

PORTLAND TOWN COUNCIL

FINANCE & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD ON WEDNESDAY, 2ND JULY 2014

PRESENT: Councillors T. Munro (Chair), R. Hughes (ex officio), A. Matthews and Mrs S. Reynolds.

IN ATTENDANCE: Ian Looker (Town Clerk), together with Councillors G. Chadwick and R. Denton-White.

4 – CHAIRMAN OF THE COMMITTEE

From the chair Cllr. Tim Munro suggested it would be best if full chairmanship of the Committee be deferred to the next Town Council meeting. This was agreed.

5 – RECORDING OF MEETINGS

It was proposed by Cllr. Munro and **RESOLVED** – that mindful of Standing Order 65 the audio recording of the meeting be permitted. (For: 4 votes, Against: 0 votes, Abstentions: 0 votes.)

6 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Mrs S. Bradley, I. Munro-Price, R. Nowak and R. Wild.

7 – DECLARATIONS OF INTEREST

There were none.

8 – MINUTES OF THE MEETING HELD ON 18TH JUNE 2014

The minutes of the meeting were formally agreed and signed. (4-0-0)

9 – TERMS OF REFERENCE OF FINANCE & RESOURCES COMMITTEE

A discussion ensued about how the Committee would operate. Cllr. Munro thought the Committee would direct the appropriate Sub-Committee to consider or recommend to the Committee. The Committee would make a decision if the terms of reference permitted, but otherwise the issue would pass to the Full Council with the Committee's own comments. It was proposed by Cllr. Munro and **RECOMMENDED** – that the Council adopt para 3 of the Draft Terms of Reference. (3-0-1)

Cllr. Munro referred to the general issue of staffing matters, that committee papers relating to them should be confidential.

Regarding para 1 of the Draft Terms Cllr. Munro offered a definition, that matters circumscribed within a budget should be dealt with by Finance & Resources, those outside a budget or of a political nature by full Council.

It was proposed by Cllr. Munro and **RECOMMENDED** – that the Council adopt paras 1 and 2 of the Draft Terms of Reference. (4-0-0)

10 – OPERATION OF COMMITTEE

There was no discussion.

11 – SUB-COMMITTEES

It was proposed by Cllr. Munro and **RESOLVED** – that it be left to the sub-committee chairmen to determine the frequency of meeting, but bearing in mind Finance & Resources meeting dates. (4-0-0) It was recognised that the decision might need tweaking in the light of experience.

Concerning the initial tasks of each sub-committee Cllr. Munro thought that HR / IT should conduct a review of the Council's website and provide a report, plus give consideration to the likely use of Facebook.

Events & Tourism should compile a calendar of events, including Fairs, and report back.

It was proposed by Cllr. Munro and **RECOMMENDED** – that negotiations with the Fair operators become the responsibility of the Finance & Resources Committee. (4-0-0)

Following a question from the Clerk, it was suggested that Councillors with specific ideas for a Sub-Committee should be given the opportunity to present them to the committee, with the possibility of being co-opted to help see them to fruition.

The Mayor's charity events should still be organised by the Mayor, with help and advice from Events & Tourism if he so wishes.

Cllr. Munro advocated the need of the Grants Sub-Committee to seek incoming grants, besides reviewing the Council's grant-given process.

From the chair Cllr. Munro urged the need to provide Finance & Resources with written reports, however brief. It was proposed by him and **RECOMMENDED** – that Council adopt paras 4 to 7 of the Sub-Committee Terms of Reference, para 3 having already been approved at the meeting. (4-0-0)

12 – FINANCIAL MATTERS

a) Payments for Authorisation

Cllr. Munro opposed the payment of the annual subscription to the Open Spaces Society as a political group. He therefore proposed and it was **RESOLVED** – that the schedule of invoices (cheque refs. 3049, 3103 – 3117 and 3119 – 3122) in the sum of £7,322.44 including VAT be approved. (4-0-0)

b) 2014/15 Financial Report to 31st May 2014

RESOLVED – that the report be accepted. (4-0-0)

c) Internal Auditor's Report, 2013/14

RESOLVED – that the report be deferred to the Budget and Investment Sub-Committee for detailed consideration. (4-0-0)

13 – EVENTS SUB-COMMITTEE

There was no further discussion.

14 – COUNCIL BUDGET, 2015/16

The recommending of a procedure by which the budget is determined was recognised as the first task of the Budget & Investment Sub-Committee.

15 – HUMAN RESOURCES & IT SUB-COMMITTEE MEETING, 7TH MAY 2014

a) Staffing

The Clerk advised that neither of the two individuals suggested to review the Council's working practices would be willing to do it. Cllr. Munro suggested the Borough Council be approached to carry out the task.

It was proposed by Cllr. Matthews that the HR / IT Sub-Committee's report be noted and that the Borough and the SLCC's list of locum clerks be considered to carry out the review. This was **LOST** on the casting vote of the Chair. (2-2-0)

b) IT

It was agreed that the request for a new pc for the Admin. Assistant be noted and referred to the Town Council. Meanwhile Cllr. Chadwick will review purchase and operating options.

16 – COUNCIL GRANTS, 2014/15

This matter had been covered under Agenda Item 6(c), Minute 11.

17 – DATE OF NEXT MEETING

The next scheduled meeting of the Finance & Resources was due to take place on Wednesday, 20th August 2014, at commencing at 7.00pm.

The meeting ended at 10.10 pm.

Signed Dated
(Chair)