4 December 2019

**To:** All members

Dear Councillor

You are required to attend a meeting of the **Finance & General Purposes Committee** to be held in the **Council Chamber, Town Hall, Frogmore Road, Market Drayton,** on **Tuesday 10 December 2019 at 7.30pm**. The meeting is open to the Press and Public.

Distribution all members

Yours sincerely



Julie Jones

Town Clerk

**AGENDA**

**1.FG PUBLIC SESSION**

Members of the public are invited to question the Council/Committee on local issues, provided they indicate their intention to do so to the Town Clerk by NOON on the day before the meeting. Questions may be answered during this session or deferred for further advice. The Chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public session at the Chairman’s discretion).

Standing Orders will be suspended for fifteen minutes during the

PUBLIC SESSION

**2.FG APOLOGIES**

 To receive apologies for absence.

**3.FG DISCLOSABLE PECUNIARY INTERESTS**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

**4.FG MINUTES**

To agree the minutes of a meeting of the Finance and General Purposes Committee held on 10 October 2019. (Enclosed).

**5.FG BUDGET**

 To consider and agree the budget for this committee for the financial year 2020/21. See Appendix FG 49 (Enclosed).

**6.FG ACCESS CONTROL TO SIDE ENTRANCE DOOR**

 To consider the supply and installation of electronic access control to the side entrance of the Town Hall.

See attached:

Quote A and

Quote B option 2

Appendix FG 50 (Enclosed)

**7.FG ALTERATIONS TO CHAMBER**

 To hear an update from the Clerk regarding the alterations to the Chamber.

**8.FG** **GRANTS**

To consider the way forward for awarding small grants in the future.

**9.FG** **FINANCIAL REGULATIONS SECTION 2.2**

To appoint a member who is not the Chairman or a signatory on the bank account to verify the bank reconciliations.

**10.FG**  **FINANCIAL REPORT**

 To agree the income and expenditure report:

 1 October 2019 – 30 November 2019.

 See Appendix FG 51 (Enclosed).

**11.FG FREEDOM OF INFORMATION**

The Council has received 2 FOI requests since October both with multiple questions both from the same resident.

The Clerk has received 23 e-mails (to date) in relation to these requests since October.

Members should be aware that these requests take up officers time particularly as the requests go back several years and that information is not always readily available and easy to find.