

## PORTLAND TOWN COUNCIL

Council Offices  
52 Easton Street  
PORTLAND  
Dorset  
DT5 1BT

Tel: 01305 821638

E-mail:- [office@portlandtowncouncil.gov.uk](mailto:office@portlandtowncouncil.gov.uk)

30<sup>th</sup> 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 **TUESDAY, 12<sup>TH</sup> SEPTEMBER 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 16<sup>th</sup> August 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. **2017/18 Financial Report to 31<sup>st</sup> August 2017** (attached) – to receive
7. **Electricity Charges** – to receive update reports from Cllr. Flack and the Clerk
8. **Community Bus** – to receive an update from Cllr. Cocking
9. **West Weares Grass-Cutting Contract** – to receive an update from the Clerk
10. **Cleaning Contract** – to receive reports and consider action
11. **Insurance** – to consider provision for:-
  - a) Civic Regalia
  - b) West Weares (see attached)
12. **Risk Assessment, 2017/18** – to agree information requirements
13. **Artist Row and Lord Clyde Toilets** – to consider asset transfers from the Borough
14. **Devolution** – to receive two NALC reports and give consideration (see attached)

15. **Employer Pensions Discretions** – to consider a report from the Clerk and make recommendations (see attached)
16. **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.”
17. **Date of Next Meeting**  
The Committee’s next meeting is scheduled for Wednesday, 4<sup>th</sup> October 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, 16<sup>TH</sup> AUGUST 2017**

**PRESENT:** Councillors Susan Cocking (Chairman), Jo Atwell and Charlie Flack

**IN ATTENDANCE:** Ian Looker (Town Clerk) and two members of the public

**30 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Jim Draper and Ray Nowak.

**31 – DECLARATIONS OF INTEREST**

There were none.

**32 – MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> JUNE 2017**

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

**33 – MINUTE UPDATE AND MATTERS ARISING**

**Minute 23 – Meeting Dates**

Because of likely member absences the date of the September meeting was changed from 6<sup>th</sup> to Tuesday, 12<sup>th</sup>.

**34 – PUBLIC PARTICIPATION**

Paul Snow asked concerning the issue of the Assistant Clerk. The Chairman advised that the proposal had been approved by full Council on a recorded vote.

June Morley spoke with reference to the Council Offices Loan, criticising the existing accommodation.

Cllr. Flack referred to a matter raised at a previous meeting about a bicycle used for advertising at Cheyne Weares. The Council had written to the business concerned, requesting that the bicycle be removed.

**35 – PAYMENTS FOR AUTHORISATION**

**RESOLVED** – that the schedule of invoices less those for CRC and SSE (including cheque refs. 300134 – 300135) in the sum of £3,618.53 including VAT be authorised for payment.

Members also considered a request from Cllr. Wild for weedkiller to be used in the grounds of St. Peter's Church.

**RECOMMENDED** – that Cllr. Wild present a costed report to Town Council.

### **36 – COMMUNITY BUS**

Cllr. Cocking provided a written report on the latest developments. There was a degree of uncertainty at present and she would continue to keep members updated.

### **37 – SMALL CLAIMS**

Cllr. Flack reported that the criminal option previously mooted would not be possible. He would report to Council at the next opportunity.

### **38 – BANK ACCOUNTS**

**RECOMMENDED** – that the Council open a six-month saver account at the Nationwide Building Society with £50,000.

This would be possible as a new investor.

### **39 – CiLCA QUALIFICATION**

**RECOMMENDED** – that the Council approve the pay increase, the money to be taken from reserves.

### **40 – ASSISTANT CLERK**

**RECOMMENDED** – that the additional funding required be taken from Contingencies.

### **41 – ORDER OF BUSINESS**

It was agreed that the next three agenda items, West Weares Grass-Cutting Contract, Council Offices Loan and Cleaning Contract, be discussed in private session.

### **42 – TERMS OF REFERENCE**

The Committee made several amendments to the draft terms and then

**RECOMMENDED** – that the amended list be presented to the Town Council for approval.

### **43 – REVIEW OF ACCOUNTS SYSTEM**

**RECOMMENDED** – that the Council continue to use the existing Quickbooks system and review this arrangement as part of the 2018/19 budget process.

### **44 – WREATHS AND RESOURCES FOR CIVIC EVENTS**

**RESOLVED** – that the Council purchase a wreath for Merchant Navy Day at a cost of £40.

**RECOMMENDED** – that Council reviews (1) its Remembrance Sunday donation to the Royal British Legion and (2) which civic events it intends to hold in the course of the municipal year.

### **45 – FIRE FIGHTING EQUIPMENT**

It was agreed that this item be discussed in private.

**46 – SUPPORT FOR WINDOWS VERSIONS**

Cllr. Flack was concerned that support for Windows 7 might end soon if the Council’s computers did not have Service Pack 1 loaded on them. The Clerk undertook to find out.

**47 – 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 12-14 and 18 by reason of the confidential nature of the business to be transacted.

**48 – WEST WEARES GRASS-CUTTING CONTRACT**

The Clerk gave a verbal report to the Committee.

**RESOLVED** – that CRC’s invoice no. 445 in the sum of £369.60 inclusive of VAT be authorised for payment.

The Clerk would continue to monitor the situation.

**49 – COUNCIL OFFICES LOAN**

**RECOMMENDED** – Recognising the importance of the subject but that current circumstances preclude full consideration, the Committee recommends it be deferred until circumstances are clearer.

**50 – CLEANING CONTRACT**

**RESOLVED** – that the issue be deferred until Cllr. Draper returns and the Committee has obtained more information.

**51 – FIRE FIGHTING EQUIPMENT**

The Clerk will obtain new fire extinguishers and notify the Chairman when done.

**52 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Tuesday, 12<sup>th</sup> September 2017, starting at 11.30 am.

The meeting ended at 12.35 pm.

Signed ..... Dated.....  
(Chair)

## MINUTE UPDATE

**a) Minute 34, para 3 – Cheyne Weares**

The bicycle has been removed.

**b) Minute 46 – Support for Windows Versions**

Our IT support company has assured us that all copies of Windows 7 loaded on to our computers include Service Pack 1.

**c) Minute 48 – West Weares Grass-Cutting Contract**

Invoice 445 has been paid.

**d) Minute 51 – Fire-Fighting Equipment**

An order has been issued for new fire extinguishers with training.

**2017/18 FINANCIAL REPORT TO 31<sup>ST</sup> AUGUST 2017**

The target for expenditure and income this month is 42% of the budget figure.

**Expenditure**

Salaries	Increase £1,490	Provision for Assistant Clerk
Civic Expenditure	Increase £900	Expenditure on SAR Ceremony, Ceremony of Keys to come
Hire of Halls	Decrease £200	Adjustment to current spending level
Postage	Decrease £50	Adjustment to current spending level
Telephone/Internet	Increase £100	Adjustment to current spending level
Lottery-Funded Events	Increase £600	Adjustment to current spending level
Office Move	Increase £400	Adjustment to current spending level
<b>Total</b>	<b>Increase £3,240</b>	

**Income**

Council Offices Rent	Decrease £1,000	Adjustment to current income level
Lottery-Funded Events	Increase £470	Adjustment to current income level
<b>Total</b>	<b>Decrease £530</b>	



# Agenda Item 6

## Portland Town Council - Financial Report, 20.9.17

	Budget 2017/18	Expend. 2016/17	Expend. to 31.8.17	Projected 2017/18	Paid / Rec'd to Date (%)
<b>EXPENDITURE</b>					
Salaries	30,500	30,152	12,765	30,950	41.85
Advertising	286	229	89	250	31.12
Audit	1,326	890	251	890	18.93
Bank Charges	70	185	18	100	25.71
Civic Expenditure	1,020	579	1,788	2,100	175.29
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	20	42.23
IT Support	255	0	150	250	58.82
Contingency	5,000	0	0	0	0.00
Council Offices	12,000	25,019	3,440	13,400	28.67
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	128	520	20.51
Hire of Halls	857	990	363	880	42.36
Honorarium	100	100	100	100	100.00
Insurance	1,530	1,250	829	830	54.18
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	170	500	34.00
Publications	20	114	0	20	0.00
Stationery	700	684	340	900	48.57
Subscriptions	1,632	1,638	1,334	1,650	81.74
Telephone / Internet	510	605	286	700	56.08
Training / Conferences	800	285	285	400	35.63
Travelling & Subsistence	102	142	7	100	6.86
<b>Sub-Total</b>	<b>63,505</b>	<b>69,941</b>	<b>23,498</b>	<b>55,560</b>	<b>37.00</b>
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	40	100	39.22
Grants	1,000	1,915	125	1,000	12.50
Landscape Maintenance	6,000	1,284	498	1,800	8.30
Lottery-Funded Events	500	901	1,744	2,000	348.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	4,179	12,000	139.30
Office Move	800	4,298	935	1,500	116.88
Projects	5,000	1,400	0	1,400	0.00
Town Crier	50	35	0	40	0.00
Website	1,224	1,290	56	1,400	4.58
<b>Sub-Total</b>	<b>18,676</b>	<b>15,375</b>	<b>7,577</b>	<b>21,240</b>	<b>40.57</b>
<b>TOTAL</b>	<b>82,181</b>	<b>85,316</b>	<b>31,075</b>	<b>76,800</b>	<b>37.81</b>

**INCOME**

Precept	76,132	63,679	38,066	76,192	50.00
Discount Grant	549	2,007	274	549	49.91
Compensation	0	50,000	0	0	-
Council Offices Rent	3,000	0	0	1,000	0.00
Fair	1,000	1,000	0	1,000	0.00
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	0	0	-
Lottery-Funded Events	500	5,800	464	470	92.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	4,500	9,000	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
<b>TOTAL</b>	<b>82,181</b>	<b>129,543</b>	<b>43,304</b>	<b>88,211</b>	<b>52.69</b>

**SURPLUS / DEFICIT (-)  
FOR YEAR**

0	44,227	12,229	11,411
---	--------	--------	--------

**RESERVES RELEASED**

Lottery Fund			
Neighbourhood Plan	3,000	1,800	3,000
<b>TOTAL</b>	<b>3,000</b>	<b>1,800</b>	<b>3,000</b>
<b>Net Total after Reserve Release</b>	<b>3,000</b>	<b>14,029</b>	<b>14,411</b>

<b>Council Offices</b>	<b>Expend. to 31.8.17</b>
Council Tax	638
Electricity	106
Rent	2,625
Water & Sewerage	65
Building Materials	21
Contractor Payments	60
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
<b>Total</b>	<b>£3,440</b>

<b>Lottery Events</b>	<b>Expend. to 31.8.17</b>
Advertising	115
Catering Expenses	200
Equipment (inc Hire)	255
Flags	450
Insurance	78
Licence	29
Performamce Fee	450
Prizes	167
Income (less £40 donation)	-424
<b>Total</b>	<b>£1,320</b>

<b>Neighbourhood Plan</b>	<b>Expend. to 31.8.17</b>
Consultant's Fee	4,050
Printing	74
Staff Overtime	55
Grant Received	-4,500
<b>Total</b>	<b>-£321</b>

## **INSURANCE**

### **a) Civic Regalia**

The current sum insured is £13,382.90 with an excess of £100. They are valued at £12,126 on our asset register, where there are accounting constraints as I believe members are aware.

### **b) West Weares**

We were given a quotation last year of £76.50 additional premium for the benches, lighting and murals. This was dependent on a risk assessment, which to my knowledge was not carried out. The quotation has therefore been left in abeyance.

## **DEVOLUTION**

The two reports appended to this agenda item are “Devo Local: A white paper for empowering and strengthening local democracy” and “Devo +”.

The first was published in 2015 and may be viewed on the NALC website. The second is a written “toolkit”, published in 2017 and also on the NALC website, but restricted to the members’ area.

Because of their size copies of the documents will only be attached to agendas sent to members of the Committee.

## **EMPLOYER PENSIONS DISCRETIONS**

As with Agenda Item 14 the full attachments have only been sent to members of the Finance Committee. They consist of Discretions Policy Guidance, the LGPS Discretions List and a Discretions template. Each may be viewed at [yourpension.org.uk/Dorset/Employers/Employer-Forms.aspx](http://yourpension.org.uk/Dorset/Employers/Employer-Forms.aspx) under "Employers Information and Forms."