



**27<sup>th</sup> November 2020**

**To all Members of Council**

Dear Councillors,

You are hereby summoned to attend a **Finance, General Purposes and Audit Committee Meeting** to be held **online on Tuesday 8<sup>th</sup> December 2020**, to be held at 7.00pm for the purpose of transacting the following business.

To login please follow the instructions emailed to you from Zoom or use the link below <https://us02web.zoom.us/j/81614514614?pwd=VEJrS0lxZ1ZkTU82NThRTkVNUjgwUT09>  
Please call the clerk on 01726 821700 if you are having problems logging in.

Yours faithfully

*Lynn Clarke*

Lynn Clarke  
Clerk/RFO

**Members of the public are most welcome to attend all Council meetings.**

## **AGENDA**

### **1. Apologies**

*To receive and approve apologies*

### **2. Declarations of Interest**

*a) To receive disclosures of Pecuniary Interests;*

*b) To receive disclosure of Non-Registerable Pecuniary Interests;*

*c) To disclose the receipt of hospitality or gifts over the value of £10 and*

*d) To receive written requests for dispensations on items to be discussed at the meeting.*

**N.B:** *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

### **3. Public Participation**

*Standing Order 3f - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda Standing Order 3g -The designated time will be 15 minutes and no longer than 5 minutes per person. This time may be extended at the discretion of the Chairman.*

### **4. To adopt the Minutes of the Finance, General Purposes and Audit Committee held on the 11<sup>th</sup> November 2020.**

5. Matters arising
6. To discuss and agree the findings of the External Auditor.
7. To agree the new Internal Auditor for 2020-2021.
8. To agree the budget for 2021-2022
9. To agree the precept for 2021-2022
10. To review and agree the regular payments list for 2021 - 2022
11. To discuss and agree the landscaping contract allocation.
12. To agree the draft landscaping contract.
13. To agree the quotations for Tree work identified within recent tree survey.
14. To agree the purchase of chainsaw protective equipment.
15. To agree the training statement.
16. To agree the Dignity at Work Policy.
17. To agree the Time Off in Lieu Policy.
18. To discuss options for website hosting and maintenance.
19. To discuss and agree the Microsoft license fees.
20. To approve the revised quotes for the groundwork required for the CCTV installation.
21. To discuss the 2021 Census email.

*Standing Order 3e*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'*

**22. Confidential**

*Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.*

**This meeting has been advertised as a public meeting and as such could be filmed or recorded.**

**Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.**