



## Stow on the Wold Town Council

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Clerk & RFO - Heather Siphthorp

To: Cllrs M Moseley (Chairman), A White, M Curtis, M Deacon, E Bell & M Worker

You are hereby summoned to a Meeting of the Finance & General Purpose Committee on **THURSDAY 11<sup>TH</sup> FEBRUARY 2021 at 10.00 AM** via Zoom for the purposes of transacting the following business

To join the meeting click the link

<https://us02web.zoom.us/j/87063255404?pwd=Q3Y5U2tuYzhaNFozeEh6ckZiVXdIU09>

Meeting ID: 870 6325 5404 Passcode: 372835

Heather Siphthorp  
Clerk & RFO of the Council

**Dated:** 4<sup>th</sup> February 2021

## A G E N D A

1. Apologies for absence
2. Declarations of interests on items on the agenda
3. To welcome Cllrs Worker & Bell to the committee
4. To elect a Deputy chairman to hold office until May 2021
5. Minutes – to sign as a correct record the minutes of meeting held on 15<sup>th</sup> December 2020
6. Questions from members of the public\*
7. Chairman's announcements
8. Clerk's report and matters arising from minutes of meeting held on 15<sup>th</sup> December 2020
9. To discuss and comment on draft of "Scheme of Delegation to the Clerk" policy document and make recommendations to council
10. To review, amend if appropriate and adopt Health & Safety Advice Note for Users of Display Screen Equipment (DSE)
11. To review and amend if appropriate and make recommendation to council for:-
  - i) Privacy Notice for staff, councillors and role holders
  - ii) General Privacy Notice
12. Clerk to report on delay of Internal Finance Checks being carried out by Cllrs Moseley & Deacon due to Covid pandemic
13. Clerk to report on actual income/expenditure to 31<sup>st</sup> January 2021 compared to budget
14. To discuss any potential Earmarked Reserves prior to end of year shutdown
15. Date of Next Meeting – To be arranged
16. Meeting closed

**\*Public participation** (up to 15 minutes) – If you wish to speak about any concerns you wish to draw to the Council's attention, you may speak for up to 3 minutes, when directed to do so by the Chairman.

Rules dictate that members of the public may not take part in the Town Council Meeting unless invited to do so by the Chairman and that Councillors can only make decisions on items included on the Agenda.