

**PORTLAND TOWN COUNCIL**

Council Offices  
Fortuneswell  
PORTLAND  
Dorset  
DT5 1LW

E-mail:- portlandtowncnci@btconnect.com  
Tel: 01305 821638

14<sup>th</sup> May 2014

Dear Councillor

You are hereby summoned to attend the **ADJOURNED ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held at **THE COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY, 21<sup>ST</sup> MAY 2014**, 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. **Prayers**
2. **Apologies for Absence**
3. **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.
4. **Minutes of Annual Town Council Meeting, 15<sup>th</sup> May 2013** (attached)
5. **Mayoral Address** – to be given by the retiring Town Mayor, Councillor Les Ames
6. **Town Mayor, 2014/15** – to elect a Mayor for the new municipal year, Cllr. Tim Munro having already been nominated
7. **Institution of Mayor**  
The newly-elected Town Mayor will make the Statutory Declaration of Acceptance of Office and receive the Chain of Office
8. **Mayoral Address** – to be given by the newly-elected Mayor
9. **Deputy Town Mayor, 2014/15** – to elect a Deputy Mayor for the new municipal year, Cllr. Rob Hughes having already been nominated
10. **Institution of Deputy Mayor**  
The newly-elected Deputy Mayor will make the statutory Declaration of Office
11. **Open Forum**
  - a) Police Question Time
  - b) Public Half-Hour
  - c) Reports from Borough and County Councillors
12. **Minutes** – to confirm the minutes of the Town Council's Meetings held on 16<sup>th</sup> April and 14<sup>th</sup> May 2014 (attached)

- 13. Minute Update and Matters Arising from the Minutes**
- 14. Town Mayor's Announcements**
- 15. Written Questions for the Mayor**
- 16. Election of Chairs and Deputy Chairs for 2014/15**
  - a) Finance and Resources Committee
  - b) Marine & Environment Partnership
  - c) Planning & Highways Advisory Committee
  - d) Neighbourhood Plan Management Group

These will all be decided at the first meeting of each committee in the new municipal year in accordance with Standing Order 44.
- 17. Committees, Sub-Committees and Working Groups – to review the membership of the following:-**
  - a) Finance and Resources Committee
  - b) Neighbourhood Plan Management Group
  - c) Budget and Investment
  - d) Events
  - e) Grants
  - f) Human Resources and IT
  - g) Island Caretaker
  - h) Standing Orders and Financial Regulations
  - i) Tourism
- 18. Financial Matters**
  - a) Payments for Authorisation (to follow)
  - b) Internal Auditor's Report, 2013/14 (to follow)
  - c) Annual Return for 2013/14 (to follow)
  - d) Bank Signatories – to consider the appointment of new signatory(ies) (see attached)
- 19. Appointment of Representatives to Outside Bodies and Voluntary Posts (see attached)**
- 20. Minutes of Annual Town Meeting, 7<sup>th</sup> May 2014 (attached)**
- 21. Annual Town Meeting, 7<sup>th</sup> May 2014 – to consider the following resolutions approved at the meeting:-**
  - a) This meeting demands that Portland Town Council

appoint a Chairman instead of a Town Mayor, to take effect as soon as practically possible.

b) All meetings of the full Council should be held in buildings accessible to the disabled.

**22. Meeting of Neighbourhood Plan Management Group, 13<sup>th</sup> April 2014 – to receive a report**

**23. Reports from Representatives to Outside Bodies and Voluntary Posts**

**24. 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.”

**25. Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place on Wednesday, 16<sup>th</sup> July 2014 starting at 7.00 pm.