

**PORTLAND TOWN COUNCIL**

Council Offices  
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PORTLAND  
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9<sup>th</sup> July 2014

Dear Councillor

You are hereby summoned to attend the **MEETING of PORTLAND TOWN COUNCIL**, to be held in **THE PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND**, on **WEDNESDAY, 16TH JULY 2014**, commencing at 7.00 pm when the business set out below will be transacted.

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

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** – to confirm the minutes of the Town Council's Meetings held on 21<sup>st</sup> May 2014 (attached) and 24<sup>th</sup> June 2014 (to follow)
- 6. Minute Update and Matters Arising from the Minutes**
- 7. Town Mayor's Announcements**
- 8. Written Questions for the Mayor**
- 9. Financial Matters**
  - a) Payments for Authorisation (to follow)
  - b) 2014/15 Financial Report to 30<sup>th</sup> June 2014 (attached)
- 10. Planning Committee Meeting, 28<sup>th</sup> June 2014** – to consider the following recommendations:-  
**Minute 2196(a) – Advertising Hoardings**
  - (i) that the Borough Council be requested to serve a Discontinuance Notice for the advertising hoardings in Victoria Square
  - (ii) that a similar Notice be requested in respect of the hoarding in Fortuneswell

**11. Finance & Resources Committee Meeting, 2<sup>nd</sup> July 2014**

– to consider the recommendation:-

**a) Minute 8 – Terms of Reference** – that Council adopt the following terms:-

See Agenda Attachment 1

**b) Minute 10 – Sub-Committees**

(i) Portland Fair: that negotiations with the Fair operators becomes the responsibility of Finance & Resources Committee

(ii) that Council adopt the following proposals:-

See Agenda Attachment 2

**c) IT Needs** – to consider whether the Council purchase a new computer for the Admin. Assistant subject to final approval by the Mayor and Deputy Mayor and make annual budget provision for computer equipment (see attached)

**12. Staffing** – at the request of the Mayor, to consider generally the role of the staff in the Council's operations and specifically the recommendation from the Sub-Committee – that the Council approach either of two named individuals to carry out a review of the Council's working practices (see attached)

**13. Breach of Code of Conduct** – to consider whether and how notice be given of the recent decision of Council (see attached)

**14. Finance & Resources Committee**

a) to appoint a member to replace Cllr. Denton-White

b) to appoint a Chair and Deputy Chair of the Committee (N.B. This will require temporary suspension of Standing Order 44.)

**15. Island Caretaker** – to consider the issues arising from the recent resignation of the existing Caretaker (see attached)

**16. Cheyne Weares** – to receive a report from the Clerk and consider further action (see attached)

17. **Crossing Patrol Wardens** – to consider financing two wardens in Underhill from September 2014 (see attached)
18. **Recording of Meetings** – to receive reports and consider action
19. **Facebook** – to consider whether the Council should have a Facebook account and how it should be operated
20. **Reports from Representatives to Outside Bodies and Voluntary Posts**
21. **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.”
22. **Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place on Wednesday, 17<sup>th</sup> September 2014 starting at 7.00 pm.

## Agenda Attachment 1

### Item 11(a) – Terms of Reference

**(i) Full Council** meeting six times a year plus Mayor Making, is the primary decision making body of the Town Council.

It will agree membership of all Committees.

It can request Finance & Resources to consider in detail any proposal.

It can task Finance & Resources to produce a report on any issue with recommendations to Full Council.

**(ii) Finance & Resources** will meet a minimum six times a year.

F&R should meet in the months that there are no Full Council meetings and any other times as required.

F&R will have up to seven members and two ex officio.

F&R has the power to approve bills for payment.

F&R will prepare a draft budget to present to Full Council.

F&R can be tasked by Full Council to consider any proposal and to report to Full Council its findings and make recommendations.

**(iii) Sub-Committees** – There will be four Sub-Committees: Budget & Investment, Events & Tourism, Grants, Human Resources & IT, each to have at least one member of Finance & Resources.

These Sub-Committees are primarily advisory committees to focus on specific issues.

Sub-Committees will report directly to Finance & Resources.

Sub-Committees will be tasked by F&R.

Sub-Committees could undertake specific “new ideas,” but they should seek approval from F&R before work is commenced.

Sub-Committees may co-opt external specific “expert members subject to Full Council approval.

## Agenda Attachment 2

### Item 11(b)(ii) – Sub-Committees

**(iii) Sub-Committees** – There will be four Sub-Committees: Budget & Investment, Events & Tourism, Grants, Human Resources & IT, each to have at least one member of Finance & Resources.

These Sub-Committees are primarily advisory committees to focus on specific issues.

Sub-Committees will report directly to F&R.

Sub-Committees will be tasked by F&R.

Sub-Committees could undertake specific 'new ideas' but they should seek approval from F&R before work is commenced.

Sub-Committees may co-opt external specific 'expert' members subject to Full Council approval.

#### **(iv) HR & IT Sub-Committee**

Minimum of 3 members.

Functional sub-committee to consider all aspects of staff and IT.

Advisory capacity to assist staff with updating of website and social media.

Prepare and monitor 'self-appraisal' of all staff, and make recommendations to F&R of any staff training required etc and report annually to F&R the outcome of the appraisals.

F&R may request the Committee to consider any aspect relating to Staff or IT issues.

#### **(v) Events Sub-Committee**

Minimum of 3 members

Main objectives:-

Monitor PTC events and make recommendations for improvement.

Consider new events as either income generating or enhancing the local community, reporting to F&R any recommendations.

#### **(vi) Grants Sub-Committee**

Minimum of 3 members

Main objectives:-

Review the process of annual grants and recommend any changes required to process.

Investigate potential grants that PTC might apply for, recommending action to F&R.

#### **(vii) Budget & Investment Sub-Committee**

Minimum of 3 members

Main objectives:-

Oversee options for any investment, recommending actions to F&R.  
Look in detail at Budget proposal that F&R are considering.  
Ensure that all accounting methods are updated and easily understood,  
advising F&R if changes are required.