

PORTLAND TOWN COUNCIL

HUMAN RESOURCES & IT GROUP MINUTES OF THE MEETING HELD ON THURSDAY, 23RD OCTOBER 2014 AT THE COUNCIL OFFICES AT 1.00 PM

PRESENT: Councillors G. Chadwick (Chair), A. Matthews and R. Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

28 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Hughes.

29 – DECLARATIONS OF INTEREST

The Clerk declared a pecuniary interest in staff pensions.

30 – MINUTES OF LAST MEETING HELD ON 8TH SEPTEMBER 2014

The minutes of the last meeting were formally approved.

31 – MINUTE UPDATE AND MATTERS ARISING

No issues were raised.

32 – BUDGET AND PRECEPT, 2015/16

Cllr. Chadwick had received a quote of about £4,000 for a server system capable of hosting a website.

Budget figures were set for the following heads:-

Computer Equipment	£400
Computer Software	£300
IT Support	£200
Furniture & Equipment	£550
Hire of Halls	£840

Actions on Cllr. Matthews:-

- Obtain tariffs for annual website update.
- Review QuickBooks and Sage Accounts.
- Review risk software (with Clerk).
- Review anti-virus alternatives.

Action on Clerk:-

- Review other councils' back-up systems.

33 – SUPERANNUATION PAYMENTS (Additional Item)

The Clerk informed members that he had not yet started to apply superannuation payments to overtime payments, as is now required. He was asked to enact this procedure.

34 – DATE OF NEXT MEETING

The next meeting was scheduled for Tuesday, 25th November at 1.00 pm

The meeting ended at 1.45 pm.

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