

**To all Members of Honiton Town Council
Finance and Policy Committee**

A meeting of **Honiton Town Council Finance and Policy Committee** to which you are summoned, will be held via ZOOM on **Monday 22nd February 2021 commencing at 7.00pm** to transact the following business:

In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Download this: <https://zoom.us/j/95799189439?pwd=RkttL2JPeW82Tm9NRG93enpmZk5hdz09>

Meeting ID: 957 9918 9439

Password: 467680

Date 17th February 2021

Stephen Hill

**Stephen Hill
Town Clerk**

AGENDA

This meeting will be recorded and recordings will be held for the purposes of preparing the Minutes by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand at the Chairman's discretion and you will be invited to speak by the Clerk, at which point your microphone will be unmuted.

Voting will also take place by a show of hands and the Clerk will indicate that the votes have been recorded.

If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the Chairman may adjourn the meeting.

1. Apologies for absence

To **RECEIVE** and record any apologies and reasons for absence.

2. Declarations of Interests

To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. Dispensations

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4. Public Question Time for items on the agenda

Questions relating to items on the agenda may be asked at the meeting, at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

Members of the public will be allowed to speak at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.**

5. Minutes of the Finance & Policy Committee meeting held on [28th September 2020](#)

Committee is asked to **RESOLVE** to approve for accuracy the minutes of the Finance & Policy Committee meeting held on 28th September 2020, as published and circulated with this Agenda.

6. [Q3 2020/21 Financial Report](#)

Committee is asked to **NOTE** the Q3 2020/21 financial report.

7. Challenge to 2019/20 AGAR

Committee is asked to **NOTE** that a challenge has been raised on 26th October 2020 and 9th November 2020 by a member of public to the Council's 2019/20 accounts and appropriate actions.

8. [S106 Developer Contribution](#)

Committee is asked to **NOTE** an EDDC schedule of S106 financial contributions.

PART A MATTERS FOR DECISION

9. [2021/22 Budget and Earmarked Reserves \(EMR\)](#)

Committee is asked to **NOTE** the budget 2021/22 and to **RECOMMEND** EMR to Full Council for Approval.

10. Risk Assessment

Committee is asked to **CONSIDER** the draft whole [Council Risk Index](#) and [Risk Management Policy](#) and Risk Management Strategy and make any amendments and **RECOMMEND** those to Full Council for Approval.

11. [Draft Interim Internal Audit 2020/21](#)

Committee is asked to **CONSIDER** the draft Interim Internal Audit 2020/21 and to make any comments and **RECOMMEND** to Full Council for consideration.

12. Procedures for Payments in line with Financial Regulations

Committee is asked to **CONSIDER** the effective internal financial management arrangements for payments in accordance with the Council's Financial Regulations, including authorisation and reconciliation.

13. [Recruitment Policy & Procedure](#)

Committee is asked to comment on the draft Recruitment Policy & Procedure and **RECOMMEND** to Full Council for Approval.

14. [Consider the Grants Policy and Procedure](#)

Committee is asked to review and amend as necessary the Council's Award of Grants Policy/Procedure and make any **RECOMMENDATIONS** to Full Council for Approval of a Grants Policy & Procedure.

15. To close the meeting

Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

**PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME
TO ATTEND THIS MEETING AS OBSERVERS**

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to

private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded.

**Copies of this document are available in large print on request
COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT www.honiton.gov.uk
OR VIA THE TOWN COUNCIL OFFICE**