

WESTON-SUPER-MARE TOWN COUNCIL POLICY AND FINANCE COMMITTEE AGENDA

Date: Monday 25th April 2016

Time: 7.00 pm

Venue: Grove House

Members of the Policy and Finance Committee are hereby summoned to this meeting. Members who wish to comment on matters within their ward may attend and address the Committee. Members are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act s.149 when reaching such a decision.

Committee Members: Councillors Clive Webb (Chairman), Michal Kus, Roger Bailey, Peter Crew, Clive Darke, Peter Fox, Richard Nightingale, Lisa Pilgrim, Catherine Gibbons, Mike Lyall, Mark Canniford and Robert Payne

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

Prior to the commencement of the meeting, the Chairman will invite questions and observations from parishioners present (maximum time permitted 15 minutes).

1. **Apologies for Absence and Notification of Substitutions**
2. **Declarations of Interest**
3. **To approve the minutes of the Policy & Finance Committee Meeting held on 22nd February 2016** (attached)
4. **The minutes of the Working Party to Review Expenditure & Governance**
To approve the minutes of the Working Party to Review Expenditure & Governance held on the 7th March 2016 (attached)
5. **Monthly Financial Reports:**
 - a) **For Approval**
 - i. Schedule of Unapproved Expenditure for February 2016 (attached)
 - b) **For Noting**
 - i. Bank Reconciliations for February 2016 (attached)
 - ii. Budgetary Control Report for February 2016 (attached)
 - iii. Bank Interest Report for February 2016 (attached)
 - iv. Schedule of Received Income for February 2016 (attached).
 - v. Income Analysis for 2015/16 (attached)
 - vi. Month end overspend report for February 2016 (attached)
 - vii. Bad Debt (attached)
6. **Bad Debt Policy**
Recommended from Expenditure and Finance Committee (attached)
7. **Internal Audit report – 3rd Interim visit 2015/16.**
To receive and approve the Internal Audit report (attached)
8. **Final Earmarked Reserves for 2016/17**
To receive the report of the Responsible Financial Officer (attached)

9. **Installation of a Gas Supply at Grove House**
To receive the report of the Town Clerk (to follow)
10. **Imagemakers – mobilisation order for the HLF Museum Project**
To receive the report of the Responsible Financial Officer (to follow)
11. **Draft Calendar of Meetings 2016/17**
To receive the report of the Town Clerk (attached)



Malcolm L Nicholson LL.B DMS AILCM
Town Clerk
18 April 2016

Grove House
Weston-super-Mare
Tel: 01934 632567