



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), P Hanson Graham (Vice Chairman), C Lugg, A Miller, J Robinson, and L Wilson.

Dear Councillor,

You are hereby summoned to attend the **Finance and General-Purpose Committee Meeting on Monday 22 February 2021 at 7.00pm** via Zoom for the purpose of the transaction of the business shown on the agenda below.

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

Louise Harrison, Town Clerk to Ferndown Town Council, 16 February 2021.

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 11 January 2021

To verify the minutes of the previous meeting on 11 January 2021 (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.

- (i) Note the resignation of Cllr Worth, long term agreed apologies from Cllr Flay and effect on membership of FGPC.

6. Finance reports:

- (i) To receive and note the budget comparison report to month end January 2021 including COVID income and expenditure implications for the year end 2021/22(appendix 2).
- (ii) To receive and note paid income and expenditure transactions from 1 to 31 January 2021 (appendix 3 & 4).
- (iii) To receive and approve the bank reconciliation for month ends December 2020 and January 2021 (appendix 5).

7. Internal Auditor's report

To note the IA report and agree any responses and actions (appendix 6).

8. Timetable of meetings May 2021 to May 2022.

To review and agree the timetable of meetings from May 2021 to May 2022 (appendix 7).

9. Governance documents reviews

To agree a review/amendment/adoption of the following governance documents:

- (i) Business Continuity Plan (appendix 8)
- (ii) Amended Virtual Meeting Policy (appendix 9)
- (iii) Financial Regulations (including Internal Controls) (appendix 10)

10. Annual subscriptions

To review and note Council's annual subscriptions (appendix 11).

11. Asset Register

Review and note Council's asset register (appendix 12).

12. Insurance

Review Council's insurance requirements including valuations and fidelity guarantee cover (appendix 13).

13. Date of next meeting (12 April 2021) and close of meeting.