

PORTLAND TOWN COUNCIL

Council Offices
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12th February 2014

Dear Councillor

You are hereby summoned to attend the **MEETING of PORTLAND TOWN COUNCIL**, to be held at **THE METHODIST CHURCH HALL, EASTON, PORTLAND**, on **WEDNESDAY, 19TH FEBRUARY 2014**, 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. Prayers**
- 2. Apologies for Absence**
- 3. Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 4. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 5. Minutes of the Additional Town Council Meeting Held on 11th February 2014 (attached)**
- 6. Matters Arising from the Minutes of the Meeting Held on 11th February 2014**
- 7. Town Mayor's Announcements**
- 8. Written Questions for the Mayor**
- 9. Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2013/14 Financial Report to 31st January 2014 (attached)
- 10. Relocation of Council Offices** – to receive a report from the Clerk and consider further decisions (to follow)
- 11. Press Officer – to consider the following motion from Cllr. Richard Denton-White:-**

“In the light of the lessons learnt on agreeing a precept level and ensuring that the Portland public are properly informed and consulted, that Portland Town Council appoint a Press Officer forthwith to draft regular press releases to the local media and to ensure that the public are kept up to date with town council initiatives.

The Press Officer *will* be the regular point of reference for all media enquiries. The Press/Media to be immediately informed of this appointment.”

12. **Appointment of Internal Auditor** – to agree the recommendation of Cllr. Matthews and the Clerk
13. **Council Complaints Procedure**
14. **Neighbourhood Plan Overtime and Staff Resources** – to consider a report by the Clerk on staff overtime worked (attached)
15. **Island Caretaker**
 - a) **Disposal of Rubbish** – to consider a confidential report from the Clerk (attached)
 - b) **Management** – to decide who will take over management responsibilities
 - c) **Temporary Contract** – to determine what action to take after the contract ends (see confidential attachment)
16. **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.”
17. **Date of Next Meeting**

The next scheduled meeting of the Council is due to take place on Wednesday, 19th March 2014, starting at 7.00pm.