



Broseley Town Council

The Library Building
Bridgnorth Road
Broseley
Shropshire
TF12 5EL
01952 882172

[Broseley Town Council website](#)

NOTICE IS HEREBY GIVEN that a Finance Committee Meeting of the above-named Town Council will be held by at The Library, Broseley on **Tuesday 23 April 2024 at 7pm** and Members are hereby summoned to attend for the purpose of transacting the following business.

J. Munday

Signed:

Jenna Munday

Acting Town Clerk

Date of issue: 15 April 2024

FINANCE AGENDA

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may; film photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Chairman's Welcome

The Chairman will welcome Councillors and members of the public to the meeting.

2. Apologies for absence

Members are asked to receive apologies for absence.

3. Public Participation

Members of the public may make representations, answer questions and give evidence at a meeting to which they are entitled to attend in respect of the business on the agenda.

A member of the public shall not speak for more than 3 minutes unless directed by the Chairman

Please note that any person, including Councillors, wishing to ask questions of the Committee Chairman that require a detailed response or report, must write to the Town Clerk so that their request is received 10 days prior to the next relevant meeting to allow sufficient time to respond and enable their question to be included on the agenda for consideration and relevant action. This is in addition to and not to preclude members of the public from asking questions during the public session.

4. Disclosure of Pecuniary Interests

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable Pecuniary Interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

Members are reminded that if they declare a Pecuniary Interest then it is their responsibility to inform the Monitoring Officer.

5. Dispensations

Members are asked to **CONSIDER** and **APPROVE** any requests for dispensations.

6. Minutes

Members are asked to **CONSIDER** and **APPROVE** the minutes of the meeting held on **Tuesday 26 March 2024**.

7. Officer's Report

Members are asked to receive a report on action taken following decisions made at the last meeting and **APPROVE** any actions.

8. Payment Schedule and Request for Payment

- a) Members are asked to **CONSIDER** and **APPROVE** the payment schedule for March
- b) Members are asked to **CONSIDER** and **APPROVE** any requests for payment.

9. Spend to Date

Members are asked to **CONSIDER** and **APPROVE** the Income and Expenditure Cost Centre Reports for March 2024.

10. Bank Reconciliations

Members are asked to **CONSIDER** and **APPROVE** the bank reconciliations for the month March 2024.

11. Other Financial Reports

- a) Members are asked to **NOTE** the draft balance sheet
- b) Members are asked to **NOTE** the EMR Report and approve any required actions.

12. Grants

Members are asked to **CONSIDER** and **APPROVE** any grant applications received.

13. Internal Controls Policy

Members are asked to **CONSIDER** a draft internal controls policy, and to make recommendations to Town Council for approval.

14. Staff Salaries and Pensions

Members are asked to **CONSIDER** an internal check date and to **APPROVE** two members to carry out the internal check.

15. Date of Next Meeting

Members are asked to **NOTE** that the next finance meeting will be held on **Tuesday 28 May 2024** at 7pm within the Library Building.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be **PROPOSED, SECONDED** and **RESOLVED** that the public and press should not be present

16. Grounds Maintenance

To **CONSIDER** and **APPROVE** a quotation for a replacement commercial strimmer.

17. Fire Risk Assessment

To **CONSIDER** and **APPROVE** a quotation for the annual risk assessment to be carried out within the Council Office, Library & Cemetery.