

## Notice of a meeting of the

### **Finance & General Purposes Committee**

24<sup>th</sup> August 2020 at 7.30pm

Online at [zoom.us](https://zoom.us) (or via your device app)



All members of the Finance and General Purposes Committee are summoned to attend this meeting for the transaction of the business on the agenda.

#### **Admission of the public and media**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. **Admission to this meeting will be online** (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020).

#### **Reports and minutes**

We add reports and minutes to our website.

#### **Recording, photographs and filming**

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting. We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

#### **Public participation – via [zoom.us](https://zoom.us) (or via your device app)**

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee). Please see page three of the agenda for joining instructions.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. Please contact the Town Clerk to participate on email – [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)

# Agenda

1. To receive apologies.
2. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To receive a report on the end of year accounts from the second internal audit including an action to resolve the aged debtors and creditors – *report to follow*.
4. To review and sign the Annual Governance & Accountability Return (AGAR) for 2019-2020 – *see attached report and paperwork*.

**This meeting will then be adjourned to hold an Extra-Ordinary meeting of the full Council to consider the Annual Governance & Accountability Return (AGAR). The F&GP Committee meeting will resume after the Extra-Ordinary Council meeting.**

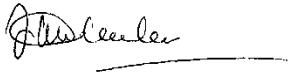
5. To agree the Minutes of the meeting held on 27<sup>th</sup> July 2020 – *see attached*.
6. Questions on the Minutes as to the progress of any item.
7. To review a grant application – *see attached*.
8. To note the monthly accounts and payments made in June 2020 – *see monthly accounts to 30<sup>th</sup> June 2020 – see report and accounts*.
9. To consider several accounting scenarios exploring the impact of the pandemic on the Town Council accounts – *see attached spreadsheet*.
10. To review the Extra-ordinary Covid risk assessment relating to staff working at the DTC offices – *see attached report and spread sheets – deferred from the last meeting*.
11. To consider whether we want the Autumn CIL payment to go into our bank account or stay with SODC – *see email attached*.
12. To review and note the Grant Policy – *see attached policy*.
13. To confirm the budget timetable for 2021-2022 financial year – *see attached timetable*.
14. To review the quotes for the end of year close-down and partial exemption work – *quotes to follow*.
15. To note the progress report on items not on this agenda – *see attached*

## EXCLUSION OF THE PRESS AND PUBLIC

**Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted**

16. To review two requests for funding from the Environment and Climate Committee:
  - i) To treat Hemlock growing in Ladygrove Park – *see report*
  - ii) To install height restriction gates at Edmonds Park – *see report*

17. To review the quotations for valuations of Council property – *see attached quotes.*
18. To review a draft brief for a contractor to manage the Civic Hall boilers – *see attached brief*



Janet Wheeler  
Town Clerk  
18<sup>th</sup> August 2020

### **Voting Committee members:**

#### **Councillors**

J Moody (Chair)  
P. Siggers (Vice Chair)  
P Davies  
V Haval  
M McNeill  
A Sandiford  
A Thompson

### **Nominated substitute Committee members:**

#### **Councillors**

A Dearlove  
M Khan  
A Macdonald  
D Rouane  
M Walsh

### **How to join the meeting using zoom.us**

Should any member of the public wish to join the electronic meeting, please contact the Town Clerk by email – [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk) to request an invitation. You will be provided with instructions on how to join the meeting electronically. You will also need to sign up to a Zoom account, which is free. You should use your browser to find zoom.us, then simply follow the instructions to sign up. Should you wish to make a comment rather than attend, please email the Town Clerk or any Town Councillor prior to the meeting.