

# BIDEFORD TOWN COUNCIL



Town Hall  
Bideford  
Devon  
EX39 2HS

Telephone:  
Bideford (01237) 428817/8

Heather Blackburn  
Town Clerk and Responsible Financial Officer

Thursday 3 February 2022

To: Members of the Staffing, Finance & General Purposes Committee

You are hereby summoned to attend a meeting of the **Staffing, Finance & General Purposes Committee** of the above-named Council to be held in the Town Hall, Bideford, on **Thursday 10 February 2022 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Heather Blackburn  
Clerk to the Council

## AGENDA

1. To receive apologies and reasons for absence
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Encl.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held on Thursday 06 January 2022 as a correct record. Dist. with TC agenda
5. Items brought forward by the Chairman.
6. Finance:
  - a. To approve the payments listed. To follow
  - b. To receive and approve the interim Internal Auditor's Report for the period 1 October 2021 – 10 January 2022. Encl.
  - c. To consider and approve the Council's Statement of Internal Control. Encl.
  - d. To consider and approve the Council's Risk Management Paper. Encl.

- e. To review and approve the Financial Regulations. Encl.
7. To finalise the wording for the public consultation on the format of the Remembrance Sunday Parade. Encl.
8. To consider the request from South West Event Management services to transfer the funds allocated to the New Year's Eve Party to the spring Party in the Pannier Market. Encl.
9. To receive an update on the tasks undertaken by the Maintenance Operatives. Encl.

## **PART II (Closed Session)**

10. Staffing Matters. Encl.

The next meeting of the Staffing, Finance & General Purposes Committee (Grants) will be held on Thursday 17 February 2022.

## **MEMBERS OF THE STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE**

Councillors D Bushby, P Christie, Mrs K Corfe, Mrs R Craigie, Mrs J Gubb, D McGeough, P Lawrence, J McKenzie, D Ratcliff.

### **MEMBERS OF THE PUBLIC**

**In accordance with our Covid Risk Assessment you are required to ensure the following if are attending this meeting:**

- **Sanitise your hands on entry to this building using the sanitiser provided**
- **The Government requests and recommends the continued wearing of face coverings in enclosed spaces.**
- **Complete a Track & Trace Form or use the NHS QR Code provided**
- **Sanitise your hands on entering the meeting room using the sanitiser provided.**
- **Ensure you are seated away from others**