

PORTLAND TOWN COUNCIL

**FINANCE COMMITTEE
MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES
ON WEDNESDAY 03rd OCTOBER 2018 at 10.30 AM**

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

IN ATTENDANCE: Two members of the public and Katie Williams from the Dorset Echo

251. Apologies for Absence

Cllr. Hughes sent apologies.

252. Declarations of Interests

None were declared.

252. Minutes of the Finance Meeting Held on 05th September 2018

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

253. Minute Update and Matters Arising

There were no matters other than those on the agenda.

254. Public Participation

There were no comments from the public.

255. Portland Community Venue matters for approval or authorisation

It was agreed in principal to install hand rails on the slope to the main hall.

Cllr. Cocking would get a quote.

The locks were broken on some fire doors.

It was agreed to get these replaced.

Allsorts requested a sink in the baby room.

This was approved but at the cost of Allsorts.

There were many issues with the existing water heater including location of air vents, relocation and age.

It was unanimously agreed to purchase a new water heater at the cost of £1262

Cllr. Thurston provided two quotes were for new blinds.

It was unanimously agreed to go with Damers blinds at a cost of £1616.

Cllr. Cocking provided two quotes for new front doors.

It was unanimously agreed to go with Lammings at a cost of £1966.

Three quotes were provided for removals.

It was unanimously agreed to go with Portland removals at a cost of £480.

It was agreed to purchase a 1 tonne bag of salt at £60 for PCV.

Approval was given to buy a new industrial shredder at a cost not to exceed £500.

It was confirmed that the new photocopier had been ordered.

256. Authorisation of overtime and holiday pay

Cllr. Draper confirmed that any overtime must be approved in advance of payment. Holiday must be managed effectively, and holiday pay of no more than 5 days should be carried over or paid in lieu.

257. Precept discussion

Cllr. Draper wished to cap the Precept rise to around 2%. The latest proposal can be found at Annex A.

258. Payments for approval

The following were authorised and approved for payment:

| | | |
|------------------------------|-------|-----------------|
| WPBC (TC) | DD | 134.00 |
| WPBC (BEACH) | DD | 1,486.00 |
| Toshiba | DD | 42.13 |
| ADT | BACS | 490.19 |
| South West IT | BACS | 224.20 |
| St Johns Ambulance | BACS | 50.00 |
| Heights Hotel | BACS | 101.70 |
| Lobster Pot | BACS | 639.75 |
| Cllr. Sue Lees | BACS | 427.16 |
| | 30017 | |
| Portland Museum | 1 | 75.00 |
| West Dorset District Council | BACS | 238.80 |
| Choice Stationery | BACS | 20.11 |
| Bluebird Coaches | BACS | 325.00 |
| St. Georges Centre | BACS | 45.00 |
| Sue Thomason | BACS | 48.00 |
| J A Greaves | BACS | 2,625.00 |
| PKF Littlejohn | BACS | 360.00 |
| Consortium | BACS | 91.16 |
| St. Georges Centre | BACS | 22.50 |
| Blakes Surveyors | BACS | 2,300.00 |
| Consortium | BACS | 3.95 |
| Park Laundry & Dry Clenaing | BACS | 280.80 |
| SWIT | BACS | 1,030.90 |

259. 2018/19 Financial Report to 30th September 2018

The Clerk confirmed that expenditure was 42% of Precept expenditure and so therefore well within budget.

260. The Committee's next meeting is scheduled to take place on Wednesday, 28th November 2018, at the Council Offices, Easton, starting at 10.30 am.

The meeting closed at 12.15 hours.

Signed Dated
(Chairman)