

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 10TH JANUARY 2018

PRESENT: Councillors Susan Cocking, Jim Draper and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk)

116 – CHAIRMAN

RESOLVED – that Cllr Cocking chair the meeting.

117 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jo Atwell and Charlie Flack.

118 – DECLARATIONS OF INTEREST

There were none.

119 – MINUTES OF THE MEETING HELD ON 13TH DECEMBER 2017

Minute 113 – Outstanding Invoices

Minute 114 – Assistant Clerk

The first sentence was deleted. With this amendment the minutes were formally agreed and signed as a correct record.

120 – MINUTE UPDATE AND MATTERS ARISING

a) Minute 106(a) – Outstanding Invoices: SSE

The Clerk reported that Turrell would be checking the power supply at the house next to the Offices on 12th January.

b) Minute 111 – Legal Assistance Regarding Reorganisation

The Clerk was asked to circulate the Community Partnership's consultation submission to the other members of the Council.

121 – PUBLIC PARTICIPATION

No members of the public were present.

122 – 2017/18 FINANCIAL REPORT TO 31ST DECEMBER 2017

It was agreed that the report be received.

123 – BUDGET AND PRECEPT, 2018/19

RECOMMENDED – that the Contingency budget be increased to £7,400, HR Support increased to £2,600, Landscape Maintenance reduced to £5,000 and Reserves Released – Contingency inserted at £5,000.

It was further **RECOMMENDED** – that Council accept a quotation for a three-year Health & Safety fixed fee service of £1,100.

124 – CENTENARY FIELDS: NEW GROUND

RECOMMENDED – that Council support the Fields in Trust Initiative and write to the Borough welcoming an indication to transfer the property.

125 – VAT INVOICES

RECOMMENDED – (1) that Council only pursue VAT for invoices over £50, if not supplied immediately and (2) that the Clerk be provided with a pre-paid card for goods purchased on the internet with a limit of £500.

126 – CLEANING CONTRACT

RECOMMENDED – that the Council invite quotations for cleaning services on an initial one-year contract.

127 – RISK ASSESSMENT, 2017/18

It was agreed to add “Shelters and Seats” to this year’s assessment. Cllr Draper will contact the Community Partnership for clarification on items at West Weares. A meeting to carry out the assessment will be arranged in February.

128 – TELEPHONE LINES

No quotations had been received to date.

129 – WINDOW WANDERLAND

RECOMMENDED – that Council donate £10 to the project.

130 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 31st January 2018, starting at 10.30 am.

The meeting ended at 12.00 am.

Signed Dated
(Chair)