

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY, 14TH JUNE 2017
IN THE COUNCIL OFFICES, EASTON

PRESENT: Councillors Susan Cocking, Charlie Flack and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk), and one member of the public

1 – ELECTION OF CHAIRMAN

RESOLVED – that Cllr. Cocking be appointed Chairman of the Committee for 2017/18

It was also **RESOLVED** – that Cllr. Flack be appointed Deputy Chairman of the Committee for 2017/18.

2 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jo Atwell and Jim Draper.

3 – DECLARATIONS OF INTEREST

There were none.

4 – NOTES OF THE MEETING HELD ON 3RD MAY 2017

No notes had been provided.

5 – MATTERS ARISING

There were none.

6 – PAYMENTS FOR AUTHORIZING

RESOLVED – (1) that the payment to Andy Matthews in respect of the Neighbourhood Plan be approved, (2) that the payment to Zurich Municipal be approved on the basis of a five-year long term agreement gaining 10% discount on the premium, (3) that the whole schedule of invoices as stated (including cheque refs. 300128 – 300130) in the sum of £9,101.38 including VAT be authorised for payment.

7 – TERMS OF REFERENCE

The Clerk had not yet been able to provide a draft, so the issue was deferred.

8 – COMMUNITY BUS

Cllr. Cocking said she was due to meet Cllr. Wheller about the provision on the following day. A company was being approached to run two small buses on the Island with a more frequent service than at present.

9 – UPDATES

a) Small Claim

Judgement had been entered. Cllr. Flack would look at the question of charging interest.

b) VAT Return

The 2015/16 return had been completed, but the 2016/17 was not yet started. The Clerk will report on progress at the next meeting.

c) Nationwide Building Society Account

The Committee requested a meeting with Mrs McGown be arranged.

d) Health and Safety Services

The Clerk reported on the approaches he has made so far and was asked to seek quotations from the companies he has contacted.

10 – INTERNAL AUDIT

Members received copies of the draft final report and **RESOLVED** – that the contents of the final report be noted.

11 – ASSISTANT CLERK

The Committee emphasised that it requires details of the Staffing Committee’s proposals with precise dates and costs.

12 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 28th June 2017, starting at 10.30 am.

The meeting ended at 11.10 am.

Signed Dated.....
(Chair)