

PORTLAND TOWN COUNCIL

Council Offices
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10th May 2017

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, 16TH MAY 2017**, commencing at **7.00 pm** when the business set out below will be transacted.

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

Yours faithfully

Ian Looker
Town Clerk

AGENDA

1. **Chairman of the Town Council, 2017/18** – 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. **Minutes of the Annual Town Council Meeting, 17th May 2016** – to receive the approved minutes (attached)
6. **Town Mayor, 2017/18** – The retiring Town Mayor, Cllr Sandy West, will address the Council.
7. **Town Mayor, 2017/18** – to elect a Town Mayor. Cllr David Thurston 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.
8. **Deputy Town Mayor, 2017/18** – to elect a Deputy Town Mayor. Cllr Charlie Flack 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.
9. **Adjournment of Meeting** – The Chairman will propose that the Annual Meeting of the Town Council be adjourned, to reconvene on Wednesday, 17th 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:-
10. **Open Forum**
 - a) Police Question Time

- b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 10. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
 - 11. Community Bus** – to receive a presentation from Mr Simon Newport
 - 12. Minutes of the Town Council Meeting, 19th April 2017** – to agree and sign
 - 13. Minute Update and Matters Arising from the Minutes** – to receive
 - 14. Written Questions for the Chairman** – to receive replies
 - 15. Town Mayor's Announcements**
 - 16. Financial Matters**
 - a) **Payments for Authorisation** (to follow) – to approve
 - b) **Bank Signatories** – to consider the appointment of new signatory(ies)
 - 17. Delegation Arrangements** – to review
 - 18. Terms of Reference for Committees** – to consider action
 - 19. Committees, Sub-Committees and Working Groups** – to appoint members to the following:-
 - a) Finance Committee
 - b) Staffing Committee
 - c) Cheyne Weares Working Group
 - d) Events & Tourism Working Group
 - 20. Standing Orders and Financial Regulations** – to review and, in particular, approve alterations to Standing Order 20
 - 21. Representatives to Outside Bodies and Voluntary Posts** – to make appointments

22. **Insurance Arrangements** – to receive a report from the Clerk
23. **Subscriptions** – to review
24. **Complaints Policy and Procedure** – to review
25. **Freedom of Information and Data Protection** – to review procedures
26. **Media Policy** – to receive a written report from the Clerk
27. **Minutes of Planning Committee Meeting, 26th April 2017**
– to receive the minutes and vote on the recommendation at Minute 2565
28. **Grass-Cutting Contracts, 2017-19**
 - a) Cheyne Weares
 - b) West Weares – to award the contracts
29. **Reports from Representatives to Outside Bodies and Voluntary Posts** – to receive
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 following the Adjourned Meeting will take place on Wednesday, 28th June 2017, at the Peter Trim Hall, St. George’s Centre, Reforne, starting at 7.00 pm.