

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
Dorset
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12th June 2013

Dear Councillor

You are hereby summoned to attend the **MEETING of PORTLAND TOWN COUNCIL**, to be held at **THE COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY, 19TH JUNE 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. 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
- 5. Minutes of the Adjourned Town Council Meeting Held on 22nd May 2013** (attached)
- 6. Minute Update and Matters Arising from the Minutes** (see attached)
- 7. Town Mayor's Announcements**
- 8. Written Questions for the Mayor**
- 9. Visitor Centre Sub-Committee Meeting, 20th May 2013** – to consider the following recommendations:-
 - a) that the Council requests the Crown Estate to arrange for a building survey of the Visitor Centre at the Bill and forward a copy of the surveyor's report to the Council, at no cost to the Council
 - b) that the Council accept the suggestion of the Crown Estate and proceed with a joint meeting of the two parties with representatives of Trinity House
- 10. Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2012/13 Financial Report to 31st March 2013 (to follow)
 - c) Internal Auditor's Report – to consider the report further following subsequent correspondence and decide a response (see attached)
 - d) Fixed Interest Account – to consider available options

11. **Risk Assessment** – to receive a report from the Clerk
12. **Council Responsibilities** – to receive recommendations on what responsibilities be requested of the Borough to transfer to the Town Council (see attached)
13. **County Mineral Core Strategy** – to receive a report from the Clerk on the Examination in Public session on Portland Stone (attached)
14. **Reports from Borough and County Councillors** – to receive reports and consider communication with County Councillors
15. **Neighbourhood Plan** – to receive a report on Terms of Reference from the task working group and draw up a final list (see attached)
16. **Island Caretaker(s)** – to receive a report from the Working Group and consider further action
17. **Council Website** – to receive a written report from the Clerk and consider a response (see attached)
18. **Council Vacancies** – to receive a report from the Clerk and consider procedures for co-option at the July Council meeting (see attached)
19. **Meetings and Agendas** – at the request of Cllr. Nowak to consider ways of making improvements (see attached)
20. **Village Greens** – to consider a request from the Open Spaces Society for financial support (attached)
21. **Dorset Association of Parish and Town Councils AGM, 2013** – to consider whether the Council should submit a motion for debate (see attached)
22. **Reports from Representatives to Outside Bodies and Voluntary Posts**
23. **Gardening Competition, 2013** – to decide what financial provision the Council should make this year

24. Forward Plan – to identify any issues which need to be brought to future meetings

24. 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.”

25. Date of Next Meeting

The next scheduled meeting of the Council is due to take place on Wednesday, 17th July 2013, starting at 7.00 pm.