

BIDEFORD TOWN COUNCIL



**Town Hall
Bideford
Devon
EX39 2HS**

Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 29 August 2024

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 Council Chamber, Bideford, on **Thursday 05 September 2024 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.

A handwritten signature in blue ink, appearing to read 'Paul Swan'.

Paul Swan
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 25 July 2024 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 the Conclusion of Audit from PK Littlejohns. Encl.
 - c. To receive and approve the Internal Auditor's Report - Records as at 30 June 2023. Encl.

7. To recommend to Town Council on the transition to paperless Agendas and Minutes for all meetings.
8. To receive an update on Manor Court Presentments Encl.
9. To consider and resolve the provision of a buffet following the Remembrance Sunday Parade and Church Service.
10. To receive an update on the tasks undertaken by the Maintenance Operatives. Encl.

MEMBERS OF THE STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

Councillors D Bushby, Ms R Clarke (Town Mayor), Mrs J Gubb, Mrs L Hellyer, S Inch, P Lawrence (Deputy Mayor), D McGeough, J McKenzie, T Inch.