

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

30th June 2015

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Dear Councillor

You are hereby summoned to attend a **MEETING** of the **HUMAN RESOURCES & IT COMMITTEE**, to be held in the **OSPREY LEISURE CENTRE, CASTLETOWN**, on **TUESDAY, 7TH JULY 2015** commencing at **11.30 am**, when the business set out below will be transacted.

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. Barnicoat, Chadwick, Flack, Hughes (ex officio),
Lees and Wild (ex officio)

AGENDA

1. **Election of Chairman** – to elect a Chairman and Deputy Chairman of the Committee for the current municipal year
2. **Apologies for Absence**
3. **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 interests
4. **Public Participation** – to hear and consider comments and questions from members of the public for up to three minutes each for each speaker. These should refer to agenda items only.
5. **Minutes of Last Meeting Held on 23rd October 2014**
(attached)
6. **Minute Update and Matters Arising**
7. **Staff Working Hours and Recruitment** – to assess the current need and consider recruitment of an Assistant Clerk (see confidential attachment)
8. **Staff Training Needs** – to consider CILCA and other possible training courses (see attached)
9. **Councillor's Training Needs** – to consider available training courses and their promotion (see attached)
10. **Council Website** – to consider the webmaster's involvement (see confidential attachment)
11. **Review of IT Provision** – to consider current resources and needs in terms of equipment, software and training
12. **Council Budget** – to consider implications of recommendations on above items and provisional 2015/16 budget assessments previously made (see attached)

- 13. Discretionary Policies on Pensions** – to review current state of progress and acquaint new members with details of issues to be resolved (see attached)
- 14. Exclusion of Press and 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.”
- 15. Date of Next Meeting**
To be decided

PORTLAND TOWN COUNCIL

HUMAN RESOURCES & IT GROUP MINUTES OF THE MEETING HELD ON THURSDAY, 23RD OCTOBER 2014 AT THE COUNCIL OFFICES AT 1.00 PM

PRESENT: Councillors G. Chadwick (Chair), A. Matthews and R. Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

28 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Hughes.

29 – DECLARATIONS OF INTEREST

The Clerk declared a pecuniary interest in staff pensions.

30 – MINUTES OF LAST MEETING HELD ON 8TH SEPTEMBER 2014

The minutes of the last meeting were formally approved.

31 – MINUTE UPDATE AND MATTERS ARISING

No issues were raised.

32 – BUDGET AND PRECEPT, 2015/16

Cllr. Chadwick had received a quote of about £4,000 for a server system capable of hosting a website.

Budget figures were set for the following heads:-

Computer Equipment	£400
Computer Software	£300
IT Support	£200
Furniture & Equipment	£550
Hire of Halls	£840

Actions on Cllr. Matthews:-

- Obtain tariffs for annual website update.
- Review QuickBooks and Sage Accounts.
- Review risk software (with Clerk).
- Review anti-virus alternatives.

Action on Clerk:-

- Review other councils' back-up systems.

33 – SUPERANNUATION PAYMENTS (Additional Item)

The Clerk informed members that he had not yet started to apply superannuation payments to overtime payments, as is now required. He was asked to enact this procedure.

34 – DATE OF NEXT MEETING

The next meeting was scheduled for Tuesday, 25th November at 1.00 pm

The meeting ended at 1.45 pm.

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

DAPTC Conferences & Seminars, July – December

Title	Date	Time	Venue
Essential Finance	02/07/15	9.30am-12.30pm	Dorset Youth Association HQ, Dorchester
Chairmanship – East	14/07/15	7pm-9pm	Tarrant Keyneston Village Hall
Chairmanship – West ** FULL **	15/07/15	7pm-9pm	Dorset County Council, Committee Room 2
Clerks' Seminar	22/09/15	10am-4pm	Kingston Maurward College, Dorchester
Bring your own Chair	29/09/15	7pm-9pm	Dorset County Council, Committee Room 2
Budgeting & Precepts – East	01/10/15	10am - 12pm	Tarrant Keyneston Village Hall
Budgeting & Precepts – West	06/10/15	7pm - 9pm	Dorset County Council, Dorchester, Committee Room 2
New Councillors, including Code of Conduct – East	13/10/15	6.30pm - 9.00pm	Tarrant Keyneston Village Hall, Tarrant Keyneston
New Councillors, including Code of Conduct – West	21/10/15	6.30pm - 9.00pm	Dorset County Council, Committee Room 1, Dorchester
Chairmen's Seminar	17/11/15	7pm - 9pm	Dorset County Council, Committee Room 2, Dorchester DT1 1XJ
Councillors' Update – East	24/11/15	7.00pm - 9.00pm	Tarrant Keyneston Village Hall, Tarrant Keyneston
Councillors' Update – West	25/11/15	7.00pm - 9.00pm	Dorset County Council, Committee Room 2, Dorchester

Portland Town Council - Financial Report, 17.6.15

	Budget 2015/16	Expend. 2014/15	Expend. to 31.5.15	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	23,824	23,033	3,914	16.43
Advertising	280	358	28	10.00
Audit	1,070	1,234	431	40.28
Civic Expenditure	1,000	1,525	175	17.50
Computer Equipment	300 *	636	0	0.00
Computer Software	360 *	21	0	0.00
IT Support	200 *	295	25	12.50
Contingency	12,803	0	0	0.00
Elections	6,000	5,850	0	0.00
Furniture & Equipment	612 *	600	0	0.00
Hire of Halls	840	0	218	25.95
Honorarium	100	100	0	0.00
Insurance	1,300	1,298	0	0.00
Mayoral Allowance	700	700	0	0.00
Postage	790 *	739	158	20.00
Publications	0	18	0	-
Stationery	710	786	194	27.32
Subscriptions	1,440	1,468	0	0.00
Telephone / Internet	300 *	605	130	43.33
Training / Conferences	1,000	95	0	0.00
Travelling & Subsistence	100	57	6	6.00
Sub-Total	53,729	39,418	5,279	9.83
Gifts and Donations	50	50	0	0.00
Grants	2,645	0	730	27.60
Maintenance / Caretaker	0	3,884	0	-
Neighbourhood Plan	6,600	6,335	249	3.77
Projects	144	1,216	39	-
Town Crier	50	35	0	0.00
Website	1,200 *	1,200	1,285	107.08
Sub-Total	10,689	12,720	2,303	21.55
TOTAL	64,418	52,138	7,582	11.77
INCOME				
Precept	50,723	50,222	50,723	100.00
Discount Grant	3,390	4,051	3,390	100.00
Fair	1,375	2,000	0	0.00
Hire of Halls	840	0	0	0.00
Interest	220	238	3	1.36
Neighbourhood Plan Grant	3,600	700	0	0.00
Other	0	81	0	-
TOTAL	60,148	57,292	54,116	89.97
SURPLUS / DEFICIT (-) FOR YEAR	-4,270	5,154	46,534	
RESERVES RELEASED				
Grants	1,270			
Neighbourhood Plan	3,000			
TOTAL	4,270			

* Subject to communications review

Discretionary Policies on Pensions

The pension regulations have certain sections where the employer is allowed to adopt terms of his own choosing. Although they are relatively unimportant, the Council is obliged to decide on its own choice of policies. This process has taken a long time to complete, partly I understand because changes were made to the provisions along the way.

Because I (and the Admin. Assistant) are contributors to the Dorset County superannuation scheme I have declared a pecuniary interest and left it to the Assistant Clerk (not a member of the scheme) to guide members. Consequently I am not as familiar with the changing conditions as perhaps I should be and have to rely on the file of notes left by Mrs Hamblin.

What I take to be the latest documents relating to the decisions reached by members to date follow overleaf.