

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

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

11th December 2013

Dear Councillor

You are hereby summoned to attend the **MEETING of PORTLAND TOWN COUNCIL**, to be held at **THE COUNCIL OFFICES, FORTUNESWELL, PORTLAND**, on **WEDNESDAY, 18TH DECEMBER 2013**, 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. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 5. Minutes of the Town Council Meeting Held on 13th November 2013** (attached)
- 6. Minute Update and Matters Arising from the Minutes** (see attached)
- 7. Town Mayor's Announcements**
- 8. Written Questions for the Mayor**
- 9. Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2013/14 Financial Report to 30th November 2013 (attached)
- 10. Portland Fair** – to receive a written report from the Clerk and consider further action (see attached)
- 11. Internal Auditor** – to consider the appointment of an auditor for the 2014/14 financial year
- 12. Cllr. Elspie Munro-Price** – to consider her membership of the Council in the light of six months' continued absence
- 13. Island Caretaker** – to receive reports and consider payment of off-Island mileage to him

14. **Neighbourhood Plan Management and Working Group** – to consider draft Terms of Reference and particular items arising from their two recent meetings
15. **Marine & Environment Partnership Meeting, 4th December 2013** – to consider the following recommendations:-
 - a) that the Council buy and store twelve, 25kg bags of grit as a reserve supply for the community grit bins on the Island
 - b) that the Council note the availability of Island-specific tourism data for 2011 and 2012 available commercially
16. **Review of Council Structures** – to receive a progress report from the Clerk (to follow)
17. **Transfer of Services to the Town Council** – to consider the following motion proposed by Cllr. Nowak:-

The Finance & Resources Committee should be tasked to open discussions with Borough officers as to the potential transfer of some services to Portland Town Council.

There needs to be a clear examination of the key facts, costs and potential risks of taking on more services as there will be budget implications as to future precept levels.

We need a firm indication from the Borough as to what assistance might be expected in moving these services across to the Town. The assistance could be in financial and officer support over a phased period to ensure that the financial and capacity issues are planned for in advance.

The Finance & Resources Committee should make recommendations to Full Council by no later than September 2014 and if agree then to work on budget implications for 2015.
18. **Council Budget, 2014/15** – to produce a draft budget
19. **Reports from Representatives to Outside Bodies and Voluntary Posts**
20. **Tophill West By-Election** – to receive a verbal report from the Clerk

- 21. Neighbourhood Plan** – to receive a report from the Clerk on staff overtime worked (to follow)
- 22. Exclusion of Press & Public**
“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 the following item(s), by reason of the confidential nature of the business to be transacted.”
- 23. Date of Next Meeting**
The next scheduled meeting of the Council is due to take place on Wednesday, 15th January 2014, starting at 7.00pm.