

# South Willlesborough and Newtown Community Council

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I hereby give you notice that a Meeting of the Finance and General Purposes Committee will be held on Monday 25<sup>th</sup> October 2021 at 7:00pm in the Residents' Lounge, Baxendale Court

All members of the Committee are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

## **NOTES for Councillors and Members of the Public**

Members of the public may attend this meeting

Face masks should be worn throughout the meeting unless exempt or when speaking  
Councillors and Clerks will be encouraged to take a lateral flow test 48 hours before the meeting  
Reports will be available on the website and at the meeting but can be requested in advance by contacting the Clerk on **01233 528933**

*Sarah Evans*

Clerk

20<sup>th</sup> October 2021

## **AGENDA**

**60/21 Apologies for absence and approval.**

**61/21 Declarations of pecuniary, other significant or voluntary interest.**

**62/21 To agree the Minutes of the last Finance and General Purposes Committee (September 2021) and sign.**

**63/21 To note budget performance to date and bank reconciliation.**

**64/21 To consider the draft Internet Banking Policy (attached) and agree**

**65/21 To confirm the payment of invoices, new beneficiaries and note items of over £100.**

**66/21 – To agree the transfer of funds between bank accounts**

**67/21 To consider the draft Retention and Disposal of Records Policy (attached) and agree recommendations to full Council**

**68/21 To receive and consider a report of the Clerk/Allotments Officer on insurance provision at the Gas House Fields allotments and make recommendations to Council**

**69/21 To receive a report of the Clerks on staff pay issues**

**70/21 To consider emergency web security issues and cost and agree (email transcript attached)**

**71/21 To agree to defer the GDPR policy review to the November meeting**

**72/21 To consider the first draft calculation of the budget base 2022/23 and precept (attached)**

**73/21 To agree the date of the next meeting as 22<sup>nd</sup> November 2021 and items to be included on the agenda.**