

## Notice of a meeting of the

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

28<sup>th</sup> September 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)

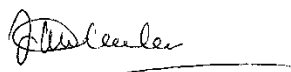
# Agenda

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 agree the Minutes of the meeting held on 24<sup>th</sup> August 2020 –see *attached*.
4. Questions on the Minutes as to the progress of any item.
5. To review two grant applications – *Didcot Library and the Army Cadets*
6. To note the monthly accounts and payments made in July and August 2020 – *see report and accounts*.
7. To note the Sales Ledger Aged Account Balances report which went to Civic Hall Management Committee and the considerations therein (*see the attached papers*)
8. To take a first look at the budget for 2021-2022 – *see attached report*.
9. To review the Extra-ordinary Covid risk assessment relating to staff working at the DTC offices – *see papers*.
10. To review the quotes for the end of year close-down and partial exemption work – one quote received – *two to be chased*
11. To receive a verbal up-date on the recent flooding of the Civic Hall.
12. To note the report on the website accessibility regulations – *see attached report*.
13. To review the correspondence from British Legion regarding future Remembrance Day events in Didcot and the financial liabilities on the Town Council – *see attached papers*.
14. 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**

15. To review a paper to develop a detailed purchase and goods receipt process that adheres to our Financial Regulations – *see papers attached*.
16. To note several accounting scenarios exploring the impact of the pandemic on the Town Council accounts – *see attached spreadsheet*.



Janet Wheeler  
Town Clerk  
22<sup>nd</sup> September 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.