



Friday, 10 July 2020

To: Members of the Policy & Finance Committee (Councillors S Jones - Chair, A Dodwell, D Bowater, C Palmer, R Berry, T Morris, G Perham, D Scott, M Freeman, R Goodchild and S Owen)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Policy & Finance Committee** to be held on **Monday, 20 July 2020** commencing at **7.30 pm**, to be held remotely via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus) (Flexibility of Meetings) (England and Wales) Regulations 2020.

**THIS MEETING MAY
BE RECORDED ***

Mark Saccoccio

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15 MINUTES)

To receive questions and statements from members of the public in respect of

any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 8)

To receive and approve as a correct record the minutes of the Policy & Finance Committee meeting held on 24 February 2020.

5. MARCH, APRIL, MAY AND JUNE PAYMENTS 2020 (Pages 9 - 76)

To receive and note the schedule of payments made in March, April, May and June 2020 (**attached**) (approved for payment by the Town Clerk and two bank signatories).

6. QUARTERLY BUDGET MONITORING REPORT (Pages 77 - 88)

To receive a budget monitoring report for the period 1 April – 30 June 2020 (**attached**).

7. INTERNAL AUDIT REPORT (Pages 89 - 96)

To receive the Internal Audit report (final update for 2019-2020) (**attached**).

8. ANNUAL GOVERNANCE STATEMENT (Pages 97 - 132)

(a) To receive a report regarding the annual review of governance documents (**attached** with appendices) and to consider the recommendations contained therein.

(b) To receive and consider recommending to Council approval of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (**attached**) for the year ended 31 March 2020.

9. STATEMENT OF ACCOUNTS (Pages 133 - 146)

To receive and consider recommending to Council approval of Section 2 of the Annual Governance and Accountability Return (the accounting statements for year ended 31 March 2020) (**attached**).

10. FINANCIAL BANKING ARRANGEMENTS

To receive a report (**to follow**) and to consider the recommendation/s contained therein.

11. ANNUAL REPORT (Pages 147 - 162)

To receive and consider recommending to Council approval of the Annual Report for 2019-2020 (**attached**).

12. BUDGET SETTING TIMELINE 2021-22 (Pages 163 - 166)

To receive a report regarding the 2021-22 budget setting process **(attached)** and to consider the recommendation/s contained therein.

13. SUB COMMITTEE MINUTES (Pages 167 - 194)

To receive the draft minutes of the following Sub-Committee meetings and to consider any recommendations contained therein:

- (a) Personnel Sub-Committee 6 July 2020 **(attached)**
- (b) Community Safety Sub-Committee 13 July 2020 **(to follow)**

14. COMMITTEE DECISIONS AND WORK PLAN (Pages 195 - 200)

(a) To receive and formally note the decisions made by the Policy and Finance Committee between 20 March – 30 June 2020 in accordance with the decision-making process agreed by Council on 20 March 2020 **(attached)**.

(b) To receive and consider the Committee Work Plan for 2020-2021 **(attached)** including amendments as a result of the COVID-19 pandemic.

15. EXCLUSION OF THE PUBLIC

The Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

16. REDEPLOYABLE CCTV CAMERAS (Pages 201 - 202)

To receive a report regarding CCTV Airtime, Repair and Warranty Renewal **(attached)** and to consider the recommendation/s contained therein.

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.