

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
Fortuneswell
PORTLAND
Dorset
DT5 1JN

Tel: 01305 821638

E-mail:- office@portlandtowncouncil.gov.uk

5th December 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **PORTLAND COMMUNITY VENUE, THREE YARDS CLOSE, PORTLAND** on **WEDNESDAY, 12TH DECEMBER 2018** 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. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interests**
- 3. Minutes of the Finance Meeting Held on 28th November 2018**
- 4. Minute Update and Matters Arising**
- 5. Public Participation**
- 6. Portland Community Venue matters for approval or authorisation**
- 7. Assistant Town Clerk - Vacancy**
- 8. Precept discussion**
- 9. Payments for approval**
- 10. The Committee's next meeting is scheduled to take place on Wednesday, 9th January 2019, at Portland Community Venue, Three Yards Close, Portland starting at 10.30 am.**