

Chairman: Cllr Jim Devlin

5th March 2020

Dear Councillor,

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in **The Coach House, Crown Yard on Thursday 12th March 2020** commencing at **7.00pm** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler
Councillors: J Clark, R Clark, M Dear, J Devlin, M Moore, C Roberts, G Talbot, A Talboys, and J Tutton

AGENDA

- 1. Apologies for absence**
- 2. Members to declare an interest with regard to items on the Agenda**
- 3. Public participation session with respect to items on the agenda**
Members of the public to be invited to speak on any matters contained within the agenda. In accordance with standing order 3i the public participation session shall not exceed 10 minutes and each individual speaker shall not exceed 3 minutes.
- 4. Minutes of the Previous Meeting held on Thursday 30th January 2020**
To receive and consider the minutes of the meeting held on 30th January 2020
(to be circulated at meeting)
- 5. Financial Report**
 - (a) Income and Expenditure by Committee 1st April – 5th March 2020** **(copy herewith)**
 - (b) Payments 24th January – 5th March 2020** **(copy herewith)**
 - (c) Bank Account Balances @ 5th March 2020** **(copy herewith)**

- 6. Youth Town Council**
To receive and consider the minutes of the meetings held on 14th February (**copy herewith**) and 3rd March (**copy at meeting if available**)
- 7. Chantry Way Project**
Members to receive the following:

 - (a) for Information: PWLB - the third tranche of £200,000 was to be drawn down on 6th March 2020. The Council Chairman and RFO signed the request on 26th February 2020
 - (b) Verbal project status update from Cllr Adshead
- 8. Citizen & Young Citizen of the Year 2020**
Members are advised that a sub-group of F&GP members will be required to meet and discuss the nominations received and the proposed date for this is Monday 20th April at 10am.
- 9. Annual Review 2020**
Members to undertake the following annual reviews and are advised that both (a) and (b) will come back to Committee when new building is handed over.

 - (a) Risk Assessment incorporating internal controls
 - (b) Asset Register
 - (c) Terms of Reference for Finance & General Purposes Committee
(all documents herewith)
- 10. Items for Information**
(a) Coronavirus - information from HM government can be found here:
www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19.
- 11. Consideration of Material for Press Release/Social Media**
- 12. Questions from the Press and Public**
Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

The Public and Press are cordially invited to be present