd May

The meetings would normally start at 10.30 am.

24 – GRANTS POLICY AND PROCEDURES

It was agreed that a condition be added that an organisation awarded a grant should provide a report to the Town Council on how their grant-aided project had achieved its aims. It was also agreed to add a condition that a representative of an organisation seeking a grant should attend the meeting to award grants in order to answer any questions the Council might have.

The Committee requested that the part of Corsham Town Council's Grants Policy quoted in the agenda paper should be presented to Full Council for further consideration in the revised order of paragraphs 4, 3, 1 and 2.

25 – INTERNAL AUDIT, 2016/17

The auditor's final report was received.

26 – ANNUAL RETURN, 2016/17

Members considered the detail in the Return and associated documents. Cllr Nowak will speak to the auditor about the current values set for the Council's assets.

27 – EXCLUSION OF PRESS AND PUBLIC

RESOLVED - 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 9 – Assistant Clerk by reason of the confidential nature of the business to be transacted.

28 – ASSISTANT CLERK

RESOLVED – that the Committee advise Full Council that if it were to approve the recommendation of the Staffing Committee to appoint an Assistant Clerk the cost in 2017/18 should be paid from the Contingency budget and in 2018/19 would require a precept rise in the region of £2.07 Band D equivalent.

29 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 16th August 2017, starting at 10.30 am.

The meeting ended at 12.30 pm.

Signed Dated.....
(Chair)

BANK ACCOUNTS

I have checked out 3 different banks today for council savings account with deposit of 50k

Nationwide

Business Internet saver 0.40%
unlimited withdrawals, no notice period

95 Day Saver 0.55%
Limited withdrawals 95 day notice period

6 Month Saver 0.55%
no withdrawals allowed ,no notice period

1 Year Saver 0.75%
no withdrawals ,no notice period

Nat West

Business Saver 0.01
unlimited withdrawals ,no notice period

95 day Saver 0.10%
Limited withdrawals ,95 day notice

Lloyds

Fixed Rates can not withdraw until time limit is finished

3 months 0.22%
6 months 0.36%
9 months 0.44%
1 Year 0.65%

Sue Cocking (Cllr)

Existing Accounts

Unity Trust Bank: £117,200 (at 31.7.17), no interest, monthly bank charges
Nationwide BS: £2,473 (at 31.3.17), 0.10% interest, no account charges

Ian Looker

CiLCA QUALIFICATION

The Staffing Review recommendation was that the Clerk be regraded from SCP 29 (£25,951 pro rata) to SCP 32 (£28,485). He was notified of the award of CiLCA on 24th June, so it seems logical to implement the increase with effect from Monday, 26th June this year. Allowing for employer's National Insurance, the estimated additional cost in 2017/18 is £1,310.

Since this new salary would have been operative for more than six months at 1st April 2018, the Clerk should progress on the linked grade LC 2 (SCP 30-34) to SCP 33 (£29,323) with effect from that date. Compared with SCP 29 this represents for a 22-hour week an additional cost of £2,100 in 2018/19. This latter figure does not allow for the national salary award, likely to be around 1%.



A checklist of key information to be provided with any Parish and Town Councils borrowing application

Councils wishing to borrow will have to get in touch with the County Association, whether a member or not, to submit the Application Form. Where a borrowing approval is required the purpose must be detailed on the application and in a report to Council. Approvals should only be sought for capital expenditure. Please complete the borrowing application form and provide the following supporting information;

1. Copy of full minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing;
2. Copy of the Council's budget for the current year, and next year (if available), showing the provision made to meet the loan costs;
3. Full report to the Council or business case. This should include a breakdown of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps/options the Council/has in place to mitigate the risk for not being able to afford the loan repayments;
4. Please provide information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing;
5. If the Council precept is to be increased to cover the loan repayment, please confirm the amount and percentage of the planned increase related to the loan only (if possible how much increase for house holders at Band D);
6. If applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation).
7. You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e.g. newsletter/website/in the agenda of public meeting).

Full provision of this information with the application demonstrating that it meets the guidance criteria will expedite the approval process. For further information,

- Please read full guide to parish borrowing in Page 5;
- For any queries, please contact your local association at first instance or;
- For clarification on aspect of this guidance, please contact Midi Zeroual at DCLG on 0303 444 2838 / email: parish.borrowing@communities.gsi.gov.uk

AN INTRODUCTION TO BORROWING BY PARISH COUNCILS

This fact-sheet summarises the arrangements for lawful borrowing by local (parish and town) councils.

1. A parish council may borrow funds but will normally require the formal written approval of the Secretary of State.
2. Councils wishing to borrow will have to get in touch with the County Association, whether a member or not, to discuss the proposal and to obtain the Application Form for the Approval.
3. Borrowing must be for a specific, generally capital expenditure, purpose detailed on the Application and in a Report to Council.
4. The Loan may be taken from any source, including interest free loans from individuals, but whatever the source an Approval is required and no mortgage or charge on property is allowed.
5. The Council will be required to demonstrate to the Secretary of State that the repayments are affordable and that the Project costs being supported exceed £5 per elector.
6. If borrowing is being considered, the Clerk and Chairman should contact the County Association office as early as possible. Any formal decision to apply for and to exercise a borrowing approval has to be made by the Full Council meeting and not by a Committee.
7. After initial discussion a full set of Notes and the Application Form will be supplied. [Following recent fraudulent activity these are not made available on web-sites.]
8. Usually loans are taken from the Public Works Loan Board (PWLB) at rates of interest that are very competitive. A parish council is a first class borrower based on the security of the council tax revenues. PWLB also understand the statutory position of the Council.

TERMS OF REFERENCE

The current draft terms are appended.

Suggested items for reconsideration have been printed in italics. For example, the “Key Matters” at the head of the document retain a mention of staffing still from the original source document.

One crucial issue is, to what extent is it the intention to delegate powers from full Council to the Committee? For example, one responsibility and delegated power involves the virement of funds, which has previously been exercised by full Council. Is this a conscious transfer of responsibility?

PORTLAND TOWN COUNCIL

FINANCE COMMITTEE

KEY MATTERS: *Finance, staffing, property, communications, devolution, and resource management and monitoring*

TERMS OF REFERENCE

MEMBERSHIP	Five members of Portland Town Council
QUORUM	Three members of the Committee
POWER TERMS	Local Government Act 1972, Sections 101 and 102 The Council's Standing Orders apply to all meetings of the Committee.
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council
	The Committee will meet monthly.
	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
	Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
	<i>All members of the Council will receive an agenda only, sent via email.</i>
	Notice of meetings will be published in accordance with the Council's Standing Orders.
LIMITATIONS	Only members of the Committee may vote on agenda items.
	Non-members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.
	Non-members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.
	<i>Non-members of the Committee have no more rights at Committee meetings than members of the public.</i>

RESPONSIBILITIES	DELEGATED POWERS <i>The committee has delegated authority:</i>
To provide guidance to Committees and Council on overall levels of income and expenditure	To review and monitor the income and expenditure of the Council as a whole
To consider the annual draft budget	None
To recommend the draft precept to full Council	None
<i>To authorise all income and expenditure</i>	<i>To authorise all payments.</i>
To receive financial reports and monitor and report to full Council	To monitor income and expenditure
<i>To vire funds between budget allocations and bring forward funds from reserves as necessary</i>	<i>To vire funds between budget headings, noting that funds brought forward from reserves must not exceed £10,000 without the approval of Full Council</i>
To consider and award contracts for work	To consider and award contracts for work up to the value of £5,000
To implement the procurement / tender procedures for contracts in excess of £25,000	To ensure that lawful procurement procedures followed including the publication and results of tenders
To review all policies and procedures related to financial matters	To ensure that all policies and procedures are compliant with statutory requirements
To review the Council's Asset Register To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to oversee insurance of the Council's property
To consider use, upkeep, leases, licences rents and fees for any facilities / buildings.	To review and be responsible for the efficient and effective management of the Council's assets
To ensure the preservation of probity and good financial practices within the Council.	To annually review the financial practices of the Council.
Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).	To recover debts on behalf of the Council

To consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council.	To review the Internal Audit and External Audit Reports implement any required actions.
<i>To consider grant applications</i>	<i>To recommend to full Council</i>
To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law	To ensure that the Council complies with the employment law requirements
To lead on matters related to devolution and transfer of assets	
<i>To monitor financial risk and ensure that adequate financial risk management is in place</i>	<i>To appoint an internal auditor, to approve the internal audit plan, to review the risk assessment related to finance, and to review internal systems of control to ensure adequate financial risk management. To monitor regular financial reports and bank reconciliations from the external accountancy service</i>
<i>To monitor risk management and ensure that adequate risk management is in place</i>	<i>To receive and review all the Council's risk assessments annually</i>
<i>To oversee the management of all of the Council's property and assets</i>	<i>To ensure that the Council's property is managed properly</i>
<i>To manage the Councils reserves</i>	<i>To annually review the reserves strategy</i>
<i>To delegate areas of responsibility to either a sub-committee, or an officer</i>	<i>Power to delegate</i>
<i>To consider the recommendations of the Staffing Committee</i>	<i>To make recommendations to Full Council on matters related to pay and pensions for the Town Clerk To resolve pay, pensions & conditions for all other Council staff</i>
<i>Delegated financial powers within the approved budget for 2016/17</i>	

WREATHS AND RESOURCES FOR CIVIC EVENTS

Cllr Flack has asked that there be an agenda item to purchase wreaths for the Remembrance Sunday, D-Day and Merchant Navy civic services. I have advised him that the Legion supplies us with a wreath free of charge for every Remembrance Sunday. In response the Council makes a donation to the Legion, the amount decided around the time by Council.

The other two services are recent additions to our civic events along with Jutland, Passchendaele, etc. My view is that the Events Working Group should form some kind of policy regarding such events, since there are financial and resource implications. It may be that the Finance Committee can offer advice on the subject.

SUPPORT FOR WINDOWS VERSIONS

The screenshot below is taken from the Guiding Tech website.



That is the Service Pack 1 for Windows 7, Windows 8.1 for Windows 8 and Version 1703 or the Creators Update for Windows 10. Extended support ended for Windows Vista in April 2017.

- The mainstream support for Windows 7 (Service Pack 1) ended on January 13, 2015, and the extended support ends on January 14, 2020.
- The mainstream support for Windows 8.1 ends on January 9, 2018, and its extended support will end on January 10, 2023.
- The mainstream support for Windows 10 ends on October 13, 2020, and its extended support will end on October 14, 2025.

Also Read: [Why Did Microsoft Invest \\$500,000 in Linux Foundation?](#)

In most of the cases, Microsoft extends these dates but will not end support before these dates.