

PORTLAND TOWN COUNCIL

Council Offices
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23rd May 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY 30TH MAY 2018** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Wayne Lewin
Interim Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Finance Meeting Held on 2nd May 2018**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Staff payroll payment dates**
- 7. Pre approval of invoices**
- 8. Closure of Nationwide account**
- 9. Authority for all staff to use Internet banking**
- 10. Authority for all staff to use Quick books**
- 11. Draft audit report**
- 12. 2018/19 Financial Report to 31st May 2018**
- 13. Payments for approval**
- 14. The Committee's next meeting is scheduled to take place on Wednesday, 4th July 2018, at the Council Offices, Easton, starting at 10.30 am.**

PORTLAND TOWN COUNCIL

FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON WEDNESDAY, 2ND MAY 2018 AT 10.30 AM

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

IN ATTENDANCE: Two members of the public and Andy Matthews (NP)

189 – APOLOGIES FOR ABSENCE

None were received.

190 – DECLARATIONS OF INTEREST

None were declared.

191 – MINUTES

a) Minutes of the Extraordinary Meeting Held on 3rd April 2018

These were not approved as Cllr. Draper (who was to arrive later) wished to update the Council on matters from those minutes.

b) Minutes of the Meeting Held on 4th April 2018

These were approved as a true record with one amendment as below:

179 – Delete loan and insert grant.

192 – MINUTE UPDATE AND MATTERS ARISING

Mr Matthews confirmed that a grant of £3000 had been awarded to matters involving the Neighbourhood Plan.

193 – PUBLIC PARTICIPATION

A question was asked as to when the extraordinary meeting agenda held on the 3rd April 2018 was published.

The Chairman confirmed that the statutory 3 full working days was given and the agenda published in the window of the Town Council offices. She also mentioned that the meeting was only about GDPR.

A further question was asked as to what the Town Council knew on DCC disposal of £950K worth of assets.

The Chairman stated that this was a matter for DCC and the individual should contact them.

194 – 2018/19 FINANCIAL REPORT TO 18TH APRIL 2018

The Clerk mentioned as this was the start of the new financial year that minimal expenditure had occurred. However, he confirmed the Precept had gone in.

Cllr. Draper arrived at the meeting

195 – BEACH

a) Public works loan

It was confirmed that the application had been made and that Cllr. Grieve had spoken to the case officer.

b) Grant application

It was confirmed the application had been made and a decision was due on 21st June 2018.

c) 3-year financial plan

It was confirmed that this had been completed and sent with the loan. This plan fluid and was being monitored.

d) Procurement process for works

It was agreed a further meeting needed to be held on this but in principle the quotes already received were fine. However, it was suggested, for openness, transparency and commercial reasons that those contracts over £10K should be advertised.

A project delivery team of 5 Councillors and 3 Members of the public was to be formed.

196 – COASTAL COMMUNITIES TEAM

It was noted that the bid had already gone in without a comment from the Town Council. It was agreed not to forward any recommendations until further information had been received. It was observed that in a principle a crossing was a good idea.

197 – WEST WEARES

The Committee were happy to recommend continuing with the current contractor.

CHEYNE WEARES

The Committee were happy to recommend continuing with the current contractor.

198 – RECRUITMENT OF THE NEW TOWN CLERK

It was agreed this was confidential and to be moved to the staffing committee.

199 – FREEDOM OF INFORMATION REQUESTS

It was agreed that the current policy should whilst waiting for further guidance on the new information and policy.

200 – EXCLUSION OF PRESS & PUBLIC

There was nothing to report.

191a – GENERAL DATA PROTECTION REGULATIONS

Cllr. Draper updated the Committee on GDPR.

It was agreed that minor correspondence should be deleted after 3 years.

It was agreed that major correspondence should be deleted after 7 years.

It was agreed that correspondence deemed important should be kept and archived at the Dorset History Centre.

201 – DATE OF NEXT MEETING

The Committee's next meeting is scheduled for Wednesday, 30th May 2018, at the Council Offices starting at 10.30 am.

The meeting ended at 11.20 am.

Signed Dated
(Chairman)