

PORTLAND TOWN COUNCIL

Council Offices
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31st July 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **POLICY & RESOURCES COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 7TH AUGUST 2019** commencing at **10.30 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

Karon McFarlane
Town Clerk

Membership:
Cllrs Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Policy and Resources Meeting Held on 3rd July 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Finance**
 - a. Payments for authorisation (JD)**
 - b. Items for pre-approval (JD)**
 - (i) Legionella costs for toilets**
 - c. Budget update (WL)**
- 7. Procurement**
- 8. Policy**
 - a. To discuss the lower procurement level which is at present £150 (JD)**
 - b. Contribution towards optician fees and glasses**
- 9. Risk assessment**
 - a. Allotments (PR)**
- 10. Staffing**
- 11. IT and communications**
- 12. Closure of Council Tax specific reserve (JD)**
- 13. Disposal of financial documentation (WL)**
- 14. To discuss and set a budget for Events capital expenditure (AT)**
- 15. Utilities contract (JD)**

- 16. The Committee's next meeting is scheduled to take place on 4th September 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**

PORTLAND TOWN COUNCIL

POLICY & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 3rd JULY 2019 AT 10.30 AM

PRESENT: Cllr's Draper, Thurston, Cocking, Roper, B. Parkes and C. Parkes

IN ATTENDANCE: One member of the public

1. Apologies for Absence

Cllr's Lewis and Hughes sent apologies.

2. Declarations of Interests

No interests were declared.

3. Minutes of the Policy and Resources Meeting Held on 5th June 2019

The minutes were signed by the Chairman as a true and accurate record of the meeting.

4. Minute Update and Matters Arising

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|----------|---|
| Item 7a | It was confirmed that all payments had been processed. |
| Item 7c | Cllr. Roper confirmed allotment budget was in progress. |
| Item 8b | Cllr. Roper had met with Mr Darby regarding Officer's Field goalposts. |
| Item 9 | Financial risk assessment to be discussed at Full Council. |
| Item 11 | Cllr. Cocking requested that the Assistant Clerk and Community Venue Coordinator obtain their DRB as soon as possible due to an upcoming event. |
| Item 12a | SIM cards were being purchased for the phones. |
| Item 12d | Old IT has been identified and is to be cross checked with asset register. |

5. Public Participation

There were no comments from the public.

6. Finance

- a. Payments for authorisation
A total of £ 14042.24 over 12 items was authorised.
- b. Items for approval
There were no items for preapproval.
- c. Budget update
**The RFO briefed on all lines on the budget. He confirmed that the spend sat at 20.74%, well within budget.
Councillors had no questions on the Q1 budget report.**

Cllr. Cocking commented that it had been reported that the lights were on overnight at Portland Bill toilets.

The Town Clerk would investigate this.

She also mentioned that new signage was needed at the Car parks.

Cllr. Draper confirmed he was looking at options.

7. Procurement

a. New window for Town Council Office

Approval was given up to £500 from facilities budget.

b. New storage shed for Burial Ground

Approval was given up to £2000 from equipment budget.

8. Policy

There were no items to discuss.

9. Risk assessment

a. Allotments

b. Play Parks

c. Burial Ground

All assessments were under review and would be brought back to committee next time.

10. Staffing

The Chairman welcome the permanent appointment of Mr Lewin as the Responsible Finance Officer.

11. IT and communications

a. Purchase of tablets for Councillors use at meetings

It was suggested that the IT & Comms working group investigate free standing screens as well as tablets for Council meetings.

It was also requested that microphones be looked at to improve the acoustics in the Main Hall.

It was agreed to look again at all options before committing any finance.

12. Subscription to Amazon Prime (WL)

It was agreed to continue with Amazon Prime until a more suitable option is suggested.

13. Electronic Accounting (JD)

It was noted on audit that the turnover of the Council going forward exceeds £200K and so it would be necessary to use an electronic based system. within two years from April 2019

The Council agreed to the Sage package and the RFO to present which packages are available.

Further to this, the RFO was to run parallel accounts from 1st January 2020 with a go live date of 1st April 2020.

14. The Committee's next meeting is scheduled to take place on 7th August 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.

There being no further business the meeting closed at 11.40 hours.

Signed Date.....
(Chairman)