

**Notice of meeting : GOVERNANCE & FINANCE COMMITTEE**

**Date and Time : Monday 28<sup>th</sup> June 2021 19.00**

**Venue: The Old Courthouse/Members of the Public via zoom Link.**

**Due to present Covid restrictions and size of the Courtroom there is a restricted number of places for members of the public during meetings. To attend the meeting in person, please prebook with the clerk. Members of the public are invited to attend via the zoom link below.**

To access the meeting please click on the link below.

Town Clerk is inviting you to a scheduled Zoom meeting.

**Topic: Governance & Finance Meeting**

**Time: Jun 28, 2021 07:00 PM London**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/85840449890>**

**Meeting ID: 858 4044 9890**

**Passcode: 895117**

**One tap mobile**

**+442034815237,,85840449890# United Kingdom**

**+442034815240,,85840449890# United Kingdom**

## **AGENDA**

**GF21/06/01 Questions from members of the Public.** (The positioning of this item on the agenda may be varied by resolution of the Council to facilitate involvement by members of the public).

**GF21/06/02 Apologies for absence**

**GF21/06/03 To receive any declarations of interest**

*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011*

**GF21/06/04 Chair's Announcements**

**GF21/06/05 To approve previous minutes from Monday 26<sup>th</sup> April 2021**

5.1 Matters Arising

5.1.1 Car Park Cash Collection Service Update

5.1.2 CCTV Cost Increase Response

5.1.3 Commercial Use of Parks Policy

**GF21/06/06 Finance matters**

- 6.1 Detailed Income & Expenditure to end May 2021– previously circulated
- 6.2 Summary Income & Expenditure to end May 2021– previously circulated
- 6.3 Trial Balance to end May 2021– previously circulated
- 6.4 Reserves Position to end May 2021 – previously circulated
- 6.5 Electrical Tenders

**GF21/06/07 Review of Policies and Procedures**

- 7.1 Draft Risk Policy – previously circulated
- 7.2 Draft Risk Register – previously circulated

**GF21/06/08 Election of New Risk Panel Member**

**GF21/06/09 Review of Insurance**

**GF21/06/10 Update on Policies including G&F Review Dates.**

- 10.1 Asset Management Policy – April 2021
- 10.2 Terms of Reference – G&F – April 2021, TE – August 2020, HR – March 2021, P&H – October 2020
- 10.3 Virtual Meeting Protocol – January 2021
- 10.4 Code of Conduct
- 10.5 Flood Mitigation Reserves – April 2021
- 10.6 Town Environment Policies
- 10.7 Investment Funds Policy – April 2021
- 10.8 Risk Assessment Policy – December 2021
- 10.9 Health & Safety Policy
- 10.10 Complaints Procedure
- 10.11 CiL Money Policy – April 2021
- 10.12 s137 Policy – April 2021

**GF21/06/11 Date of next meeting – 23<sup>rd</sup> August 2021**

**GF21/06/12 Items for Discussion at next meeting**

**Alice Dunn**

Deputy Clerk to the Council