

## PORTLAND TOWN COUNCIL

Council Offices  
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26<sup>th</sup> June 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **POLICY & RESOURCES COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 03<sup>rd</sup> JULY 2019** 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

Wayne Lewin  
Finance Officer

Membership:  
Cllrs Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Policy and Resources Meeting Held on 05<sup>th</sup> June 2019**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Finance**
  - a. Payments for authorisation (JD)**
  - b. Items for approval (JD)**
  - c. Budget update (WL)**
- 7. Procurement**
  - a. New window for Town Council Office (DT)**
  - b. New storage shed for Burial Ground (BP)**
- 8. Policy**
- 9. Risk assessment**
  - a. Allotments (SH)**
  - b. Play Parks (SW)**
  - c. Burial Ground (BP)**
- 10. Staffing**
- 11. IT and communications**
  - a. Purchase of tablets for Councillors use at meetings (PR)**
- 12. Subscription to Amazon Prime (WL)**
- 13. Electronic Accounting (JD)**
- 14. The Committee's next meeting is scheduled to take place on 07<sup>th</sup> August 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**