

PORTLAND TOWN COUNCIL

Council Offices
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PORTLAND
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11th September 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 SEPTEMBER 2013**, commencing at 7.00 pm when the business set out below will be transacted.

NB Members will find it helpful to bring with them the Neighbourhood Plan Working Group agenda for 11th September, particularly the confidential attachment.

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 14th August 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 31st August 2013 (attached)
 - c) Fixed Interest Account – to receive a verbal report from the Clerk
 - d) Annual Return, 2012/13: Qualification of Audit – to receive a report from the external auditor (attached)
- 10. Island Caretaker**
 - a) to receive reports from the Chair of the Working Group and Clerk, and consider further action
 - b) to consider a logo for the Island Caretaker service
- 11. Review of Council Procedures, principally Meetings** – to consider Cllr Nowak's discussion paper (attached)

12. **Neighbourhood Plan** – to receive an update from the Chair of the Working Group
13. **Council Law and Procedures** – to consider the purchase of two books
14. **Reports from Representatives to Outside Bodies and Voluntary Posts**
15. **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.”
16. **Neighbourhood Plan (Continued)** – to receive a further update from the Chair of the Working Group on confidential aspects of the last Group meeting and consider recommendations resulting from it.
17. **Date of Next Meeting**
The next scheduled meeting of the Council is due to take place on Wednesday, 16th October 2013, starting at 7.00pm.