



# Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

10<sup>th</sup> February 2022

**Dear Councillors**

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee**, which will be held in the **FUNCTION ROOM** at **Brixham Town Hall** on **Wednesday 16<sup>th</sup> February 2022** commencing at **6pm** to transact the business specified in the following Agenda as set out.

If you are unable to attend this meeting, or will be late in arriving, please inform the Council offices as soon as possible.

Attendees should be aware that the proceedings of this meeting are recorded and may be filmed or photographed.

## Agenda

**1. Opening of the Meeting**

**2. Apologies**

To receive apologies and to approve reasons for absence

**3. Declarations of Interest**

In accordance with the Code of Conduct, 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 any change to their Declaration of Interests must be notified to the Town Clerk within 28 days of the change

**4. Minutes**

To consider the approval of the minutes of the last meeting of the Committee on 19.01.22

**5. Accounts for Payment**

To endorse the accounts paid by BACS and agree the accounts to be paid as set out in the Expenditure Transaction Approval Lists for the period ending 10<sup>th</sup> February 2022.

**6. Income**

To note the Income Transaction List for the period ending 10<sup>th</sup> February 2022.

**7. Bank Reconciliations**

To note the bank reconciliations for the periods July 2021 – December 2021

**8. Reserves**

To discuss and consider the reserve levels for 2022/23

**9. Bank Mandates**

To discuss and consider bank signatories for all bank accounts

**10. Policies**

To review and consider changes to the Recruitment Policy

**11. Personnel**

To hear an update on the

- a) recruitment of the Deputy Town Clerk
- b) recruitment of the Facilities Manager

**12. Town Hall Fees and Charges**

To discuss and consider the Town Hall Fees and Charges Schedule

**13. Formalising Responses to Public Enquiries (Cllr Leech)**

To discuss and consider how to formalise responses to public enquiries

**14. Date of next meeting**

To note the date of the next meeting which is scheduled for 16<sup>th</sup> March 2022

**15. Items for future agenda**

Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item

**16. Exclusion of Public and Press**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**17. Confidential Notes**

To consider the approval of the confidential notes of the last meeting of the Committee on 19.01.22.

Signed

*Tracy Hallett*

Town Clerk to Brixham Town Council

**Committee Members:**

Councillors P Addison, D Blackmore (C), R Haddock (VC), A Massey, W Okurut, J Regan & O Swain

**Members of the public are invited to view this meeting via Zoom by clicking on the following link:**

[Meeting Link](#)

**Attendees wishing to be present at the meeting in-person should contact the Council offices with at least 48 hours' notice to register their intent.**