



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE AGENDA

Date: Monday 27th July 2026**Time:** 7.00 pm**Venue:** 32 Waterloo Street

Members of the Finance & General Purposes Committee are hereby summoned to attend this meeting. Members are reminded of their duty to declare any Disclosable Pecuniary Interest (DPI) or other interest in accordance with the Code of Conduct. Members with a DPI must withdraw from the meeting unless a dispensation has been granted. Members must also have regard to the Crime and Disorder Act 1998 s.17 and Equality Act 2010 s.149 when making decisions.

All Committee meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Please note that meetings may be recorded, filmed, photographed or broadcast by the Council and/or members of the public in accordance with the Openness of Local Government Bodies Regulations 2014 and the Council's Recording and Filming of Meetings Policy. By attending this meeting, you are deemed to consent to being recorded, unless the meeting moves into confidential session where recording is prohibited. Any recording must not disrupt the proceedings of the meeting. Official minutes remain the formal and legally binding record of Council decisions.

7pm - PUBLIC QUESTION TIME (15 minutes maximum)

The Council chamber has allocated seating for a maximum of 16 members of the public.

The public are welcome to make representations, ask questions and give evidence in respect of business on the agenda. Questions must relate to agenda items and will not give rise to debate. Individual representations are normally limited to 5 minutes at the discretion of the Chair. Written questions may be submitted in advance to committee@wsm-tc.gov.uk or to the Chief Executive Officer/Town Clerk by 5pm on the working day before the meeting

Members: Councillors Ciaran Cronnelly (C), Gill Bute, Mark Canniford, Peter Crew, John Crockford-Hawley, Catherine Gibbons, Robert Payne, Robert Skeen, John Standfield and Charlie Williams.

Note: Quorum of the Committee shall be 5 of its Members.

- 1. Apologies for Absence and Notification of Substitutes**
- 2. Declarations of Interest**

3. Committee Governance

- 3.1 To note the appointment of the Chair and Vice-Chair by full Council at its Annual Meeting held on the 28th May 2026
- 3.2 Confirmation of Committee Terms of Reference by Council at its Annual Meeting held on 28th May 2026 (attached) (pages 1-3)

4. To agree the accuracy of the previous Minutes of the Finance and General Purposes Committee Meeting held on 13th April 2026 (attached) (pages 4-12)**5. To approve the Notes of the Devolution Start and Finish Group Meeting held on held on 13th May 2026 and DRAFT Notes held on the 1st July 2026 (attached) (pages 13-19)****6. To approve the Minutes of the DRAFT Grants and Governance Sub Committee Meeting held on held on 16th April 2026 (attached) (pages 20-26)****7. To receive the Notes of the Health and Safety Meetings held in April and May 2026 (attached) (pages 27-31)****8. To approve the Finance and General Purposes Committee Annual Work Programme 2026/27**

To receive the report of the Democratic Services Manager and CEO/Town Clerk (attached)(pages 32-40)

FINANCE**9. Standing Financial Reports**

To receive the report of Finance Administration Officer (attached)(pages 41-44)

9.1 Budget & Virement Reports

- 9.1.1 Income & Expenditure Budget Monitoring Report at 30th June 2026 (For Noting)(attached)(pages 45-62)

9.2 Bank Reconciliation Reports

- 9.2.1 Bank Reconciliation Summary report at 30th June 2026 (for Noting)(attached)(page 63)
- 9.2.2 Schedule of Receipted Income Summary at 30th June 2026 (for Noting)(attached)(page 64)
- 9.2.3 Schedule of Payments Summary at 30th June 2026 (for Noting)(attached)(page 65)
- 9.2.4 Confirmation and Verification of Bank reconciliations (non signatory) (for Action / Approval bank reconciliations will be available at meeting for signature)

9.3 Cash Flow Forecast Reports (attached) (page 66)
(for Noting)**9.4 Investment, Interest & Loans Reports**

- 9.4.1 Investment and Interest summary report at 30th June 2026 (for Noting)(attached)
- 9.4.2 Loan Balances at 30th June 2026 (for Noting)(attached)(pages 67-68)

9.5 Debtors Reports

- 9.5.1 Outstanding Balances Summary report at 30th June 2026 (for Noting)(attached)(page 69)
- 9.5.2 Write Off's / Bad Debts (nothing to report)

9.6 Creditors Reports

- 9.6.1 Schedule of Direct Debits at 30th June 2026 (for Noting)(attached)(page 70)
- 9.6.2 Overspend Report at 30th June 2026 (for approval)(attached)(page 71)

9.7 EMR & Capital Reserve Movement Report

9.7.1 EMR Summary report at 30th June 2026 (For Noting / Approval) (attached) (pages 72-73)

10. To appoint nominated Bank Signatories

To receive the report of the Finance and Administration Officer (attached)(pages 74-76)

GOVERNANCE

11. Outside Bodies Reporting Protocol

To receive the report from the Democratic Services Manager (attached)(pages 77-80)

12. To approve the following Policies and covering reports:

To receive the report of the Director of Finance & Resources (attached)(pages 81-83)

12.1 Data Protection Policy (updated policy) (attached)(pages 84-117)

12.2 Retention & Records Policy (updated policy) (attached)(pages 118-126)

12.3 AI Policy (new Policy) (attached)(pages 127-135)

13. Digital Transformation Programme – Development of the Business Case

To receive the report of the CEO/Town Clerk (attached)(pages 136-144)

14. Grove Park Pond

To receive the report of the CEO/Town Clerk (attached)(pages 145-152)

15. Allotments - assignment of multiple plots

To receive the Data as required for consideration (attached)(pages 153-155)

16. Community Engagement Delivery Programme

To receive the report of the Senior Development Officer (attached)(pages 156-161)

17. Data Protection Officer Appointment

To receive the report of the Director of Finance & Resources (attached)(pages 162-166)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
20th July 2026

Weston-super-Mare Town Council
32, Waterloo Street
Weston-super-Mare
BS23 1LW

Adopted 21st November 2022

