



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 Monday 12 April 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, 6 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 22 February 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) Actions resulting from the Internal Auditor's report:
 - Insurance - Council's Fidelity Guarantee cover has been increased to £1,000,000 at no additional premium and the cover for the Youth Centre building queried,
 - the grant and pension queries have been resolved.
- (ii) Update on valuations.
- (iii) Payment authorisations – see item 8 below.
- (iv) Update on additional staff requirements regarding the Transparency Code regulations and Barrington Centre with ongoing with respective committees.

6. Finance reports:

- (i) To receive and note the budget comparison report to year end 31 March 2021 including COVID income and expenditure implications and note GRs (appendix 2 & 3).
- (ii) To receive and note paid expenditure transactions from 1 to 28 February 2021 (appendix 4a) and 1 February 20 31 March 2021 (appendix 4b) and income from 1 to 28 February 2021 (appendix 4c) and 1 February 20 31 March 2021 (appendix 4d).
- (iii) To receive and approve the bank reconciliation for month end February 2021 (appendix 5).

7. Governance documents reviews

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

- (i) Mayor Making Policy (appendix 6) including next governance period,
- (ii) Officer Member Protocol (appendix 7)
- (iii) Media Policy (appendix 8)
- (iv) CCTV Policy (appendix 9)
- (v) Health and Safety Policy (appendix 10)
- (vi) Royal/Dignitary Death Protocol (appendix 11)
- (vii) Councillor Vacancy Policy (appendix 12)

8. Meeting protocol from 6 May 2021.

To agree the format of all Council meetings from 6 May 2021 (appendix 13).

9. Payment authorisation process

To review the current payment authorisation process (appendix 14)

10. Scout's request

To consider the request from the Scouts Association to waiver ground rent fees (£775) for the current financial year 1 April 2020 to 31 March 2021 due to COVID (no Scouting activities have taken place during the pandemic due to restrictions).

11. Grant application

To consider the grant application from the local Royal Air Force Air Cadet Organisation (appendix 15)

12. Direct Debits

To note Council's direct debits (appendix 16)

13. Debtors

To review Council's debtor list (appendix 17)

14. Terms of Reference

To review the Committee's Terms of Reference (appendix 18)

15. Public Work Loan

To consider the request from the Barrington Centre Management Committee to consider a loan from the PWLB (appendix 19)

16. Council's Action Plan

To review Council's Action Plan (appendix 20)

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