

Notice is hereby given that a meeting of the **Finance and General Purposes Committee** will be held **virtually** commencing at 2 pm on Monday 8<sup>th</sup> March 2021 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Clerk

## Membership of Committee

Chairman: Mrs S Sheen Mr E Boyle, Mr A Jowett, Dr S Kay and Mrs H Ogden

If members of the public wish to join the virtual meeting please contact the Town Clerk prior to the meeting taking place for joining instructions.

## Open Forum

The first ten minutes of the meeting are available for members of the public and the press to raise any issues with the Committee. If there are no members of the public present at 2 pm the meeting will commence.

## AGENDA

### 1. Apologies for absence

Please inform the Clerk if you are unable to attend.

### 2. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

### 3. Minutes of the meeting

Held on 11<sup>th</sup> January 2021 were approved at Council on 25<sup>th</sup> January 2021.

Annexed

To approve minutes of Emergency meeting on 8<sup>th</sup> February 2021.

Annexed

### 4. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

### 5. Finance

- |     |   |         |
|-----|---|---------|
| 1)  | To receive RFO's report   | Annexed |
| 2)  | To approve income & payments to 28 <sup>th</sup> February 2021  | Annexed |
| 3)  | To approve Committee accounts to 28 <sup>th</sup> February 2021 | Annexed |
| 4)  | To review Asset Register  | Annexed |
| 5)  | To review Effectiveness of Internal Audit                       | Annexed |
| 6)  | To review Financial Risk Assessment                             | Annexed |
| 7)  | To review and approve Financial Regulations – reviewed by RFO   | Annexed |
| 8)  | To receive update on KGF water bill                             |         |
| 9)  | To review submission date of Local Council Award Scheme         |         |
| 10) | To consider costs for repairing/improving WTC website           | Annexed |

## 6. Land Issues

- 1) To consider actions re Doctors Surgery Lease – update
- 2) To consider actions re Lease for Bloomfield Allotments - update
- 3) To consider actions re Lease North of King George's Playing Field - update

## 7. Russell House

- 1) Anti-social behaviour issues – update
- 2) Drains – update

## 8. To consider actions for NHS Day – 5<sup>th</sup> July 2021

Annexed

## 9. Policies and Procedures: to approve

- 1) Communication and Engagement Policy

Annexed

## 10. Correspondence

- 1) Rural Market Towns – extension of free membership

## 11. Reports from Councillors on relevant activities

## 12. TN16, Edenbridge Magazine and website

## 13. Matters for District and County Councilors

## 14. Further matters for consideration at the next meeting

## 15. Date of Next Meeting – Monday 10th May 2021

**Part 2** Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.

## 16. Staff Bonus scheme – update on year-end bonus targets

Annexed

## 17. To review Staff overtime

Annexed