

PORTLAND TOWN COUNCIL

FINANCE & RESOURCES COMMITTEE MINUTES OF THE MEETING HELD ON WEDNESDAY, 20TH AUGUST 2014

IN THE PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE

PRESENT: Councillors T. Munro (Chair), Mrs S. Bradley, G. Chadwick, A. Matthews, I. Munro-Price, R. Nowak, Mrs S. Reynolds and R. Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Cllrs. Denton-White and Lees, together with three members of the public.

18 – ORDER OF BUSINESS

Cllr. Munro criticised the order of business on the grounds that as Deputy Chair and with no Chair appointed it was appropriate for him to take the chair and the appointment of a Chairman dealt with later in the agenda.

Cllr. Munro also proposed and it was **RESOLVED** – that with respect to Standing Order 65 permission be granted for the meeting to be recorded. (For: 8 votes, Against: 0 votes, Abstentions: 0 votes.)

19 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. R. Hughes.

20 – DECLARATIONS OF INTEREST

There were none.

21 – APPOINTMENT OF CHAIR AND DEPUTY CHAIR

Cllr. Chadwick proposed Cllr. Bradley as Chair. Cllr. Munro was proposed by Cllr. Munro-Price, but declined because he thought committee procedures were being subverted.

It was agreed without a vote that Cllr. Bradley be appointed Chair of the Committee. Cllr. Munro continues as Deputy Mayor.

(Cllr. Bradley in the Chair.)

22 – MINUTES OF THE MEETING HELD ON 2ND JULY 2014

a) Minute 11, para 2

Cllr. Munro expressed concern that the Finance & Resources Committee was being by-passed in the decision-making process. Cllrs. Chadwick and Matthews disputed that this was the case.

The minutes of the meeting were formally agreed and signed as an accurate record. (5-0-3)

23 – MINUTE UPDATE AND MATTERS ARISING

b) Minute 15(a) Staffing

Cllr. Munro asked what stage the staffing review had reached. Cllr. Matthews said the Borough Council had declined to carry out the review and meanwhile others had been approached, which he would expand on under the agenda item.

c) Minute 15(b) IT: New Computer

Members discussed the purchase of a computer and the process to be followed. The Clerk said three quotations had been submitted but one remained incomplete over the software elements. Cllr. Chadwick undertook to pursue the matter.

24 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the schedule of invoices (cheque refs. 3123, 3135 - 3147) in the sum of £4,143.04 including VAT be approved. (8-0-0)

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

Cllr. Matthews commented that the Neighbourhood Plan grant income figure would be higher, depending on how last year's grant figure was allocated.

Following a query from Cllr. Munro-Price the Clerk was asked to find out the Borough why this year's precept had been paid in two instalments.

RESOLVED – that the report be accepted. (8-0-0)

25 – EVENTS & TOURISM SUB-COMMITTEE MEETING, 16TH JULY 2014

a) Gardening Competition 2015

After discussion of this year's competition and possibilities for next year's it was proposed by Cllr. Nowak and **RESOLVED** – that the Events Sub-Committee be asked to reconsider all aspects of the Gardening Competition for next year and report back to the Finance & Resources Committee. (7-0-1)

b) Ceremony of the Keys, 2014

It was proposed by Cllr. Chadwick and agreed without a vote that this year's event goes ahead with a request that next year the Events Sub-Committee be given earlier notice.

26 – HUMAN RESOURCES & IT SUB-COMMITTEE MEETING, 6TH AUGUST 2014

Members considered the use of Facebook in particular and that a Council Facebook page had been set up without prior agreement. Cllr. Chadwick explained that he would be training the staff in the use of Facebook. It was proposed and **RESOLVED** – that Cllr. Chadwick be the Council's Communications Co-ordinator and that he liaise with the Clerk in making public announcements.

27 – STAFFING REVIEW

Cllr. Matthews reported that the Human Resources Sub-Committee had agreed to approach three consultant candidates, asking them to submit quotations by 1st September. Each had been provided with a package of information about the Council, which include the risk assessment and last year's internal audit report.

Additional information had been sought from the candidates on their proposed review process in order to assist the Council in making a decision.

28 – ISLAND CARETAKER

Cllr. Wild opened the discussion by outlining some of the questions to be resolved before appointing a new Caretaker. Members were concerned to clarify responsibilities with other organisations involved in the type of work carried out by the Caretaker. The Clerk was asked to write to Cllr. Spencer Flower of Dorset County Council on the subject and other organisations.

29 – WEST WEARES

It was proposed by Cllr. Chadwick and **RESOLVED** – that the Council consult the Environment Agency regarding grass-cutting at West Weares and then, dependent upon the response, take steps to appoint a contractor to carry out the necessary work. (8-0-0)

30 – COUNCIL BUDGET & PRECEPT, 2015/16

Members had before them a motion submitted by Cllr. Nowak. Amendments were made to the motion as follows:-

Para 2: "... from a zero% increase upwards." deleted

Para 3: after "... Working Group" insert "by 15th September"

Para 5: amend "October" to "November"

The amended motion was then **RESOLVED:-**

that Finance & Resources Committee starts to prepare a draft budget for full Council to consider, as follows.

The Budget Working Group in September will consider detailed options and report back to Finance & Resources. The Working Group should consider a range of options for the 2015/16 precept.

Any member of Council can put forward ideas to the Budget Working Group by 15th September as to reductions, improved services or changes to the current budget to maintain the function and service of the Town Council.

F & R will consider the report from the Working Group and agree or amend as it thinks best. This will then become a public document as a draft budget for consultation via the website, Facebook and an open meeting to discuss the implications of such a precept.

The consultation shall take place during November 2014, dates to be confirmed.

Following the consultation F & R will discuss the findings and set a final draft budget for adoption by full Council in January. (8-0-0)

31 – DATE OF NEXT MEETING

The next meeting was scheduled to take place on Wednesday, 15th October 2014, commencing at 7.00pm.

The meeting ended at 9.35 pm.

Signed Dated
(Chair)