



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, M Parkes, J Robinson, and L Wilson.

Dear Councillor,

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

This summons falls within the current HRH The Duke of Edinburgh national mourning period and as a result any resolutions will require ratifying at the next Full Council meeting.

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, 15 April 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 12 April 2021

To verify the minutes of the previous meeting on 22 February 2021 (appendix 1) as a correct record and signed by the Chairman (at an appropriate time).

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

(i) The previous meeting noted an outstanding debt of £180. Subsequent to the meeting the Town Clerk has confirmed that the debt was paid on 9 April. The Town Clerk recommends the previous minutes that refer to the debtor as a "bad debtor" are withdrawn due to an error in information passed to the Committee by officers.

6. Governance documents reviews

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

- (i) Mayor Making Policy (appendix 2) including next governance period,
- (ii) Officer Member Protocol (appendix 3)
- (iii) Media Policy (appendix 4)
- (iv) CCTV Policy (appendix 5)
- (v) Health and Safety Policy (appendix 6)
- (vi) Royal/Dignitary Death Protocol (appendix 7)
- (vii) Councillor Vacancy Policy (appendix 8)

7. COVID 19 Scheme of Delegation

To note the updated COVID 19 Scheme of Delegation (appendix 9).

8. Task and Finish Group – Council's Action Plan

To agree the terms of reference for the Action Plan Task and Finish Group (appendix 10).

9. Administration of meetings from 1 May 2021.

To review a report from the Town Clerk relating to the administration of council meetings from 1 May 2021 (appendix 11).

10. Date of next meeting (7 June 2021) and close of meeting.