

27th April 2021

To: Members of Finance and Policy Committee

Dear Councillor

A virtual meeting of the **Finance & Policy Committee** will be held by **Video Conference on Zoom; meeting reference; <https://us02web.zoom.us/j/89098065113>** on **Tuesday 4th May 2021 at 6.30pm.**

Yours sincerely



Deborah Jewell
Chief Officer

The press and public are cordially invited to be present.

Mobile phones must be switched off or turned to silent during the meeting.

Polite request: If you wish to film or record the meeting, please advise the Clerk in advance so that any necessary arrangements can be made to avoid disrupting the meeting and/or the view of the meeting by other members of the public. Any recordings made are your responsibility.

Audio recording notice: Please note, this meeting may be recorded - at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

A G E N D A

Open Forum. This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda. Should you wish to speak, please advise the Meeting Host when you join the meeting to facilitate your request.

Please note: members of the public are not permitted to speak during the meeting (from Item FP2105.1).

FP2105.1 Apologies for absence.

FP2105.2 Declaration of Interests. Members to declare any interests they consider relevant to specific items identified in this Agenda.

FP2105.3 Minutes. To approve and sign as a correct record the Minutes of the Finance and Policy Committee meeting held on Monday 12th April 2021.

FP2105.4 Community Grant(s). To review following application(s) received and make any decision thereon.

None received.

FP2105.5 Policies. To review and recommend for approval the following policies:

- (i) Terms of Reference – Finance & Policy Committee
- (ii) Terms of Reference – Museum Committee
- (iii) Terms of Reference – Planning and Development Committee
- (iv) Terms of Reference – Community Services Committee
- (v) Terms of Reference – Personnel Panel
- (vi) Subject Access Request Procedure
- (vii) Data Breach Policy
- (viii) Data Map
- (ix) Data Retention and Disposal Policy
- (x) Privacy Policy

FP2105.6 Internal Financial Check.

- (i) To receive a report from Cllrs Tweedale and Taylor on the internal financial check for Quarter 4.
- (ii) To appoint two members to carry out an internal financial check, April 2021 to June 2021.

FP2105.7 Final Accounts and Annual Governance and Accountability Return (AGAR) for the Year Ended 31st March 2021.

- (i) To note arrangements for the internal audit review of the AGAR.
- (ii) To consider a report from Cllrs Taylor and Tweedale following their review of the Annual Governance Statement.
- (iii) To receive and consider recommendation of approval for final annual accounts and annual return for the accounting period 2020/21.

FP2105.8 Financial Reports

- (i) To receive council budget/income and expenditure for April 2021.
- (ii) To receive statement of Earmarked Reserves for April 2021.
- (iii) To receive report on CIL receipts and expenditure.
- (iv) To approve statement of balance and confirm reconciliation of same as at 30th April 2021.
- (v) To approve schedule of payments for the period 13th April 2021 to 4th May 2021.
- (vi) To approve list of petty cash payments, inter account transfers and virements for the period 13th April 2021 to 4th May 2021.

FP2105.9 Correspondence. To note correspondence received and advise action, if any.

FP2105.10 Date of Next Meeting. To confirm the date of the next meeting:

- (i) Monday 17th May 2021 – on the conclusion of the Annual Town Meeting, to elect the Chair and Vice-Chair of the committee for the council year 2021/22.
- (ii) Monday, 14th June 2021.