

**PORTLAND TOWN COUNCIL**  
**FINANCE COMMITTEE**  
**MINUTES OF THE MEETING**  
**HELD IN THE COUNCIL OFFICES**  
**ON WEDNESDAY, 28<sup>TH</sup> JUNE 2017**

**PRESENT:** Councillors Susan Cocking (Chairman) (from 11.15 am), Jo Atwell, Jim Draper, Charlie Flack and Ray Nowak

**IN ATTENDANCE:** Ian Looker (Town Clerk), Andy Matthews (Neighbourhood Plan Working Group) and one member of the public

Cllr. Flack in the chair.

**13 – APOLOGIES FOR ABSENCE**

All members were present.

**14 – DECLARATIONS OF INTEREST**

There were none.

**15 – MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> JUNE 2017**

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

**16 – MINUTE UPDATE AND MATTERS ARISING**

**Minute 9(d) – Health and Safety Services**

The Clerk requested that the quotation received be discussed as an agenda item at the next meeting in order to identify the specific services required.

**17 – PUBLIC PARTICIPATION**

Paul Snow spoke regarding Agenda Item 9 – Assistant Clerk, expressing his concern at the financial impact of appointing more staff.

**18 – COMMUNITY BUS**

In the absence of Cllr. Cocking this item was deferred till later in the meeting.

**19 – SMALL CLAIMS**

Cllr. Flack undertook to provide a breakdown of the costs involved for the next Town Council meeting.

(Cllr. Cocking joined the meeting.)

**20 – BANK ACCOUNTS**

Cllr. Cocking agreed to produce a written report of options for opening a new bank account.

## **21 – COMMUNITY BUS**

Cllr. Cocking reported on a meeting with Cllr. Wheller. They had discussed a number of options, including school buses unemployed between 10.00 am and 2.30 pm and during school holidays, linking with Island Community Action and season tickets. It was thought that further investigation was needed.

## **22 – ASSISTANT CLERK**

It was agreed to discuss this item in private.

## **23 – MEETING DATES**

The following dates were agreed for the Committee:-

16<sup>th</sup> August  
6<sup>th</sup> September  
4<sup>th</sup> October  
1<sup>st</sup> November  
13<sup>th</sup> December  
10<sup>th</sup> January 2018  
31<sup>st</sup> January  
28<sup>th</sup> February  
4<sup>th</sup> April  
2<sup>nd</sup> May

The meetings would normally start at 10.30 am.

## **24 – GRANTS POLICY AND PROCEDURES**

It was agreed that a condition be added that an organisation awarded a grant should provide a report to the Town Council on how their grant-aided project had achieved its aims. It was also agreed to add a condition that a representative of an organisation seeking a grant should attend the meeting to award grants in order to answer any questions the Council might have.

The Committee requested that the part of Corsham Town Council's Grants Policy quoted in the agenda paper should be presented to Full Council for further consideration in the revised order of paragraphs 4, 3, 1 and 2.

## **25 – INTERNAL AUDIT, 2016/17**

The auditor's final report was received.

## **26 – ANNUAL RETURN, 2016/17**

Members considered the detail in the Return and associated documents. Cllr Nowak will speak to the auditor about the current values set for the Council's assets.

## **27 – EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** - that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item 9 – Assistant Clerk by reason of the confidential nature of the business to be transacted.

**28 – ASSISTANT CLERK**

**RESOLVED** – that the Committee advise Full Council that if it were to approve the recommendation of the Staffing Committee to appoint an Assistant Clerk the cost in 2017/18 should be paid from the Contingency budget and in 2018/19 would require a precept rise in the region of £2.07 Band D equivalent.

**29 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Wednesday, 16<sup>th</sup> August 2017, starting at 10.30 am.

The meeting ended at 12.30 pm.

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