



Filey Town Council

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29 September 2021

Dear Councillor,

Finance and General-Purpose Committee Meeting

You are hereby summoned to attend a Finance and General-Purpose Committee meeting to be held on **Wednesday 6 October 2021**, commencing at **6:30pm**, in the **Council Chamber, Council Offices, 52a Queen Street, Filey, YO14 9HE**.

The agenda for the meeting is set out below.

David Liddle
Town Clerk and RFO

Agenda

Committee Members: Councillors: Parkin, Howgate, Houlden-Banks (ex-officio member), Robinson and Wilkie.

No	Item
1	Apologies Committee to note any apologies, the reasons given for absence and consider acceptance of them.
	<u>Procedural items</u>
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest. Code of Conduct http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf



3	Election of Chair to the Committee. The Committee to elect a new Chair of the Committee following the unexpected death of Cllr Haxby. Also, the Committee to proceed any further elections if required.
4	Minutes of the ordinary meeting held on 16 August 2021. Committee to consider approving the minutes as a true and accurate record. 16.08.21 Minutes https://www.fileytowncouncil.co.uk/uploads/minutes-finance-general-purposes-2021-08-16.pdf
<u>Business items</u>	
5	106 Monies A request has been sent to attend the meeting to Hugh Smith of SBC unfortunately the Officer is on holiday until 7 th October.
6	Bank Reconciliation Committee to consider the bank reconciliation for June 2021. https://www.fileytowncouncil.co.uk/uploads/june-2021-13.pdf Bank Reconciliation Committee to consider the bank reconciliation for July 2021. https://www.fileytowncouncil.co.uk/uploads/july-2021-36.pdf Bank Reconciliation
7	1st Quarter Internal audit The Committee to review the first quarter audit report and resolve any actions if required. See link to report. https://www.fileytowncouncil.co.uk/uploads/ftc-1st-qtr-21-22-(002).pdf
8	AGAR results The Committee to review the result of this year's AGAR submission. The link below is to the Agar reports. https://www.fileytowncouncil.co.uk/uploads/ftc-section-1-2-2021-agar.pdf https://www.fileytowncouncil.co.uk/uploads/ft-section-3-2021-agar.pdf
9	Supplier of Electricity As the current contract for the supply of electricity is due to come to an end in November, the Committee to consider the options available. The Clerk will provide a number of options at the meeting, these are not available at the



	moment due to the reluctance of suppliers to give quotes due to the volatility of the current energy market.
10	Bank Account a) The Changes to the mandate regarding the General fund account will be required to be changed. The Committee to consider the replacement signatory. b) The Clerk has contacted all the other account providers, both before and after recent events and the suggested way forward by the banks is to complete the forms which we already have as best as possible send them off with accompanying letters explaining the situation and await further instructions.
11	Telephones and Photocopiers The Clerk has had concerns over the cost and quality of support/system for both the Telephone and Photocopier providers after some research into the market I supplier has come forward who can supply both services giving the Council a considerable annual saving. I will bring the detailed presentation of the offer to the meeting for consideration. Also, the potential provider has offered to give a presentation to the Committee of the Proposal prior to making of any decision.
12	Grant Policy The Committee to consider the revised policy. The policy has been revised to consider the effect use of funds and the timeframe of grant awarding process. A copy of the revised policy will be made available at the meeting.
13	Gratuity payments The Committee to consider the provision of a gratuity to the Band Concert Supervisor of £600 (as previous year) and £50 each to St. John's Church and Filey Methodist Church for the use of their facilities.
	<u>Members Business Items</u>
	<u>Next Meeting</u>
14	Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for inclusion on future committee meeting agendas.
15	Date and time of the next meeting Committee to note that the next meeting is planned for 22 November 2021 at 6:30 pm in the Council Chamber.