

## **TO ALL MEMBERS OF THE FINANCE & PREMISES COMMITTEE**

13 July 2017

### **Summons**

Dear Sir/ Madam,

You are respectfully summoned to attend the next meeting of the Finance & Premises Committee to be held at 7.00 pm on Thursday 20 July 2017 at the Council Offices, Mortomley Lane, High Green.

### **Recording meetings**

The Parish Council will be recording this meeting. You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

1. To consider and adopt a Recording Protocol and recommend an amendment in the Parish Council Standing Orders

### **Public Participation**

To receive questions and petitions from members of the public under the direction of the chairman and in accordance with the Council's Standing Orders. (Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing beforehand so they can be dealt with under correspondence).

### **AGENDA**

2. To receive apologies for absence from members and to consider the reasons for absence.
3. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting
4. To identify any items for discussion that may require the exclusion of the press & public

Cllrs G Weatherall, Ms S Constance, D Pepper, J Housley, G Oxley, Mrs A Brownrigg, M Appleby, Mrs Z Sykes, E Hanson, K Granger and Mrs A Gethin

5. To confirm, for the period ending 30 June 2017 (a) receipts schedule (b) payments schedule (c) account/bank reconciliation and (d) budget and management accounts (e) examination of Financial Transactions
6. To consider an amended grants policy
7. To agree a Petitions Policy
8. To receive a copy of correspondence regarding the sale of the David Chadwick Centre and the use of the Capital Receipt.
9. To confirm management and reporting arrangements of the Archive Project
10. To authorize a debit card for the Imprest Account to enable access for Petty Cash following the withdrawal of the cheque encashment facility from the Post Office.
11. To confirm and approve the recommendations of the Staffing Sub-Committee held on the 27 June 2017.
12. To receive a formal report from Shield Estates and Knight Frank regarding the disposal of Chapeltown Baths and recommend a course of action.
13. To receive Grant Monitoring Forms
14. Correspondence

Yours faithfully,

*D Morton*

**D J Morton**  
**Clerk and Financial Officer**

**Would members please advise the Chairman of this committee as soon as possible if they are unable to attend the meeting in order that arrangements may be made to ensure a quorum is present**

Cllrs G Weatherall, Ms S Constance, D Pepper, J Housley, G Oxley, Mrs A Brownrigg, M Appleby, Mrs Z Sykes, E Hanson, K Granger and Mrs A Gethin