

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

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7th May 2014

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, PORTLAND** on **WEDNESDAY, 14TH MAY 2014**, commencing at 7.00 pm when the business set out below will be transacted.

Yours faithfully

I.D. Looker

Ian Looker
Town Clerk

A G E N D A

1. The proceedings will be opened with prayer.
2. Apologies for Absence
3. Declarations of Interest
4. To confirm the Minutes of the Town Council's Annual Meeting held on 15th May 2013 (see attached)
5. The Town Mayor, Councillor Les Ames, will address the Town Council of Portland.
6. Councillor Ames will intimate that the Council will proceed to the election of the Town Mayor for the ensuing year to hold office until the next Annual Meeting of the Council.
7. It will be proposed that Councillor Tim Munro be elected Town Mayor of Portland.
8. The proposition will be seconded.
9. Councillor Ames will put the proposition to the meeting. On the proposition being carried the newly-elected Town Mayor will make the Statutory Declaration of Acceptance of Office and receive the Chain of Office.
10. The new Town Mayor, Councillor Tim Munro, will address the Council and will intimate to the Council the appointment of his Chaplain.
11. The Town Mayor will intimate that the Council will proceed to the election of the Deputy Town Mayor of Portland to hold office until the next Annual Meeting of the Council.
12. It will be proposed that Councillor Rob Hughes be elected Deputy Town Mayor of Portland.
13. The proposition will be seconded.

14. The Mayor will put the proposition to the meeting. On the proposition being carried, the newly-elected Deputy Town Mayor will make the statutory Declaration of Acceptance of Office.
15. The Town Mayor will propose that the Annual Meeting of the Town Council be adjourned, to reconvene on Wednesday 21st May at 7.00 pm at the Council Offices, Fortuneswell, to transact the remainder of the Council's business, as set out below:-
16. **Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
17. **Minutes** – to confirm the minutes of the Town Council's Meetings held on 16th April and 14th May 2014
18. **Minute Update and Matters Arising from the Minutes**
19. **Town Mayor's Announcements**
20. **Written Questions for the Mayor**
21. **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 GroupThese will all be decided at the first meeting of each committee in the new municipal year in accordance with Standing Order 44.
22. **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

23. Financial Matters

- a) Payments for Authorisation
- b) Internal Auditor's Report, 2013/14
- c) Annual Return for 2013/14
- d) Bank Signatories – to consider the appointment of new signatory(ies)

24. Appointment of Representatives to Outside Bodies and Voluntary Posts

25. Annual Town Meeting, 7th April 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.

26. Meeting of Neighbourhood Plan Management Group, 13th April 2014 – to receive a report

27. Reports from Representatives to Outside Bodies and Voluntary Posts

28. 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.”

29. Date of Next Meeting

The next scheduled meetings are due to take place on Wednesday, 21st May 2014 (Adjourned) and Wednesday 16th July, starting at 7.00 pm.