



TATWORTH AND FORTON PARISH COUNCIL

Notice of Finance Committee Meeting

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

To Chairman M Mercer and Councillors G Beattie J Davison R Down J MacOmish.

You are hereby summoned to attend the following meeting:

Meeting of...	Tatworth and Forton Parish Council's Finance Committee.
Time...	7.00pm.
Date...	Thursday 24th January 2019.
Place...	Brewer Room Tatworth Memorial Hall, Kents Lane, South Chard TA20 2QW.

Councillors will be discussing all the items listed overleaf on the Agenda.

Bruce Poole

Bruce Poole BA (Hons) FSLCC MMC

Parish Clerk

17th January 2019

7.00pm (Prior to the start of the meeting)

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Tatworth and Forton. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration.

¹N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Reports from County and District Councillors

The County and District Councillor are invited to give short oral reports on matters affecting Tatworth and Forton.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are 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. Recording must be clearly visible to anyone at the meeting.

Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

A G E N D A

FC1/19 To formally note the appointment of Councillor Mrs Margaret Mercer as the Committee Chairman.

FC2/19 To receive Apologies for Absence and to approve the reasons given. (LGA 1972 s85 (1))

FC3/19 Declarations of interests.

FC4/19 Chairman's Announcements.

FC5/19 Planning.

Application No. [18/03854/FUL](#) Proposal: Change of use of a caravan to use as a holiday let. Stepen Cottage Tatworth Road Chard TA20 2NN.

Application No. [18/03572/FUL](#) Proposal: The erection of an agricultural extension to existing agricultural building. Witney Farm Tatworth Road Chard TA20 2NJ.

Application No. [18/3652/HOU](#) Proposal: First Floor extension over existing first floor rooms. The Glen Holway Tatworth TA20 2SS.

FC6/19 Resolutions

(1) To approve the Terms of Reference for the Finance and Personnel Committee in order to recommend its adoption by the Parish Council.

(2) To resolve to approve a Parish Council Investment Policy in order to recommend its adoption by the Parish Council.

(3) To resolve to approve a Parish Council Reserves Policy in order to recommend its adoption by the Parish Council.

(4) To resolve to approve the Parish Clerk's Contract of Employment.

- (5) **To resolve to approve the following policies in order to recommend their adoption by the Parish Council.**
- (i) Expenses Policy
 - (ii) Absence Policy
 - (iii) Grievance and Disciplinary Procedures
 - (iv) Health & Safety
- (6) **To give due consideration to a draft Budget and thereafter make a formal recommendation to the full council as to the budget and precept for 2019-2020.**
- (7) **To receive the the notes and recommendations dated 18th December 2018 from the Council's Internal Auditor Bridget C Bowen.**
- (8) **To note the comments of the External Auditor to the year-end accounts 31st March 2018.**

FC7/19 Matters for information purposes only

FC8/19 Correspondence

FC9/19 Date and Time of next meeting – Thursday 18th April 2019 commencing at 7.00 pm.