

## TENBURY TOWN COUNCIL 2020/21 FS03

You are hereby summoned to attend the meeting of the  
**FINANCE AND STAFFING COMMITTEE**  
to be held remotely via Microsoft Teams on  
**MONDAY 7<sup>th</sup> DECEMBER 2020**  
**at 6:00pm**

For the purpose of transacting the business on the Agenda below  
(Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England)  
Regulations 2020)

### A G E N D A

#### FS20.31 APOLOGIES FOR ABSENCE

To receive apologies submitted by Members of the Committee for absence. Schedule 12 of the Local Government Act 1972 requires that a record be kept of the Members present and that this record forms part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

#### FS20.32 DECLARATION OF INTEREST

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

- (i) To declare any Disclosable Interests in items on the agenda and their nature.
- (ii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest that falls within the Code of Conduct para 12 (4) (b) must leave the **virtual meeting** for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

#### FS20.33 DISPENSATIONS

To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and or/vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct

#### FS20.34 PUBLIC PARTICIPATION

**Due to holding a virtual meeting, members of the public are requested to email the Town Clerk for access to join the meeting. Members of the public are requested to email the Town Clerk prior to the meeting with any points to be raised relating to agenda items.**

The meeting will be adjourned for public question time. To receive any questions that may be put to the meeting on items on the agenda by members of the public.

The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3(f), a member of the public shall not speak for more than 5 minutes.

**The meeting of the Finance and Staffing Committee will be reconvened.**

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TENBURY TOWN COUNCIL 2020/21 FS03

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**FS20.35 MINUTES**

**Appendix 1**

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 2<sup>nd</sup> November 2020.

**FS20.36 BANK RECONCILIATIONS**

**Appendix 2**

(a) To confirm and note the monthly reconciliations of the Council's bank accounts for the following months.

- (i) October 2020
- (ii) November 2020

(b) To confirm and note the receipts received and payments authorised from the Council's bank accounts from 1<sup>st</sup> October 2020 to 30<sup>th</sup> November 2020.

**FS20.37 APPROVAL OF CREDITOR INVOICES**

(i) To approve the payments made during October 2020 and November 2020. All payments were authorised online by two authorised Member signatories and the Town Clerk.

**Appendix 3**

(ii) To approve the outstanding invoices for payment for December 2020.

**Appendix 4**

**FS20.38 GRANT COMPLETION FORM**

**Appendix 5**

To consider the grant completion form received from Tenbury in Bloom following the award of £500.00 grant funding at the meeting of Finance and Staffing Committee held on 2 December 2019. (LGA 1972 s144 – Power to contribute to organisations encouraging tourism).

**FS20.39 CEMETERY FEES & CHARGES 2021/2022**

**Appendix 6**

To review the cemetery fees and charges for 2021/2022

**FS20.40 DATE AND TIME OF NEXT MEETING**

To be confirmed

*L. Bruton*

Lesleyann Bruton (Mrs.)  
Town Clerk  
1<sup>st</sup> December 2020