

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
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10th May 2016

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held at the **NATIONAL SAILING ACADEMY, OSPREY QUAY, PORTLAND** on **TUESDAY, 17TH MAY 2016**, 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. **Chairman of the Town Council, 2016/17** – to elect a Chairman. Cllr Ray Nowak has been nominated. Following the election the new Chairman will make the Statutory Declaration of Acceptance of Office.
2. **Prayers** – The Mayor's Chaplain will lead the meeting in prayer.
3. **Apologies for Absence**
4. **Declarations of Interest**
5. **Town Mayor, 2015/16** – The retiring Town Mayor, Cllr Rod Wild, will address the Council.
6. **Town Mayor, 2016/17** – to elect a Town Mayor. Cllr Sandy West has been nominated. Following the election the Town Mayor will make the Statutory Declaration of Acceptance of Office and receive the Chain of Office. The new Town Mayor will then address the Council and intimate the appointment of his / her Chaplain.
7. **Deputy Town Mayor, 2016/17** – to elect a Deputy Town Mayor. Cllr David Symes has been nominated. Following the election the Deputy Town Mayor will make the Statutory Declaration of Acceptance of Office and receive the Badge of Office.
8. **Adjournment of Meeting** – The Chairman will propose that the Annual Meeting of the Town Council be adjourned, to reconvene on Wednesday, 18th May at 7.00 pm at the Peter Trim Hall, St. George's Centre, Reforne to transact the remainder of the Council's business, as set out below:-
9. **Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors

10. **Minutes** – to confirm the minutes of the Town Council Meeting held on 20th April 2016
11. **Minute Update and Matters Arising from the Minutes**
12. **Written Questions for the Chairman**
13. **Town Mayor's Announcements**
14. **Financial Matters**
 - a) Payments for Authorisation
 - b) 2016/17 Financial Report to 30th April 2016
 - c) Bank Signatories – to consider the appointment of a new signatory(ies)
15. **Delegation Arrangement** – to review (see attached)
16. **Terms of reference for Committees** – to consider action (see attached)
17. **Committees, Sub-Committees and Working Groups** – to review the efficacy and membership of the following:-
 - a) Cheyne Weares Working Group
 - b) Events & Tourism Working Group
 - c) Finance Working Group
 - d) Human Resources & IT Working Group
18. **Standing Orders and Financial Regulations** – to review
19. **Representatives to Outside Bodies and Voluntary Posts** – to make appointments (see attached)
20. **Council Offices** – to receive reports and consider any actions necessary
21. **West Weares** – to receive a verbal report and consider taking responsibility for maintenance items
22. **Neighbourhood Plan** – to receive reports
23. **Youth Work on the Island** – to receive a report from Mr Matthews (attached) and consider a response

24. **Insurance Arrangements** – to receive a report from Cllr. Cocking and the Clerk
25. **Complaints Procedures** – to consider a draft complaints policy for adoption (attached)
26. **Freedom of Information and Data Protection** – to review policy and procedures (see attached)
27. **Media** – to review policy and procedures (see attached)
28. **Reports from Representatives to Outside Bodies and Voluntary Posts**
29. **Correspondence Concerning Former member of the Council** – to consider further action
30. **Exclusion of Press & Public** (discretionary)
“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 Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
31. **Date of Next Meeting**
The next scheduled meeting is due to take place on Wednesday, 18th May 2016, (Adjourned) to be held at the Peter Trim Hall, St. George’s Centre, Reforne, starting at 7.00 pm.