

**PORTLAND TOWN COUNCIL**

Council Offices  
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13<sup>th</sup> May 2015

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held in the **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND** on **WEDNESDAY, 20<sup>TH</sup> MAY 2015**, 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. The proceedings will be opened with prayer.
2. Apologies for Absence
3. Declarations of Interest
4. The Town Mayor, Councillor Rob Hughes, will address the Town Council of Portland.
5. Councillor Hughes 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.
6. It will be proposed that Councillor Rod Wild be elected Town Mayor of Portland.
7. The proposition will be seconded.
8. Councillor Hughes 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.
9. The new Town Mayor, Councillor Rod Wild, will address the Council and will intimate to the Council the appointment of his Chaplain.
10. 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.
11. It will be proposed that Councillor Glenn Chadwick be elected Deputy Town Mayor of Portland.
12. The proposition will be seconded.
13. 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.

14. The Town Mayor will propose that the Annual Meeting of the Town Council be adjourned, to reconvene on Tuesday, 26<sup>th</sup> May at 7.00 pm at the Peter Trim Hall, St. George's Centre, Reforne to transact the remainder of the Council's business, as set out below:-
15. **Open Forum**
  - a) Police Question Time
  - b) Public Half-Hour
  - c) Reports from Borough and County Councillors
16. **Minutes** – to confirm the minutes of the Town Council Meetings held on 15<sup>th</sup> April 2015
17. **Minute Update and Matters Arising from the Minutes**
18. **Town Mayor's Announcements**
19. **Written Questions for the Mayor**
20. **Financial Matters**
  - a) Payments for Authorisation
  - b) 2015/16 Financial Report to 30<sup>th</sup> April 2015
  - c) Bank Signatories – to consider the appointment of new signatory(ies)
21. **Annual Calendar of Meetings, 2015/16** – to agree frequency of meetings and dates
22. **Election of Chairs and Deputy Chairs for 2015/16**
  - 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.
23. **Committees, Sub-Committees and Working Groups** – to review the membership of the following:-
  - a) Finance and Resources Committee
  - b) Marine & Environment Partnership
  - c) Planning & Highways Advisory Committee

- d) Neighbourhood Plan Management Group  
(Sub-Committee)
- e) Budget and Investment Working Group
- f) Events & Tourism Working Group
- g) Grants Working Group
- h) Human Resources & IT Working Group

**24. Appointment of Representatives to Outside Bodies and Voluntary Posts**

**25. Chairman of the Council** – to make an appointment

**26. Standing Orders** – to receive a report from the Standing Orders Working Group

**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 meeting is due to take place on Tuesday, 26<sup>th</sup> May 2015, (Adjourned) starting at 7.00 pm.