

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
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PORTLAND
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25th September 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 02ND 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 04TH September 2019**
4. **Minute Update and Matters Arising**
5. **Public Participation**
6. **Finance**
 - a. **Payments for authorisation (JD)**
 - b. **Items for pre-approval (PR)**

Victoria Square Roundabout	8000 Daffodil bulbs	£1040
Victoria Gardens	Hedge	£2250
Victoria Gardens	6 Silver Birch Trees	£480
Easton Gardens / Ladymead	Mixed Spring bulbs	£2500
Easton Lane	trees plus stakes	£300
Fancy's Close	trees plus stakes	£600
 - c. **Provisional half year budget update (WL)**
7. **Procurement**
 - a. **Quotes for Tree Works (PR)**
 - b. **Quote for upgrading play park (Westcliffe) (SW)**
8. **Policy**
 - a. **New grants policy (KM)**
 - b. **VISA card policy (JD)**
 - c. **Caterpillar policy (CF)**
9. **Risk assessment**
10. **Staffing**
11. **IT and Communications**
12. **Business rates review (WL)**
13. **PAT testing – allocation of funds (CF)**
14. **Application to Low Carbon Dorset for grant towards batteries (RH)**
15. **Precept 20/21 discussion (JD)**
16. **The Committee's next meeting is scheduled to take place on 30th October 2019 at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**