



TATWORTH AND FORTON PARISH COUNCIL

Notice of Finance & Personnel 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 R Down A Goody and K Robbins

You are hereby summoned to attend the following meeting:

Meeting of... **Tatworth and Forton Parish Council's Finance & Personnel Committee.**
Time... **7.00pm.**
Date... **Thursday 15th August 2019.**
Place... **Brewer Room Tatworth Memorial Hall, Kents Lane, South Chard TA20 2QW.**

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

Bruce Poole BA (Hons) FSLCC MMC
Parish Clerk
Thursday 8th August 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 of 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 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 and unless specifically requested that their names will also be recorded in the minutes.

AGENDA

FPC19/19 To elect a Committee Chairman

FPC20/19 To elect a Committee Vice Chairman

FPC21/19 To receive Apologies for Absence and to approve the reasons given. (LGA 1972 s85 (1))

FPC22/19 Declarations of interests.

FPC23/19 To approve and sign as a correct record the Minutes of the Parish Council Finance & Personnel Meeting held on Thursday 24th January 2019 and the inquorate Meeting held on Thursday 18th April 2019 (LGA 1972 sch 12, para 41(1))

FPC24/19 Matters for Information Purposes only

FPC25/19 Chairman's Announcements.

FPC26/19 Resolutions

(1) To consider the following Grant Applications:- (copies of applications to follow)

(a) TAVBUS

(b) St John's Toddler Group

(c) St John's Christmas Lights

(d) Chard Carnival Committee

(e) Tatworth Community Youth Club

(f) Tatworth Memorial Hall Management Committee

(g) Tatworth Wives Group

(h) South Chard Group

(2) To resolve that in order to provide a sustainable Youth Leadership presence within the community of Tatworth & Forton Parish Council that financial funding of £5,000 per annum is provided in the current financial period and for the life of this current council.

(3) To receive a Report from the Speed Awareness Working Group and to note their findings and recommendations . (copy report attached)

(4) To receive the Statement of Accounts for the year-end 31st March 2019. (attached)

(5) To review in detail the Internal Auditor's Report dated the 11th June 2019 and to note the recommendations thereto. (attached)

(6) To review the Parish Council's Asset Register.

(7) To review the Parish Council's Insurance Policy.

(8) To receive a Budget versus Spend Statement for the three months April to June 2019

(9) To review to Grant Application Policy and to subsequently recommend to the Parish Council the aoption of the proposed amendments.

(10) To note the successful Appraisal outcome for the Parish Clerk Mr B Poole.

(11) To review the meeting diary in respect to future meetings of the Finance & Personnel Committee

FPC27/19 Matters for information purposes only

FPC28/19 Correspondence

- (a) TAVBUS**
- (b) St John's Toddler Group**
- (c) St John's Christmas Lights**
- (d) Chard Carnival Committee**

FPC29/19 Date and Time of next meeting – 21st November 2019 - commencing at 7.00 pm.