1 October 2021

**To:** All members

Councillor T. Manton (Chairman), Councillor B. Chapman (Vice Chairman).

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a **Finance & General Purposes Committee** Meeting will take place at **7.30pm on Thursday 7 October 2021** or immediately following the Planning Committee Meeting.

The meeting is open to the Press and Public.

Members of the press and public will also be able to listen to the meeting by right clicking on the link below, then opening the hyperlink. When the link opens, if you do not have Microsoft teams click on ‘watch on web’ then click on ‘join anonymously’.

<https://bit.ly/3mJh7GU>

The above link will be live at 6.45pm on the 7 October 2021.

Yours sincerely

Text, letter

Description automatically generated

Sue Thomas

Town Clerk

**The meeting will be recorded and live streamed.**

**AGENDA**

**1.FG APOLOGIES**

To receive apologies for absence.

**2.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 meeting prior to the commencement of the debate.

**3.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 can be submitted in writing or asked virtually during the meeting. If a member of the public wishes to join the virtual meeting they must provide a name and telephone number to the Clerk. Residents wishing to speak will receive a telephone call during the public session.

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 up to fifteen minutes during the public session.

**4.FG MINUTES**

To agree the minutes of a Finance and General Purposes Committee held on 19 August 2021. (attached).

**5.FG SMALL GRANTS**

To consider an application from Friends of Market Drayton Community Amateur Sports Club. See Appendix FG56 (attached).

There is £1,000 remaining in budget.

**6.FG LIVE STREAMING OF MEETINGS**

To consider a report from the Chairman to purchase microphones to improve the live streaming of Council Meetings. See Appendix FG57 (attached).

**7.FG RISK REGISTER**

To review and approve the Risk Register.

Item 13 is an additional item that covers suppliers fraud to include the verification process.

See Appendix FG58 (attached).

**8.FG OUTSIDE STAFF WELFARE FACILITY**

To receive an update report from the Clerk on the outside staff welfare facility.

See Appendix FG59 (attached).

**9.FG** **FINANCIAL REPORT**

To agree the income and expenditure report:

1 August 2021 – 30 September 2021. See Appendix FG60 (attached).

**10.FG UPDATES AND INFORMATION**

* The Chamber window has been fitted on 1 October 2021.
* The Bank manager from Handelsbanken has made the alterations on the mandate for the newly appointed bank signatories.
* Councillor Whittle has completed signing off the monthly bank reconciliations.
* The Disclosure and Barring Service (DBS) Check has commenced; the Responsible Financial Officer will contact each Councillor to go through the procedure.
* Work is ongoing regarding the production of the new Town Council website.
* A second meeting of the Police Panel has been arranged for 3 November 2021.