

## PORTLAND TOWN COUNCIL

### FINANCE & PROJECTS COMMITTEE MINUTES OF THE SPECIAL MEETING HELD ON WEDNESDAY 23RD FEBRUARY 2011

**PRESENT:** Councillors Mrs E. Munro-Price (Chair), N. Charlton, M. Gosling, T. Munro, I. Munro-Price, R. Paisley and D. Thurston.

**IN ATTENDANCE:** Ian Looker (Town Clerk).

#### **1053 – APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Mrs S. Bradley, Mrs J. Collinge, R. Hughes and Mrs S. West.

#### **1054 – DECLARATIONS OF INTEREST**

There were none.

#### **1055 – MINUTES OF THE MEETINGS HELD ON 15<sup>TH</sup> DECEMBER 2010 AND 16<sup>TH</sup> FEBRUARY 2011**

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

#### **1056 – MINUTE UPDATE AND MATTERS ARISING**

There were no matters arising.

#### **1057 – INQUORATE FINANCE AND PROJECTS COMMITTEE, 15<sup>TH</sup> DECEMBER 2010**

##### **a) Minute 1037 – Portland Flag**

It was agreed to discuss the recommendation under agenda item 11.

##### **b) Minute 1038(a) – Payments for Authorisation**

Cllr. Munro argued that because the schedule of invoices on 15<sup>th</sup> December had not received formal approval the Clerk had made unauthorised payments.

It was proposed by Cllr. Thurston, seconded by Cllr. Paisley and **RESOLVED** – that the schedule of invoices (cheque refs. 2482 – 2495) in the sum of £2,572.81 including VAT be authorised for payment.

Cllr. Munro requested that it be minuted that in his opinion it was an unfortunate incident driven by the Clerk in the best interests of the Council and the other countersignatories had probably acted without full consideration of the process. Greater importance should be given by officers to approval of accounts, not regarding it as a rubber-stamping exercise and observing the usual process of consulting with the Mayor, Deputy Mayor and Chair of Finance & Projects Committee, if available, otherwise other Councillors.

The Clerk pointed out that six members of the Council had recommended the schedule of invoices for payment at the December meeting without any queries or reservations. In his view not to have paid the invoices, but waiting a month for the

schedule to come to the Town Council (when it was actually deferred) would have been irresponsible. He queried the existence of the procedure referred to by Cllr. Munro of which no other Councillor seemed aware. Cllr. Munro said the procedure had been agreed either in his time as Mayor or his predecessor, Cllr. Tim Woodcock.

**c) Minute 1039(b) – 2010/11 Financial Report to 29<sup>th</sup> November 2010**

It was proposed by Cllr. Thurston, seconded by Cllr. Paisley and **RESOLVED** – that the report be accepted.

**d) Minute 1040 – West Weares Play Area**

It was proposed by Cllr. Ian Munro-Price, seconded by Cllr. Thurston and **RESOLVED** – that under current financial constraints the Council should not make a contribution.

**e) Minute 1041 – Council Grants, 2010/11**

Cllr. Munro said he thought it was reasonable that small organisations with limited financial resources, like the Boscawen Club, should not have to provide an audited copy of their accounts.

It was proposed by Cllr. Munro, seconded by Cllr. Paisley and **RESOLVED** – that the Clerk write to the Boscawen Lifesaving & Rescue Club, saying that the Council had twice requested a printed copy of its accounts without receiving a response. In that circumstances the Council could not provide a grant this year but suggested that the Club re-apply in the new financial year.

**1058 – FINANCIAL MATTERS**

**a) Payments for Authorisation**

It was proposed by Cllr. Paisley, seconded by Cllr. Thurston and **RESOLVED** – that the schedule of invoices (cheque refs. 2459 and 2509 – 2521) in the sum of £12,868.23 including VAT be authorised for payments.

**b) 2010/11 Financial Report to 31<sup>st</sup> January 2011**

It was proposed by Cllr. Thurston, seconded by Cllr. Munro and **RESOLVED** – that the report be accepted.

**1059 – STONE BENCHES IN UNDERHILL**

Cllr. Munro advised that the County Council planned to move the bus stop in Castle Road a short distance away from the stone bench, so that the new shelter due to be provided did not prevent prams etc. from being able to pass by on the pavement.

**1060 – 2012 MEDALLIONS**

Cllr. Elspie Munro-Price explained that her intended contact for supplying sailing photographs, the yachtsman Simon Hiscock, would be returning home on 1<sup>st</sup> April after several months competing abroad. It then should be possible to progress the project.

**1061 – ADMINISTRATIVE ACCOMMODATION**

Members discussed the condition of the Mayor's Parlour. It was proposed by Cllr. Munro, seconded by Cllr. Paisley and **RESOLVED** – that the Mayor's Parlour be

heated and ventilated regularly by opening the windows. It was proposed by Cllr. Charlton, seconded by Cllr. Paisley and **RESOLVED** – that the same procedure be adopted in the Council Chamber.

The Clerk was asked to obtain costings from the Borough for the cost of modification of the Council Chamber, Mayor's Parlour and upper ground floor Reception for use as office accommodation.

It was proposed by Cllr. Elspie Munro-Price, seconded by Cllr. Ian Munro-Price and **RESOLVED** – that a group of members comprising Cllrs. Elspie and Ian Munro-Price and Charlton liaise with staff and look at way the administrative office operates.

#### **1062 – COUNCIL FUNDS**

It was proposed by Cllr. Paisley, seconded by Cllr. Charlton and **RESOLVED** – that £20,000 be applied as a fixed-term investment with Lloyds TSB for one year at a rate of 1.50% interest.

#### **1063 – PORTLAND FLAG**

The Clerk advised that a further set of prices had been obtained and it was hoped a full set of comparative figures would be available for the Town Council meeting on 16<sup>th</sup> March.

#### **1064 – GRIT BINS**

Cllr. Munro explained the background to the issue, in particular the ambiguity of the Borough and County's responsibility in ensuring that roads (and pavements) on the Island were gritted sufficiently in cold weather.

It was proposed by Cllr. Elspie Munro-Price, seconded by Cllr. Paisley and **RESOLVED** – that Cllrs. Munro and Ian Munro-Price determine the extent of the Borough's responsibility in the matter and report back to the next Finance & Projects Committee meeting.

#### **1065 – STREET NAMING**

It was proposed by Cllr. Thurston, seconded by Cllr Elspie Munro-Price and **RESOLVED** – that the suggested names of Pennsylvania Close and Pennsylvania Way be accepted.

#### **1066 – PROJECTS AND OTHER ISSUES (by exception)**

##### **a) Council Website**

Cllr. Ian Munro-Price said that creating money-raising aspects to the website was an important part of its development, but he had not had enough time yet to look at these in detail. He felt that development of the website in this direction was going to be time-consuming and he wondered if any councillor had the time to dedicate to it.

##### **b)(iii) Youth Council**

Cllr. Elspie Munro-Price expressed her regret that it had not been possible so far to develop a strategy for reviving the Youth Council.

**1067 – DATE OF NEXT MEETING**

The Chair advised members that the next meeting of the Committee would take place on Wednesday, 20<sup>th</sup> March 2011, commencing at 7.00 pm.

The meeting ended at 9.15 pm.

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