



7th June 2021

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Finance, General Purposes and Audit Committee Meeting** to be held at **the ClayTAWC Centre on Wednesday 16th June 2021**, to be held at 7.00pm for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

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

AGENDA

1. Election of Chair

2. Election of Vice Chair

3. Apologies

To receive and approve apologies

4. 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.*

5. 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.

- 6. To adopt the Minutes of the Finance, General Purposes and Audit Committee held on the 26th August 2020 and the 18th February 2021**
- 7. Matters arising**
- 8. To consider the findings of the internal Auditor and the actions to be addressed.**
- 9. To Approve the Annual Governance Statement for 2020-2021.**
- 10. To Approve the Accounting Statements 2020-2021.**
- 11. To Approve the Asset Register to be tabled.**
- 12. To agree the Financial Risk Assessment.**
- 13. To agree the replacement of the office monitor.**
- 14. To approve two Cllrs to carry out the internal Audit.**

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'

15. Confidential

Staffing Committee meeting

To agree the pay scale following the probation period for the administrator.

To discuss working patterns for both office staff.

To discuss the evaluation of the clerk's role.

To discuss office hours.

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.