

PORTLAND TOWN COUNCIL

Council Offices
Portland Community Venue
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Portland
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9th April 2020

Dear Councillor

You are hereby summoned to attend a **VIRTUAL FULL COUNCIL MEETING** of **PORTLAND TOWN COUNCIL**, to be held by on **WEDNESDAY, 15th APRIL 2020**, commencing at **7.00 pm** when the business set out below will be transacted.

Please inform the Clerk if you are unable to attend.

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

Karon McFarlane
Town Clerk

Agenda

- 1. Chair's Welcome**
- 2. Prayers**

In the absence of the Mayor's Chaplin, a moment of reflection will be held.
- 3. Apologies for Absence**

To approve apologies of absence.
- 4. Declarations of Interest**

To receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 5. To Approve the Minutes of the Meeting Held on 11th March 2020**

To approve the minutes of the meeting held on 11th March 2020 as a true and accurate record of the meeting – Copy attached.
- 6. Minute Update and Matters Arising from the Minutes**

To receive any updates or matters arising from the minutes of the Full Council Meeting of 11th March 2020.
- 7. Democratic Public Half Hour Open Forum**

To receive questions from Members of the Public.
- 8. Chair's Update**

To receive updates from the Chair.
- 9. Town Mayor's Announcements**

To receive announcements from the Mayor.
- 10. Receive Written Reports from Dorset Councillors**

No written reports have been received.
- 11. Financial Matters**
 - a. To receive a request for the authorisation of payments to 15th April 2020 – See **Annex A** to this agenda (to follow).
 - b. Retrospective Approval for the following items:
 - i. Six-month extension of the Toilet Cleaning Contract
 - ii. Purchase of equipment for the Gardeners for use in the cemetery
 - iii. Extension of support agreement
 - c. Financial Report - End of year update – See **Annexes B and C** to this agenda.
- 12. Annual Appointment of Mayor and Deputy Mayor**
- 13. Annual Appointment of Chair for Portland Town Council**
- 14. Update on the progress of the Portland Resilience Plan (Cllr Roper)**

15. 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.”

There is no exempt business for this meeting

16. Date of Next Meeting

The Committee’s next meeting is scheduled to take place on Wednesday 13th May 2020 (Mayor Making) and Thursday 14th May 2020 (Adjourned Annual Town Council Meeting) at Portland Community Venue, Three Yards Close, Portland at 7.00 pm.