



Remote Finance & General Purposes Committee Meeting
Wednesday, 22nd July 2020

Councillors: K Beer, D Haggerty, D Ledger, J Rowland, J Russell, A Singh, M Hartnell & E Bowman

14th July 2020

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee on Wednesday, 22nd July 2020 at 5.15pm**. In accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Log onto www.zoom.us

Should any members of the public wish to attend via Zoom they should contact the Town Clerk who will provide log in details for the meeting.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

Julia Mutlow

Town Clerk

AGENDA

- | | |
|-----------------------|---------------------------------|
| 20/F&GP/01 | Apologies for absence |
| 20/F&GP/02 | Declaration of interests |



To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting

20/F&GP/03

Minutes of the previous meeting

To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 16th June 2020

20/F&GP/04

Public Question Time

To allow questions or reports from members of the public

20/F&GP/05

Payments, Receipts and Unpaid Invoices

To note schedule of payments, receipts and any unpaid invoices to 30 June 2020. It is **RECOMMENDED** that Members:

1. approve payments & receipts
2. note there are no outstanding unpaid invoices

20/F&GP/06

Bank Reconciliation

It is **RECOMMENDED** that Members approve the bank reconciliation to 30 June 2020

20/F&GP/07

Petty Cash Reconciliation

It is **RECOMMENDED** that Members approve the petty cash Reconciliation to 30 June 2020

20/F&GP/08

Review banking arrangements and authorised signatories

To review and confirm the Council's banking arrangements and authorised signatories. It is **RECOMMENDED** that Members:

1. approve the Council's ongoing banking arrangements including the continued authorisation of the Town Clerk as Service Administrator for the purposes of internet banking for payments up to £2,100
2. approve the ongoing authorisation of Cllrs. Beer, Rowland, Ledger, Singh and the Town Clerk as the Council's authorised signatories, and any such additions, as considered appropriate

20/F&GP/09

Review of the Committee Terms of Reference

To review the updated terms of reference for this Committee and **RECOMMEND** their adoption by Council

20/F&GP/10

Budget Review – 2020/21 Q.1

To receive a report on the 2020/21 Q.1, including details of any material variances. It is **RECOMMENDED** that Members note the



budget to date and make any such adjustments between budgets as they consider appropriate.

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 3 (d) press and public will be excluded from the meeting during the discussions of item 11 & 12 on this agenda as there is likely to be disclosure of confidential information.

20/F&GP/11 Consideration of request by Gateway Theatre

20/F&GP/12 Review of payments regarding Tourist Information Services