

PORTLAND TOWN COUNCIL

Council Offices
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7th June 2017

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 14TH JUNE 2017** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack, Nowak, and Thurston (ex officio)

AGENDA

1. **Election of Chairman** – to elect a Chairman of the Committee for 2017/18
2. **Apologies for Absence** – to receive
3. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interest
4. **Notes of the Meeting Held on 3rd May 2017** – to receive
5. **Matters Arising** – to consider
6. **Payments for Authorisation** (to follow) – to approve
7. **Terms of Reference** – to give further consideration (paper to follow)
8. **Community Bus** – to receive a report from Cllr. Cocking and consider action
9. **Updates** – to receive a verbal report from the Clerk on the following:-
 - a) Small Claim
 - b) VAT Return
 - c) Nationwide Building Society Account
 - d) Health and Safety Services
10. **Internal Audit** – to receive the auditor's report from her second visit (to follow)
11. **Assistant Clerk** – to consider the financial implications of making an appointment
12. **Date of Next Meeting** – to be decided