



WADEBRIDGE TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

7.00pm

MONDAY 21 JUNE 2021

TOWN HALL, THE PLATT, WADEBRIDGE, PL27 7AQ

Town Mayor – Cllr Amanda Pennington

Town Clerk: Anne Minnis

15 June 2021

Dear Councillor,

You are hereby summoned to attend the meeting of the Finance & General Purposes Committee to be held in the **Conference Room**, Wadebridge Town Hall on Monday 21 June 2021 at 7.00pm.

This is a physical meeting with a number of Covid secure measures. Covid secure measures are shown in the Appendix to this Agenda.

Please ensure you are familiar with the measures in place which are for the safety of all those attending the meeting.

A handwritten signature in black ink, appearing to read 'Anne Minnis', is placed above the printed name of the Town Clerk.

Anne Minnis
Town Clerk

THE PRESS & PUBLIC ARE INVITED TO ATTEND

Please be aware that the number of people in the Conference Room is restricted to 10 due to Covid-19. If you wish to speak to an Agenda item, please contact townclerk@wadebridge-tc.gov.uk to advise of this in advance of the meeting as space for members of the public will be limited.

AGENDA

Housekeeping – The Chairman to advise of evacuation routes in case of an emergency and reminded all those present of the following:

- That the meeting may be filmed or recorded.
- Members and members of the public to turn mobile phones to silent.
- Should a Member or member of the public wish to film or photograph the meeting please sit in the 'Film/Photograph Area'.
- Members of the public, children or vulnerable persons who do not wish to be filmed or photographed please sit in the 'No Film/Photograph Area'.

1. To appoint a Chairman for 2021/22

2. To appoint a Vice Chairman for 2021/22

3. To receive and approve apologies for absence

4. To receive Declarations of Interest

a) Pecuniary Interests

Declare those interests which have been declared on your Register of Interests relevant to the Agenda of the meeting. Whenever the item is being discussed, including public participation, Councillors must leave the room and not take part in the discussion and decision.

b) Non Registerable Interests

Declare non registerable interests at the start of the meeting or whenever the interest becomes apparent. When the item is being discussed, including public participation, Councillors must leave the meeting and not take part in the discussion or decision.

c) Dispensations

To receive any requests for dispensations relating to items on the agenda.

5. To confirm the Minutes of the meeting held on the 15 March 2021.

6. Public Participation – to receive submissions from members of the public relating to items on the agenda.

7. Grant Applications – to consider the following grant requests:

- Cornwall Pride CIC**
- Wadebridge Creative Hub CIC**
- Wadebridge Country Market**

8. Finance

- To review budget monitoring figures to 31 March 2021;
- To review the bank reconciliation to 31 May 2021;
- To consider the Town Council's response to the Internal Audit Report for year ended 31/03/21;
- To agree Bank System Administrators for the Council;
- To discuss and agree Councillors' review of internal controls;
- To nominate 2 Councillors to carry out reviews of internal controls at regular intervals during the financial year.

9. Draft Statement of Internal Control 2021/22 – to receive and discuss the draft document.

10. Draft Investment Strategy 2021/22 – to receive and discuss the draft document.

11. **Draft Financial Risk Assessment 2021/22** – to receive and discuss the draft document.
12. **Grant Distribution Policy Review** – to consider the current policy and discuss amendments to be brought back to next Finance & General Purposes Committee meeting.
13. **Confidential matters - to consider the following resolution:** To suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.
For the purpose of this Zoom meeting press and members of the press and public will be asked to leave the meeting or will be removed as a participant from the meeting.
 - a. **Tennis Club revaluation** - to consider the quotes received.
14. **Dates of next meetings**
 - **Full Council** – Wednesday 23 June 2021.

APPENDIX

Covid Secure Measures for Finance & General Purposes Committee taking place on Monday 21 June 2021 at 7pm.

ALL ATTENDEES

- In accordance with Social Distancing guidance and the Council's risk assessment there is a limit on the number of people who can be seated in the Conference Room. For this meeting, this number is 10. When this number of people is reached no further admittance can be permitted to the Conference Room unless someone leaves the meeting.
- The windows of the Conference Room will remain open for the duration of the meeting. Please ensure you wear warm clothing.
- Please use the QR code (NHS Covid-19 app) to check in. If you do not have this facility please use the signing in sheets available – you will be asked to provide your full name, a contact phone number or e-mail address or postal address and your arrival and departure times. Signing in sheets will be retained for 21 days in accordance with government guidance.
- On entering the Town Hall your temperature will be checked by the Caretaker. Anyone with a temperature of 37.8 degrees Celsius or above will be refused entry.
- Please use Hand Sanitiser as you enter the Town Hall and Conference Room.
- It is recommended that you take a lateral flow test before you attend the meeting – please only attend the meeting if you have a negative test result.
- Please do not come to the meeting if you have symptoms suggestive of Covid-19 such as a new continuous cough, fever or loss of taste or smell or if you have come into contact with someone with coronavirus or coronavirus symptoms. Please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for more information.
- Masks must be worn when entering and leaving the Town Hall and Conference Room.
- Toilets are not available for use at any time.
- Please do not stand to speak – please remain seated at all times.
- Please ensure social distancing is adhered to at all times.

MEMBERS OF THE PUBLIC

- Members of the public please keep masks on at all times unless addressing the Council in public participation.

COUNCILLORS

- Councillors can remove masks when seated.