

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

**Date: Monday 21<sup>st</sup> June 2021**

**Time: 7.00 pm**

**Venue: Museum**

*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.*

Members of the public wishing to watch or take part in the meeting please contact us at Grove House on [admin@wsm-tc.gov.uk](mailto:admin@wsm-tc.gov.uk) or 01934 632567.

**Committee Members:** Councillors Mark Canniford, Sarah Codling, David Dash, Peter Fox, Robert Payne, Alan Peak, Lisa Pilgrim, Ian Porter, Tim Taylor and Helen Thornton.

**Note:** Quorum of the Committee shall be 6 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. Election of Chairman**

**2. Declarations of Interest**

**3. Election of Vice Chairman**

**4. Apologies for Absence and Notification of Substitutions**

**5. To approve the minutes of the Policy & Finance Committee Meeting held on the 24<sup>th</sup> April 2021** (attached)

**6. The minutes of the Working Party to Review Expenditure & Governance**

To note the minutes of the Working Party to Review Expenditure & Governance held on 6<sup>th</sup> May 2021 (unapproved) (attached).

**7. Monthly Financial Reports: March & April 2021**

**a) For Approval**

Schedule of Unapproved Expenditure (attached)

**b) For Noting**

- i. Bank Reconciliations (attached)
- ii. Budgetary Control Report (attached)
- iii. Bank Interest Report (attached)
- iv. Schedule of Receipted Income (attached)
- v. Income Analysis (attached)

- vi. Bad debt report (attached)

**8. To receive the Final Interim Audit Report for the year 2020-21 (attached)**

**9. Year End Accounts for the year ending 31/03/21**

As part of the Audit requirement members are requested to

- a) Consider the Accounting Statements (AGAR – Annual return) by members as a whole;
- b) Approve the Accounting Statements (AGAR – Annual return) by resolution; and Sign and date as required (AGAR – Annual return)
- c) Sign and date as required (AGAR – Annual return)
- d) Receive and Note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return)

**10. To receive the Planned Maintenance proposals for 2021 / 2022 and relevant update (attached)**

- a) To approve the PPM schedule for the 2021 / 2022 to enable works to occur within the year as per the report.
- b) To consider and approve the recommendation for essential works at Milton Road Cemetery – quotation report and recommendation (attached)

**11. To review the updated Procurement Guide**

To receive the report of the Deputy Town Clerk (attached)

**12. Notes for Tree Charter motion**

Reference from the Climate Change Working Party and report of the Tree Officer (attached)

**13. Insurance**

To receive the report of the Deputy Town Clerk (to follow) update on policy options for members' consideration within the current fixed term agreement

**14. Renewal of NALC ALCA Membership**

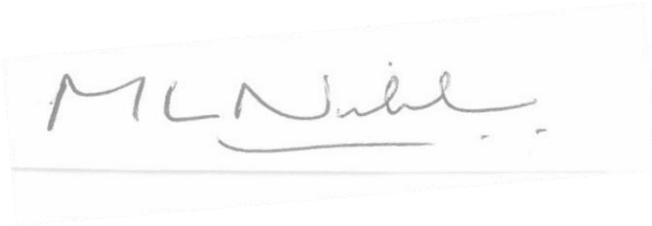
To receive the report of the Town Clerk (attached)

*To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.*

**15. Town Quarry Lease**

To receive the report of the Town Clerk (to follow)

Policy & Finance 210621

A handwritten signature in black ink, appearing to read 'MLN Nicholson', is enclosed in a thin black rectangular border. The signature is written in a cursive style with a horizontal line underneath the name.

Malcolm L Nicholson, LLB, DMS  
Town Clerk  
14<sup>th</sup> June 2021

Weston-super-Mare Town Council  
Grove House, Grove Park  
Weston-super-Mare, BS23 2QJ