



WHITBY TOWN COUNCIL

PANNETT PARK - WHITBY - YO21 1RE

TEL. (01947) 820227

www.whitbytowncouncil.gov.uk

13th June 2018

Dear Councillor

You are summoned to attend a meeting of the **FINANCE POLICY AND GENERAL PURPOSES COMMITTEE** to be held in Pannett Art Gallery, Pannett Park, Whitby, on **Tuesday 19th June 2018 at 6.15 p.m.**, the agenda for which is set out below.

Yours faithfully,


Mrs P A Dobson
Town Clerk

To: Councillors D Collins, Mrs H Coughlan, R Dalrymple, J Harston, Ms R Pearson, P Trumper and Mrs N Wilson.

NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

A G E N D A

1. **ELECTION OF CHAIRMAN FOR 2018-2019**
 2. **APOLOGIES**
To receive apologies for inability to attend.
 3. **ELECTION OF VICE CHAIRMAN FOR 2018-2019**
 4. **DECLARATION OF INTERESTS**
To declare any interests which members have in the following agenda items.
 5. **PUBLIC PARTICIPATION**
Up to 15 minutes to allow members of the public to ask questions, make statements or give evidence about business items on the agenda (limited to 3 mins per person).
- GENERAL PURPOSES & POLICY**
6. **MINUTES**
To approve as a correct record and if approved sign the minutes of the Finance & General Purposes Committee meetings held 14th May 2018 (previously circulated)
 7. **TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR**
 - (a) Review of the terms of reference of the Committee.
 - (b) Review of the terms of reference of any sub-committee(s) of the Finance Policy &

- (c) General Purposes Committee and appoint members as required
 - (c) Review of delegation arrangements to employees and to any sub-committee(s) of the Finance Policy & General Purposes Committee (see Governance Review ongoing scheme of delegation).
 - (d) Review and adoption of appropriate standing orders, financial regulations, policies and procedures relating to the functions of the Committee, including risk management and internal controls (see copy of Governance Review for dates)
 - (e) Review of inventory of land and assets including buildings and office equipment (see Asset Register reviewed May 2018)
 - (f) Review and confirmation of arrangements for insurance cover in respect of all insured risks, (Reviewed May 2018).
 - (g) Review of the anticipated Committee workload for the coming year.
8. **REVIEW OF GOVERNANCE DOCUMENTS** – To consider governance documents which require updating this year and consider the adoption of additional documents (copy herewith)
9. **GENERAL DATA PROTECTION REGULATIONS 25th MAY 2018** – Further update from the Clerk on compliance and other actions which are ongoing.
10. **NALC STRATEGIC PLAN DISCUSSION PAPER**
To consider response to NALC delegated from Full Council (previously circulated)
11. **INTERNAL AUDIT REPORT FINAL VISIT 2017/18**
To receive Internal Audit Report and agree actions required. (copy herewith)

FINANCE

12. **APPROVAL OF PAYMENTS**
To approve payments on behalf of the Council to 19th June 2018 (copy herewith)
13. **CONSIDERATION OF MONTH 2 BUDGET 2018-19**
To consider budget to end of Month 2. (copy herewith)
14. **MEMORIAL BOARD ST MARYS CHURCH**
To receive a letter regarding missing names of Merchant Seamen from Memorial Board at St Marys Church (copy herewith)
15. **CATHEDRAL HYGIENE QUOTATION**
To receive a quote for contract installation of Air freshening equipment for two internal toilets. (copy herewith)
16. **BANNIAL FLATS MEMORIAL** – To consider if the Town Council should take responsibility for the maintenance and general upkeep.
17. **WHITBY CIVIC SOCIETY**
To receive thanks for grant assistance. (copy herewith)