



BRIDGWATER TOWN COUNCIL
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Notice of the next Council Meeting

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

(Public Bodies (Admission to Meetings) Act 1960)

Dear Committee Members,

You are hereby summoned to attend the following meeting:

Meeting of... **Finance and Policy Executive Committee**

Time... **10.00am**

Date... **Wednesday 18 March 2020**

Place... **Committee Room, First Floor, Town Hall, High Street,
Bridgwater**

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

Yours faithfully

David Mears

David Mears CertHE PSLCC
Town Clerk
13 March 2020

10.00am (Prior to the start of the meeting)

Questions and comments from members of the public

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 Bridgwater. 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).

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.

A G E N D A

FEC2020/11 To receive Apologies for Absence and to approve the reasons given (LGA 1972 s85 (1))

FEC2020/12 Declarations of interests - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

FEC2020/13 To approve and sign as a correct record the minutes of the Finance Committee Meeting held on Wednesday 12 February 2020 (*to follow*) (LGA 1972 sch 12, para 41(1))

FEC2020/14 Ward Grants – to resolve that Ward Grants be permitted to be carried over to the following financial year if unspent (*note: this will be a recommendation to Full Council to amend Fin Reg 4.3*)

FEC2020/15 Finance – to approve the decision of the Youth Council to spend project money for the Bridgwater Youth Awards 2020

FEC2020/16 Grants Support – to consider grant applications received (*to follow*)

FEC2020/17 Finance – to approve a Council Credit Card, Pre-Paid Payment Cards for Council Staff and Fuel Card

FEC2020/18 Finance – to receive statements of budget spends exceeding 15% (*to follow*)

FEC2020/19 Finance – to consider the need for an Investment Strategy and Policy

FEC2020/20 Coronavirus – to consider the following: (*report to follow*)

- To approve measures put in place by the Town Clerk;
- To approve the recommended risk assessment;
- To approve the purchase of additional laptops to allow for home working;
- To approve a Pandemic Contingency Plan Policy;
- To consider extending the delegation of all of the Council Committee decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus and/or in the event of Councillors becoming self-isolated and unable to attend meetings;
- To recommend to Full Council (and the date and time of the meeting) to extend the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus and/or in the event of Councillors becoming self-isolated and unable to attend meetings;
- To consider arrangements if the Town Clerk, RFO and Proper Officer becomes infected and unable to perform the duties of the post;

- To postpone the Annual Town Meeting until end of May; and
- To discuss Forum meetings and if they should continue in the short term

FEC2020/21 To resolve to exclude members of the press and public - To agree that agenda item FEC2020/22 and FEC2020/23 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960

FEC2020/22 Bristol Road– to receive recent correspondence from the Carnival Committee and to take a decision based correspondence.

FEC2020/23 Staffing update (3 items)

Committee members: Cllrs Smedley (Chair), Burrows, Cordiner, Gibson, Heywood, Lerry, Pearce, and Redman.