

## PORTLAND TOWN COUNCIL

### FINANCE COMMITTEE

#### MINUTES OF THE MEETING HELD AT THE PORTLAND COMMUNITY VENUE ON WEDNESDAY 28<sup>th</sup> NOVEMBER 2018 at 10.30 AM

**PRESENT:** Councillors Susan Cocking (Chairman), Jim Draper, Jo Atwell, Rob Hughes and Charlie Flack

**IN ATTENDANCE:** Two members of the public

#### **271. Apologies for Absence**

Councillor Nowak

#### **272. Declarations of Interests**

Councillor Cocking drew the meetings attention to the fact that one of the payments on the payment schedule was to her. She also confirmed that she had not presented any loyalty cards when purchasing the items and therefore had not incurred any financial gain.

#### **273. Minutes of the Extraordinary Finance Meeting Held on 31st October 2018**

These were agreed as a true record of the meetings and signed by the Chairman.

#### **274. Minute Update and Matters Arising**

a. The Chairman confirmed that a risk assessment had been carried out by a qualified HR Company and apart from the requirement to include a few stickers on doors the feedback had been very positive. To compliment the risk assessment, it was the intention to hold a full fire drill once the building was fully occupied.

b. With the exception of one room all of the blinds have now been fitted; the blinds for the remaining room are to be fitted tomorrow.

c. The new phone system is in and working and now allows for multiple calls both in and out.

d. The deposit for the new carpet in the entrance hallway has been paid and is due to fitted in early December.

#### **275. Public Participation**

a) Mr Vincent sought clarification on the published value of the precept. He made the point that the for 2019/20 there would be an additional 84 precept paying households (an increase in the tax base) which should in effect reduce the individual precept paid by each household.

Councillor Draper explained that the £83,000 quoted was what the Council believed would be the amount of money required to deliver the current level of services (excluding what would be required to deliver the services transferred under LGR). Once the tax base is known (Jan/Feb 2019) then the final precept value will be

calculated, which may result in a figure which is lower than the £23.52 currently being estimated.

b) Mr Snow also sought clarification on the LGR figures quoted in the precept document; he wished to understand how the figures quoted for the LGR element of the precept had been arrived at, as the Shadow meeting that he had attended had made no mention of costs.

Councillor Flack explained that he, Councillor Nowak and the interim Clerk had attended several meetings with the Borough Council and the figures quoted represented the current operating costs required to deliver the services being transferred.

## **276. Portland Community Venue matters for approval or authorisation**

a) The Chairman advised that the Assistant Town Clerk (ATC) was required to submit a planning application for the PCV signage. Whilst the action is with the ATC to start the planning process the finance committee were unsure of the final costs. Given that this is a specialist service no comparison of price is available. However, the Leader Grant included a budgetary sum of £800 specifically for signage.

**It was agreed to proceed with the planning application and to make available the necessary finance once known. Costs are to be attributed to the PCV.**

b) The Chairman advised that work to install the Community Hall kitchen is to start this week.

c) Councillor Thurston has been tasked with getting eight more sets (two per set) of keys for the PCV. One of the keys is a specialist security key and only available from one ironmonger in Dorchester. A quote has been received from Spiller for £95.90 with each specialist key costing £12.00. Given the high cost of the keys the Chairman has requested that for those organisations that require keys, a condition be included in their lease such that in the event that they are lost then they will be required to pay for replacements.

**It was agreed that a total budget of £150.00 be allocated for the supply of keys. Costs are to be attributed on a 50/50 basis between PCV and PTC Office Costs.**

d) The Chairman confirmed that income for the PCV was already being generated with the Youth Drop In centre starting this week along with the Lighthouse Church. With All Sorts nursery starting in January.

## **277. Employment of a Cleaner for PTC and PCV**

The Town Clerk advised that interviews for a cleaner had been undertaken and a candidate chosen. A condition of the Leader Grant was to generate employment, this condition is being partially fulfilled with the appointment of the Cleaner. The Cleaner is to be employed for five hours per week and will service both the Council Offices and PCV (excluding All Sorts nursery). The Town Clerk sought approval to proceed and make an offer of employment to the chosen candidate.

**Approval was given for the Town Clerk to proceed and make an offer to Mrs Pat Demuth. The costs for the cleaner are to be split on a 50/50 basis between the PCV and PTC Staff Costs.**

## **278. Window Cleaning at PVC**

Councillors Thurston and Flack are pursuing two further quotes for Window Cleaning for PCV (two have already been received) and this item will be discussed further once all quotes have been received.

## **279. Payments for Approval**

Payments for approval were presented totalling £16,349.82 as detailed below;

WPBC (PCV)	DD	<b>1,486.00</b>
Portland Removals	BACS	<b>480.00</b>
D&B Mechanical	BACS	<b>1,158.00</b>
Wessex Locksmiths Ltd	BACS	<b>75.76</b>
Easton Methodist Church	BACS	<b>50.00</b>
Sue Thomason	BACS	<b>36.00</b>
Cllr Sue Cocking	BACS	<b>43.82</b>
Zen Internet Limited	BACS	<b>50.40</b>
Zen Internet Limited	BACS	<b>0.66</b>
Blakes Chartered Surveyors	BACS	<b>1,000.00</b>
SWIT	BACS	<b>726.00</b>
GeoXphere	BACS	<b>468.00</b>
Lammings	BACS	<b>5,230.32</b>
Lammings	BACS	<b>1,550.40</b>
Lammings	BACS	<b>2,752.80</b>
Lammings	BACS	<b>1,145.76</b>
Spiller Dorchester	BACS	<b>95.90</b>

The following was noted:

- i. The Lammings' invoices have now been presented for the final retention amounts. All work has been certified by Buildings Control.
- ii. Geosphere mapping tool – As part of the neighbourhood plan it was agreed that we would have a mapping tool for which we have to pay an annual licence fee. To move to an alternative Company for the provision of this kind of service would cost in the region of £3k and we would lose all of the data that we have input. We will review it this year and determine whether appropriate for next year.
- iii. Blake's chartered surveyors – this invoice relates to the project management element of the work undertaken.

## **280. Redirection of Mail**

Royal Mail are currently quoting £490.00 for the re-direction of mail from the old Council Offices for 12 months (PTC is considered to be a business). Whilst this was considered to be expensive it was thought that given the sensitive nature of some of the information delivered to the Council Offices it would not be appropriate to take the risk and go for a shorter period.

**Approval was given for the Town Clerk to proceed with the re-direction of the mail for a 12-month period.**

**281. Future Events Budgeting**

The interim town clerk requested the Finance Committee to consider a process for agreeing individual budgets for future events. He wished to ensure that any future events have a defined budget as part of the planning process as he currently didn't feel that this happened. The Chairman stated that it was difficult to determine an exact budget without understanding what it had cost in previous years, however with two years' experience we should be in a better position to be able to understand the final costs.

**It was proposed that the costs for the Summer Fete and the Sparkle be gathered and brought back to the Finance Committee for further discussion on the generation of a protocol for future planning events.**

**269. Precept discussion**

The interim town clerk led a review of the both the 2019/20 Precept figures and the LGR budget. No amendments were tabled, and the 2019/20 Precept figures remain unchanged at Draft 9.

**It was agreed to present these to Full Council as a draft proposal.**

**270. The Committee's next meeting is scheduled to take place on Wednesday January 9th at the Council Offices, Portland Community Venue, Fortuneswell starting at 10.30 am.**

The meeting closed at 12.00 hours.

Signed ..... Dated .....  
(Chairman)