



FERNDOWN TOWN COUNCIL

The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH
TEL: (01202) 892249, email: customerservices@ferndown.gov.uk

Cllrs: T J Cordery (Chairman), I Flay, P Hanson Graham (Vice Chairman), C Lugg, A Miller, J Robinson (Mayor), L Wilson (Deputy Mayor) and H Worth.

Dear Councillor,

You are hereby summoned to attend the **Finance and General-Purpose Committee Meeting on Monday 30 November 2020 at 7.00pm** via Zoom for the purpose of the transaction of the business shown on the agenda below.

Zoom link:

<https://zoom.us/j/94082449877?pwd=T21GSnJrcE5SeFBpQTFTfOFBLNVdOUT09>

Meeting ID: 940 8244 9877

Passcode: 521653

For further information on the Zoom meeting please contact the Town Clerk at townclerk@ferndown.gov.uk or call 01202 892249.

Louise Harrison, Town Clerk to Ferndown Town Council, 24 November 2020.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78: Members are permitted to be present and attend a meeting without being present at the Barrington Centre together in the same place - extract from Act reads: "The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place."

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public and press are welcome to observe this virtual meeting using the link above and encouraged to submit any questions or comments under 'Public Participation' (see item 3 below) in advance of the meeting to the Town Clerk at townclerk@ferndown.gov.uk or by post (Town Clerk, Ferndown Town Council, The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH) by 9am on the day of the meeting. These will then be made available to all Councillors.

This agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public (referred to as Exempt Business), as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Agenda

1. Apologies

To receive and consider for acceptance any Member apologies for absence and approve (or not) by resolution to accept and note the reason for absence.

Members are requested to send apologies to the Town Clerk prior to the start of the meeting. If a Member has not attended a meeting of Council (or its committees) or has not tendered apologies which have been accepted by Council (or committee), for six consecutive months, they are disqualified.

2. Declarations of interest and dispensations

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required when a particular item or issue is considered, as required by Council's Code of Conduct.

3. Public Participation

For the public or press to ask questions of the Committee on matters relating to the agenda.

4. Minutes of the meeting on 26 October 2020

To verify the minutes of the previous meeting on 26 October 2020 (appendix 1) as a correct record and signed by the Chairman (at an appropriate time).

5. Matters to report from the new Town Clerk in relation to agenda item 4 above.

Update on Council's website upgrade.

6. Review EMRs

Review of Council's EMRs (appendix 2).

7. Governance review

To consider a review of Council's committee's including membership, terms of reference and scheme of delegation (appendix 3).

8. External Auditor Annual Return 2019/2021

To receive and note the year end accounts for 2019/2021 duly signed by the External Auditor which are approved with two reported matters (appendix 4).

9. Draft budget process 2021/2022

To consider Council's draft budget for 2021/22 (appendix 5 parts 1 (summary) part 2 spreadsheet budget & part 3 Council's current Action Plan).

10. Finance reports:

- (i) To receive and note the budget comparison report to month end October 2020 (appendix 6).
- (ii) To receive and note the paid expenditure transactions from 1 October 2020 to 31 October 2020 (appendix 7).
- (iii) To receive and approve the bank reconciliation for month end October 2020 (appendix 8).

11. Date of next meeting (11 January 2021) and close of meeting.