

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
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23rd October 2019

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 30th OCTOBER 2019** 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 02nd October 2019**
4. **Minute Update and Matters Arising**
5. **Public Participation**
6. **Finance**
 - a. Payments for authorisation
 - b. Items for pre-approval
 - Car Park works in New Grounds (JD)**
 - Toilet works in Portland Bill (AT)**
 - Inspection of shoring equipment in burial ground (WL)**
 - c. Budget update
7. **Procurement**
 - a. Refurbishment of windows at PCV (DT)
8. **Policy**
 - a. VISA card policy (JD)
9. **Risk assessment**
10. **Staffing**
 - a. Office staff hours (KM)
 - b. New gardener (KM)
11. **IT and Communications**
 - a. Out of hours mobile phone (CF)
12. **Councillors Allowance (CF)**
13. **Opening of specific reserves**
 - a. Green Spaces (PR)
 - b. Toilets (AT)
14. **Increase in budget for burial ground storage (KM)**
15. **Precept 20/21 discussion (JD)**
16. **Exclusion of Press & Public (WL)**

One item
17. **The Committee's next meeting is scheduled to take place on 27th November 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**