



CLEVEDON TOWN COUNCIL

44 Old Street, Clevedon, BS21 6BU

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FINANCE AND GENERAL POLICY

Chairman of the Committee: - Cllr C. Francis-Pester

Members: B. Garner, J. Geldart, C. Hall, G. Hill, L. Knott, P McNeill, J Middleton, T. Morgan, J. Norton-Sealey, N. Pennycott, D Shopland G Watkins, C Wring

Dear Member

You are hereby summoned to attend the **Finance and General Policy** meeting of Clevedon Town Council, which will be held in the Committee Room, 44 Old Street, Clevedon on **Wednesday 23rd July 2014 at 7.30 pm**

Signed Ms P. J. Heath MILCM
Town Clerk

PUBLIC PARTICIPATION - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

AGENDA

1. To receive apologies for absence
2. Declarations of Interest for items on the agenda
3. To receive the minutes of previous committee meetings held on 18th June 2014
4. To receive the FGP Committee Budget/actual spreadsheet 2014/2015.
5. To discuss the use of the web site and modern technology with a view to reducing the costs to the Council to enable Councillors to "opt-out" of receiving paper copies of minutes and reports.
6. To receive verbal report of the Web Site working group, meeting at 12 on 23rd July
7. To receive a request from the Town Clerk to attend the Annual Conference of the Society of Local Council Clerks.
8. To receive for first consideration draft Terms of Reference for committees; these to be recommended to each Committee for discussion and amendment before being agreed by FGP committee and recommended to Council. [New Terms of Reference to be implemented from the ASM 2015]
9. To confirm appointment of the Internal Auditor for 2014/2015 accounts and the honorarium paid;
10. To receive verbal update on the 4th August "lights out" event and agree, if any, expenditure
11. To agree registration under data protection at a cost of £35.

FOR INFORMATION

12. Chairman Items for information only
13. To determine Part I and Part II items.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting

Process for Terms of reference

July 23rd Finance & General Policy – first consideration and read through

Each Chairman to take the comments from July Meeting and draft terms for their committee for discussion/ alteration/amendment

12th November Finance & General Policy will consider and amalgamate the responses from the Committees and make recommendation to Council

17th December Council – to receive the recommended document and ratify

The new terms of reference will be affective from the **Annual Statutory Meeting 2015** when the new committees will be formed.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting