



# Barnstaple Town Council

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Mr R Ward, Town Clerk

There will be a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** on **MONDAY 3<sup>rd</sup> June 2019 at 7.00PM** in **THE GUILDHALL, BUTCHERS ROW, BARNSTAPLE** to which you are summoned for the transaction of the under mentioned business.

Robert Ward  
Town Clerk  
28<sup>th</sup> May 2019

Members of the Committee:

Councillors: V Monk, V Elkins (Deputy Mayor ex-officio), A Windsor, I Roome, J Hunt, J Phillips, J Carter, J Wilsher, A Rennles (Mayor ex-officio), L York, A Shah, S Jusef, T Clarkson, V Nel and G Marchewka.

**Public Participation** In accordance with Standing Order 84 a period not exceeding 15 minutes will be set aside immediately prior to the start of the meeting for members of the public to ask a question of the chairman, providing the notice of such question has been given to the Town Clerk by 12 noon on the day of the meeting.

***Recording, photographs and filming*** In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

## AGENDA

1. To appoint the Chairman of the Committee
2. To Appoint the Vice-Chairman of the Committee
3. Apologies for absence
4. Declarations of interest and dispensations received

## **5. Minutes**

To approve as a correct record the minutes of the meeting held on 25<sup>th</sup> March 2019

## **6. Financial Reports**

To receive and approve financial statements and budget monitoring reports, and to agree any actions arising.

- a) Budget Variance Report
- b) Bank Transactions Report
- c) Business Direct Reserve Account and petty cash account for Barum House
- d) Aged Debtors and Aged Creditors Analyses, and Nominal Balances
- e) Direct Debit and Credit Card Reports

## **7. To appoint the Corporate Governance Working Party membership for the year 2019-20**

The Working Party is made up of representatives of the Committee and is appointed to review and update the Standing Orders, Financial Regulations and policies of the Town Council. It does not have powers to make decisions, only recommendations to be considered by The Council and Finance & General Purposes Committee.

## **8. General Data Protection Regulation**

To receive, consider and adopt the proposed two policies to support the Town Council's compliance with the General Data Protection Regulation:

### **a. Retention of Documents and Record Management Policy**

The Town Council is required to maintain a retention schedule listing the series of records that it creates in the course of its business.

### **b. Privacy Notice**

The privacy notice tells people what to expect when Barnstaple Town Council collects personal information.