2 October 2020

**To:** All members

 Councillor S. Glover (Chairman), Councillor A. Cartwright (Vice Chairman).

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a **Finance & General Purposes Committee** Meeting will take place at **7.30pm** or immediately following the Extraordinary Services & Facilities Committee Meeting, **on Thursday 8 October 2020.**

**This is a virtual meeting.**

Members of the public will 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/2FbPHYp>

The meeting is open to the Press and Public.

Yours sincerely



Julie Jones

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 meeting of the Finance and General Purposes Committee held on 6 August 2020. (Attached).

Once the minutes are approved the Chairman will sign them as soon as practicable.

**5.FG RISK REGISTER**

 To review the Risk Register, there are no additional items the Clerk/RFO want to add.

See Appendix FG30 (enclosed).

**6.FG** **FINANCIAL REPORT**

 To agree the income and expenditure report:

 30 July 2020 – 30 September 2020.

 See Appendix FG31 (enclosed).

**7.FG INFORMATION**

1. The interim audit 2020 will be carried out remotely.
2. The Internal Auditor has advised that due top no physical checks on the Petty Cash. This will be double checked and signed by another member of the admin staff.