



BELPER
TOWN COUNCIL
Working for the community

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20 February 2020

To: Members of the Finance,

Dear Councillor

I hereby give you notice that a meeting of the Finance, Governance and Staff Working Party will be held at **St John's Chapel, The Butts, Belper on Tuesday 25 February 2020 at 7.00pm.**

All members of the Committee are summoned to attend the meeting to consider and resolve the business to be transacted as set out in the following agenda.

Members are asked to sign the attendance sheet for the meeting and to complete the Declaration of Interests Sheet (if appropriate). These will be available in the Meeting Room.

Yours sincerely

Emma Smith

Town Clerk

AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business.
- 3 **Declaration of Members Interests and Requests for Dispensation**
Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.
- 4 **Recording and Filming of Council and Committee Meetings**
The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.
- 5 **Confidential Item** - To determine which items, if any, on the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms:-
"That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."
- 6 **Public Speaking - (Thirty Minutes)**

- (a) A maximum of three (3) minutes or at the Chairman's discretion will be made available for each member of the public to comment on any matter.
- (b) If the Police Liaison Officer, a County Council or Borough Council Member is in attendance they will be given the opportunity to raise any relevant matter.

7 Minutes

To approve the Minutes of the Finance, Governance and Staff Working Party meeting held on 29 October 2019.

8 Finance Report

- (a) To note the Financial Budget Comparison for 2019/20
- (b) To note mileage monitoring of the Council's pick up
- (c) To consider new energy supplier quotes
- (d) Ethical Investments on Town Council Reserves

9 Annual Grants

To consider updated Grant Application Forms for 2020/21

10 Staff

- (a) To note staff meeting with Unison representative
- (b) To consider Appraisals and SCP increases
- (c) To consider Town Clerks completion date for Cilca qualification from June to September 2020.

11 Governance

- (a) To consider the draft calendar of meetings (2020/21) for approval at the Annual Meeting
- (b) To consider updated Disciplinary and Grievance Procedure Policy
- (c) To review policies due for review prior to the next Finance, Governance and Staff Working Party meeting

12 Date of Next Meeting - To be Confirmed

