19 June 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 **7pm on Thursday 25 June 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/2BxcJqz>

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 upto 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 27 February 2020. (In the Council book).

**5.FG ALTERATIONS TO CHAMBER**

Alterations to the Chamber was agreed at the Finance and General Purposes meeting held on 27 February 2020.

However, due to the Coronavirus outbreak and the need for social distancing for the foreseeable future the Town Council along with many other organizations are now operating meetings in a virtual capacity.

To consider putting the alterations to the Chamber on hold until more evidence has been gathered that additional office space is required and it is clearer what the future holds for public gatherings.

**6.FG NEW POLICIES**

To consider and agree the following new policies:

1. CCTV Policy - See Appendix FG05 (enclosed)
2. Defibrillator Operation and Maintenance Policy - See Appendix FG06 (enclosed).

**7.FG BYLAWS IN CONNECTION WITH BUILDINGS IN DISREPAIR**

To hear a verbal report from the Chairman regarding the bylaw process.

**8.FG** **FINANCIAL REPORT**

To agree the income and expenditure report:

1 February 2020 – 15 June 2020.

See Appendix FG07 (enclosed).

**9.FG INFORMATION**

1. The Town Council Facebook page is almost ready. It will be sent to the Working Group for views and comments before it goes live.

1. Permanent screens have been erected on the reception desk to protect both staff and the public due to the implications of the Corona Virus. The reception is now open to the public.