

PORTLAND TOWN COUNCIL

**MINUTES OF THE NEIGHBOURHOOD PLAN
MANAGEMENT GROUP MEETING
HELD ON WEDNESDAY, 22ND OCTOBER 2014 AT 6.00 PM
AT OSPREY LEISURE CENTRE**

PRESENT: Councillors T. Munro (Chair), Ms. S. Lees, A. Matthews and R. Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

178 – APOLOGIES FOR ABSENCE

Apologies were received from Councillors G. Chadwick and R. Hughes.

179 – DECLARATIONS OF INTEREST

Cllr. Matthews declared an interest as a trustee of the MEMO project.

180 – MINUTES OF THE MEETINGS HELD ON 13TH MAY 2014 AND 10TH SEPTEMBER 2014 (INQUORATE)

The minutes of both meetings were formally agreed and signed as a correct record.

181 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

There were no matters arising.

182 – OPEN FORUM

There were no questions or comments.

183 – PLAN UPDATE

Cllr. Matthews spoke concerning the document Annexe A, which was intended for use in the next consultation. He asked that Councillors provide him with comments on the format within the next fortnight if they wanted to suggest alterations. This would be slightly behind the set time schedule.

184 – BUDGET UPDATE

Cllr. Matthews explained the layout of the budget report. Members were asked to note the potential commitments and free balance. The Working Group would be looking to apply this resource across the various budget lines to implement the next stages of the process through to March.

Grant money could be claimed from the Borough once these stages were completed.

185 – BUDGET REQUIREMENT

No decision was taken.

186 – MEMBERSHIP OF THE WORKING GROUP

Cllr. Matthews said the membership remained unchanged, although there was a need for more members regarding the public relations side. He will draft an advertisement for the website and Facebook. Cllr Munro reminded him of the need for Town Council branding on all published items.

187 – DATE OF NEXT MEETING

The next meeting of the Management Group will take place on 21st January 2015 starting at 6.00 pm, with the possibility of an earlier one in December.

The meeting ended at 6.55 pm.

Signed: (Chair) Date: