

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
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8th May 2013

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held at **MASONIC HALL, VICTORIA SQUARE, PORTLAND** on **WEDNESDAY, 15TH MAY 2013**, commencing at 7.00 pm when the business set out below will be transacted.

Yours faithfully

Ian Looker
Town Clerk

A G E N D A

1. The proceedings will be opened in prayer by the Mayor's Chaplain, Reverend Tim Gomm.
2. Apologies for Absence
3. Declarations of Interest
4. To confirm the Minutes of the Town Council's Annual Meeting held on 9th May 2012 (see attached)

5. The Town Mayor, Councillor Sylvia Bradley, will address the Town Council of Portland.
6. Councillor Bradley will intimate that the Council will proceed to the election of the Town Mayor for the ensuing year to hold office until the next Annual Meeting of the Council.
7. It will be proposed that Councillor Les Ames MBE be elected Town Mayor of Portland.
8. The proposition will be seconded.
9. Councillor Bradley will put the proposition to the meeting. On the proposition being carried the newly-elected Town Mayor will make the Statutory Declaration of Acceptance of Office and receive the Chain of Office.
10. The new Town Mayor, Councillor Les Ames, will address the Council and will intimate to the Council the appointment of his Chaplain.
11. The Town Mayor will intimate that the Council will proceed to the election of the Deputy Town Mayor of Portland to hold office until the next Annual Meeting of the Council.
12. It will be proposed that Councillor Tim Munro be elected Deputy Town Mayor of Portland.
13. The proposition will be seconded.
14. The Mayor will put the proposition to the meeting. On the proposition being carried, the newly-elected Deputy Town Mayor will make the statutory Declaration of Acceptance of Office.
15. The Town Mayor will invite all the guests to join him and his Deputy for refreshments.
16. The Town Mayor will propose that the Annual Meeting of the Town Council be adjourned, to reconvene on Wednesday 22nd May at 7.00 pm at the Council Offices, Fortuneswell, to transact the remainder of the Council's business, as set out below:-

- 17. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
- 18. Minutes** – to confirm the minutes of the Town Council's Meeting held on 17th April 2013
- 19. Minute Update and Matters Arising from the Minutes**
- 20. Town Mayor's Announcements**
- 21. Written Questions for the Mayor**
- 22. Election of Chairs and Vice-Chairs for 2013/14**
 - a) Planning & Highways Advisory Committee
 - b) Marine & Environment Partnership
 - c) Neighbourhood Plan Working Group
 - d) Visitor Centre Sub-Committee
 - e) Portland Youth Council (Lead Councillor)
- 23. Working Groups** – to review the membership of the following groups:-
 - a) Island Caretaker
 - b) Neighbourhood Plan
 - c) Personnel
 - d) Standing Orders and Financial Regulations
 - e) Tourism
- 24. Financial Matters**
 - a) Payments for Authorisation
 - b) Internal Auditor's Report, 2012/13
 - c) Annual Return for 2012/13
 - d) Bank Signatories – to consider the appointment of new signatories
- 25. Appointment of Representatives to Outside Bodies and Voluntary Posts**
- 26. Risk Assessment** – to receive a report from the Clerk
- 27. Council Responsibilities** – to receive recommendations on what responsibilities be requested of the Borough to transfer to the Town Council

- 28. County Mineral Core Strategy** – to receive a report from the Clerk on the Examination in Public session on Portland Stone
- 29. Reports from Borough and County Councillors** – to receive reports and consider communication with County Councillors
- 30. Replacement of Town Councillors** – to receive an update from the Clerk
- 31. Reports from Representatives to Outside Bodies and Voluntary Posts**
- 32. Forward Plan** – to identify any issues which need to be brought to future meetings, including those raised at the Annual Town Meeting
- 33. Exclusion of Press & Public**
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s), by reason of the confidential nature of the business to be transacted.”
- 34. Date of Next Meeting**
The next scheduled meetings are due to take place on Wednesday, 22nd May 2013 (Adjourned) and Wednesday 19th June 2013, starting at 7.00 pm.