

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
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26th February 2020

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **POLICY & RESOURCES COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY 04th MARCH 2020** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Karon McFarlane
Town Clerk

Membership:

Cllrs Draper, Thurston, Cocking, Hughes, Lewis, Roper, B. Parkes and C. Parkes

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Policy and Resources Meeting Held on 05th February 2020**
- 4. Matters arising from the previous minutes**
- 5. Chairman Update**
- 6. Public Participation**
- 7. Finance**
 - a. Payments for authorisation
February 2020
March 2020
 - b. Budget update
February 2020
- 8. Procurement**
- 9. Policy**
- 10. Risk assessment**
- 11. Staffing**
- 12. IT and Communications**
- 13. Consolidation of repairs list**
- 14. Waste disposal contract update**
- 15. New staff interviews panel appointments**
- 16. Transfer of Precept to reserves**
- 17. Discussion on increasing the procurement level to £1K**
- 18. Consideration to install a flagpole to fly the Portland flag at PCV**
- 19. Purchase Open Spaces Society Membership (£45)**
- 20. Annual donation to Portland Museum to enable free entry to all residents of Portland**

- 21. Items for the next meeting**
- 22. The Committee's next meeting is scheduled to take place on 01st April 2020 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**