

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 4TH OCTOBER 2017

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

IN ATTENDANCE: Ian Looker (Town Clerk)

69– APOLOGIES FOR ABSENCE

All members were present.

70 – DECLARATIONS OF INTEREST

Cllr. Nowak declared an interest as a trustee of both the Island of Portland Heritage Trust and Portland Museum.

71 – MINUTES OF THE MEETING HELD ON 12TH SEPTEMBER 2017

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

72 – MINUTE UPDATE AND MATTERS ARISING

a) Minute 61 – West Weares

Quotations have now been received.

b) Minute 65 – Artist Row

The letter has been sent, but no reply received.

73 – PUBLIC PARTICIPATION

No members of the public were present.

74 – 2017/18 FINANCIAL REPORT TO 30TH SEPTEMBER 2017

RESOLVED – that the report be accepted.

75 – ELECTRICITY CHARGES

The Clerk confirmed that a check meter had recently been installed.

76 – COMMUNITY BUS

Cllr. Cocking said she had been unable to progress this lately because of her domestic circumstances.

77 – WEST WEARES GRASS-CUTTING CONTRACT

The members considered the quotations received for additional work on the sculpture and **RECOMMENDED** – that a community work day be organised to carry out what was required.

78 – CLEANING CONTRACT

The Clerk has not been able to progress this because of other commitments. It was agreed to refer the contract when drafted to full Council rather than the Staffing Committee.

79 – CIVIC REGALIA INSURANCE

The Clerk had visited Good as Gold's premises and explained the Council's requirements. He will take the regalia there when an opportunity presents itself.

80 – ARTIST ROW AND LORD CLYDE TOILETS

The Clerk was asked to seek a reply from the Borough.

81 – REVIEW OF COUNCIL SERVICES AND STRATEGY

The Clerk was asked to check the progress made by the County in dealing with the transfer.

Members expressed an interest in the Council taking responsibility for Gooseberry Green. Cllr. Flack was asked to make enquiries.

It was agreed that Cllr. Draper would draft a list of the Council's "aspirations" for discussion at the next Town Council meeting.

82 – BUDGET, 2018/19

The following decision and recommendations were made:-

The Clerk was asked to substitute the % Increase column on the budget working paper with the Committee's proposed figures.

EXPENDITURE

Salaries	35,000
Advertising	300
Audit	1,000
Bank Charges	100
Civic Expenditure	1,100
Computer Equipment	300
Computer Software	300
IT Support	300
Contingency	4,000
Council Offices	12,324
Elections	4,000
Furniture & Equipment	700
Hire of Halls	900
Honorarium	100
Insurance	1,000
Legal Fees	600
Mayoral Allowance	1,000
Postage	400

Publications	0
Stationery	800
Subscriptions	1,700
Telephone / Internet	700
Training / Conferences	1,000
Travel & Subsistence	100
Sub Total	67,724
Cheyne Weares	0
Gifts and Donations	100
Grants	2,000
Landscape Maintenance	6,000
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan	3,000
Office Move	800
Projects & Events	4,000
Town Crier	50
Website	1,300
Sub Total	17,250
TOTAL	84,974

INCOME

Precept	80,374
Discount Grant	0
Compensation	0
Council Offices Rent	0
Fair	1,000
Hire of Halls Refund	0
Interest	200
Lottery-Funded Events	0
Lottery-Funded Facilities	0
Neighbourhood Plan Grant	3,000
Projects & Events	400
Sale of Office Furniture	0
TOTAL	84,974

It is **RECOMMENDED** – that publications be paid from a slightly enhanced stationery budget. The projects budget heading should be amended to include events, this to be reflected in an income heading also.

83 – VOLUNTEER CENTRE DORSET

RECOMMENDED – that the Council make a donation of £50 this year.

The Clerk was asked to check the Committee’s ability to authorise expenditure.

84 – COUNCIL GRANTS, 2017/18

It was agreed that the exact amount of event income to be added to this year’s grants budget figure needed to be determined.

(Cllr. Nowak withdrew from the meeting.)

RECOMMENDED – that the following grants be made:-

Portland Women’s Institute	£165
Westcliff on Wednesday	
Baby & Toddler Group	£200
Island of Portland Heritage Trust}	
Portland Museum Trust	} 1/3 of balance remaining
Portland Sea Cadets	}

(Cllr. Nowak rejoined the meeting.)

85 – COUNCIL TAX

The Clerk confirmed that the Council is liable for Council Tax.

86 – EXTERNAL AUDIT REPORT 2016/17

The Committee reviewed the errors referred to in the audit report.

87 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 1st November 2017, starting at 10.30 am.

The meeting ended at 1.00 pm.

Signed Dated
(Chair)