



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
Town Clerk: Ms Kate Lacey MBA MCIPD
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15 May 2019

TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE

Cllr Bale	Cllr Rawlings
Cllr Evans	Cllr Semmens
Cllr Gillard	Cllr Sylvester
Cllr Holdcroft	Cllr Thompson
Cllr O’Nolan	Cllr Walsh

You are hereby summoned to attend a meeting of the **FINANCE AND STAFFING COMMITTEE** to be held at the **SHIRE HALL, WOODBRIDGE** on **TUESDAY 21 MAY 2019 at 7.00pm** for the transaction of the following business:

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 15 minutes duration.

AGENDA

- 1. ELECTION OF CHAIRMAN FOR THE CIVIC YEAR 2019 – 2020**
- 2. ELECTION OF DEPUTY CHAIRMAN FOR THE CIVIC YEAR 2019 – 2020**
- 3. APOLOGIES**
To receive apologies for absence
- 4. DECLARATION OF INTEREST**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 5. REQUESTS FOR DISPENSATION**
Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at

the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

6. PUBLIC QUESTION TIME

15 minutes maximum

7. CONFIRMATION OF COUNCIL MINUTES

To confirm the minutes of the Finance and Staffing Committee held on Tuesday 19 February 2019 – Copies in the Members area and the public area of the website.

8. TOWN CLERK'S REPORT

Verbal Report by Town Clerk

9. WHISSTOCKS GENERAL MATTERS

Verbal Report by Town Clerk

10. TO REVIEW THE FOLLOWING DOCUMENTS:

a. LOANS AND INVESTMENT POLICY STATEMENT 2019/20

Policy uploaded to Members' area and the public area of the website

11. TO CONSIDER AND APPROVE THE ANNUAL RETURN AND FINANCIAL STATEMENTS INCLUDING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/2018

- a. To receive internal auditors report for Quarter 4 for the Year Ending 31 March 2019, and internal audit action plan and agree appropriate actions
- b. To confirm the appointment of SALC as internal auditors for the financial year 2019/2020
- c. To agree annual governance statement (Page 4 of AGAR)
- d. To agree accounting statements (Page 5 of AGAR)

Copies uploaded to Members' area and public area of the website.

12. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

Financial Regulations 2019 – Copies uploaded to Members' area and public area of the website.

13. TO RECEIVE QUARTERLEY INCOME AND EXPENDITURE REPORT

Copies uploaded to Members' area and public area of the website.

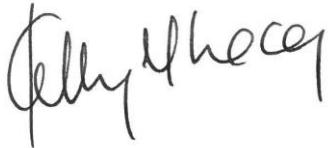
14. UPDATE ON THE POSITION WITH RESPECT TO THE LEASE FOR THE PAVILION CAFÉ

Verbal Report by Town Clerk

15. REQUEST FOR PAYMENT OF A GRANT TO WOODBRIDGE TIDE MILL TRUST

Copies uploaded to Members' area and public area of the website.

16. **CONSIDERATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE**
Copies to be uploaded to Members' area and public area of the website.
17. **TO REVIEW AND SIGN HSBC BANK MANDATE**
Members of the Committee to sign
18. **TO REVIEW AND SIGN MANDATE FOR IPSWICH BUILDING SOCIETY**
Signatories to be Mayor, Chair of Finance & Staffing Committee and Deputy Chair of Finance & Staffing Committee
19. **TO DISCUSS AND DECIDE ON UNDERTAKING A VAT AUDIT AND TRAINING**
Report uploaded to Members' area and public area of the website



Kate Lacey MBA MCIPD
Town Clerk
