

TEIGNMOUTH TOWN COUNCIL



**Bitton House
Teignmouth
Devon**

2nd February 2022

Dear Councillor

A meeting of the Finance Committee will be held at Bitton House on **Tuesday 8th February 2022 at 3.00pm** to discuss the following items as set out below and your attendance is required.

Please note;

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

The public are welcome at Teignmouth Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Use of Mobile Phones

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Mobile phones are to be switched to silent during the meeting to avoid disruption.

Public Participation

Electors may speak for three minutes on any item on the following agenda. 3 days notice is required – please e-mail the Town Clerk – townclerk@teignmouth-devon.gov.uk



**Mrs T J T Rowe
Town Clerk**

A G E N D A

1. Apologies – to receive apologies for absence.

2. Declarations of Interest

In accordance with the Code of Conduct (section 13, Appendices A and B), Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that the timescale to alter their stated interests with the District Council's Monitoring Officer is 28 days.

3. Dispensations

A request for a dispensation is to be made to the Town Clerk, no less than 5 working days before Council meetings. The Council may grant a member(s) a dispensation(s) to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in that item.

4. Minutes of the quarterly Finance Committee meeting held on 28th October 2021 – to review actions.

5. Report on expenditure against budget for the 9 months to 31st December 2021 and how this affects the budget setting process for 2022/23.

6. Budget setting process, the way forward – everyone to bring their ideas to the meeting

7. Pavement Café Licence review – to receive a report from the Projects and Facilities Manager on a charge based on the square meterage used per property, for 2022/23 (from the 28th July 2021 meeting).

8. To review the Town Council Grants Policy, following the budget review of the total grants fund and update on revisions to the grants policy - input from all.

9. RBS/SharePoint integration to target for implementation by 01/04/2022 latest. This to work towards going fully paperless.

- To decide if the Town Council should do the above by means of £200 one off fee or free via means of 3-year contract tie in.

10. To consider the implementation of a purchase card system for members of staff that require them.

11. To consider the purchase of a card payment system. The Facilities Manager has some initial cost options to be considered. This to facilitate room bookings or equipment hire deposits being taken, either face to face or over the phone.

12. To receive the Internal Auditor's Interim Report (attached).

13. To consider the adoption of a Town Council Investment Policy (draft attached for members).

14. The Freedom of Information Act 2000

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

15. Data Protection Act 2018

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.