

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

Tel: 01258 475136 Email: admin@sturminsternewton-tc.gov.uk

To: Members of the Finance & Personnel Committee



Dear Member,

You are summoned to attend a meeting of the Finance and Personnel Committee which will be held on **Thursday 23rd July at 7.15pm 2020 on ZoomUS. Meeting ID 876 5936 8327 Password 171997**

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. Members of the public are invited to join the meeting using the meeting ID and password. If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@sturminsternewton-tc.gov.uk or 01258 475413. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting.

EML Lindsay Emma Lindsay - Town Clerk

17.07.2020

No.	Agenda	Time (est.)
1	To receive comments and questions from members of the public	15 mins
2	To receive and if agreed approve apologies for absence	3 mins
3	To receive declarations of interests and approve written applications for dispensations	1 min
4	To approve the minutes of the previous meeting held on 23.01.2020	1 min
5	To approve the statement of accounts as at 30.06.2020	5 mins
6	To approve the budget comparison 30.06.2020	5 mins
7	To receive reports on routine monthly financial checks from relevant members	5 mins
8	To review and approve a revised process for the authorisation of Town Council payments	10 mins
9	To receive the internal audit risk assessment and agree further actions	5 mins
10	To review and approve a revised structure for Town Council reserves	5 mins
11	To receive a report regarding the Annual Health and Safety Audit	5 mins
12	To receive a report regarding staff training	5 mins
13	To receive information from members and discuss proposals for future business	2 mins
14	To decide whether to exclude members of the press and public for confidential matters (pursuant to Public Bodies (Admission to Meetings) Act 1960, Section 1(2)).	1min
15	To consider a confidential staffing matter and agree further actions	10 mins

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk

Attached

- Item 4 Minutes of the meeting held on 23.01.20
- Item 5 The balance sheet at 30.06.20
- Item 6 The budget comparison at 30.06.20
- Item 8 Approval of payments report
- Item 9 Internal audit risk assessment report
- Item 10 Town Council reserves report
- Item 11 Safety action plan
- Item 15 Report to Follow