

## PORTLAND TOWN COUNCIL

### EXTRAORDINARY FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY 31<sup>st</sup> OCTOBER 2018 at 10.30 AM

**PRESENT:** Councillors Susan Cocking (Chairman), Ray Nowak, Jim Draper and Charlie Flack

**IN ATTENDANCE:** One member of the public

**261. Apologies for Absence**

Cllr. Atwell sent apologies.

**262. Declarations of Interests**

None were declared.

**262. Minutes of the Finance Meeting Held on 03<sup>rd</sup> October 2018**

These were agreed as a true record of the meetings and signed by the Chairman.

**263. Minute Update and Matters Arising**

It was confirmed that the hand rails would not be installed at the present time (255). The blinds were booked for the 13<sup>th</sup> November. Removals booked for the 19<sup>th</sup> November.

**264. Public Participation**

There were no comments from the public.

**265. Portland Community Venue matters for approval or authorisation**

The committee discussed the merits of VoIP phones.

**It was agreed to proceed with these on the basis of staff being able phones independently. Cost of £10.99 per month.**

The committee agreed in principle to a new desk top and lap top.

**However, it was agreed that further costings were required to establish best value for money. Office staff to look into this further.**

Two quotes had been received for a new front entrance carpet.

**It was agreed to go with Crosby carpets based on price and availability. A 50% deposit was requested and approved.**

The Clerk confirmed a tonne bag of salt had been procured.

Cllr Nowak agreed to confirm the date of leaving the Easton offices and confirm that no further rent be paid in exchange for the installed heating system.

**266. Employment of a cleaner for PCV**

It was agreed to employ the cleaner for 5 hours per week on SCP 10, moving to new SCP 3 on 01<sup>st</sup> April 2019.

Interviews to take place towards the end of November 2018.

**267. Payments for approval**

The following payments were approved and authorised for payment:

CRC Building and Carpentry	BACS	<b>473.00</b>
C&N Electrics	BACS	<b>2,390.40</b>
Sue Thomason	BACS	<b>48.00</b>
Charles Flack	BACS	<b>1,000.00</b>
Lawrence McCarthy Ltd	BACS	<b>435.00</b>
D&B Mechanical Ltd	BACS	<b>21,454.36</b>
D&B Mechanical Ltd	BACS	<b>1,408.76</b>
AHGTC	BACS	<b>35.00</b>

**268. Tax rebates**

The Clerk confirmed that VAT and NI rebates totalling £9203.73 had been received.

**It was agreed that the funds should remain as a specific reserve for transparency reasons. At the end of the financial year the monies be transferred to the general reserve.**

**It was also agreed to pay staff the relevant NI rebate less costs incurred for officer time.**

**269. Precept discussion**

A few minor amendments were made to both the 2019/20 Precept figures and the LGR budget.

**It was agreed to present these to Full Council as a draft proposal.**

**270. The Committee's next meeting is scheduled to take place on Wednesday, 28<sup>th</sup> November at the Council Offices, Portland Community Venue, Fortuneswell starting at 10.30 am.**

The meeting closed at 12.15 hours.

Signed ..... Dated .....  
(Chairman)