



PUBLIC NOTICE FINANCE & SCRUTINY COMMITTEE MEETING

Notice is hereby given of the meeting of Stratford-upon-Avon Town Council's Finance & Scrutiny Committee, to be held at the Town Hall on Tuesday 14 January, 2020 at 6:30pm. Members of the public are welcome to attend as observers or may wish to raise issues or concerns during the fifteen minutes set aside for Public Participation, commencing at approximately 6:35pm.

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

AGENDA

- 1. To Accept Apologies for Absence;**
- 2. Declarations of Interests** on items on the Agenda;
- 3. To receive written requests for dispensation** for disclosable pecuniary interests (if any);
- 4. To grant any requests for dispensation** as appropriate;
- 5. Public Participation** (subject to a time limit of 15 minutes, 3 minutes per person) to receive communication from members of the public;

**MINUTES HAVE ALREADY BEEN CIRCULATED TO MEMBERS
PLEASE ENSURE YOU BRING YOUR COPIES WITH YOU**

- 6. To Approve the Draft Open and Confidential Minutes of the Finance & Scrutiny Committee** meeting held 19 November, 2019;
- 7. To Adopt the Draft Notes of Sub-Group Meetings** reporting to the Finance & Scrutiny Committee:
 - 7.1 Asset Register Review Group** meeting held 7 January, 2020;

7.2 **Town Hall Income, Facilities and Wellbeing Panel** meeting held
9 January, 2020;

8. **Town Clerk's Open and Confidential Reports**

Open Report Pages 1 - 7 Appendices A - P

Confidential Report Page 8 Appendix Q

- 8.1 To review and recommend to Council the terms of engagement and scope of the Internal Audit for 2020;
- 8.2 To receive the Management Accounts for the Period 1 April 2019 – 31 December 2019;
- 8.3 To approve a recommendation for a further budget virement for Town Hall expenditure in 2019-20;
- 8.4 To approve the proposed draft Town Hall tariff and draft Cemetery and Tranquility Garden fees for 2020-21;
- 8.5 To consider sponsorship of the new Stratford Business Awards;
- 8.6 To consider pro-bono use of the Town Hall by the Literary Festival on 13 May, 2020;
- 8.7 Draft Budget 2020-21
 - To review the latest Draft Budget 2020-21, which includes use of Reserves to fund a shortfall between estimated Income and Expenditure for the year;
 - To recommend to Council the Precept requirement for the year.
- 8.8 To review the Reserves Policy in line with the proposed Budget recommendation;
- 8.9 To receive the Outstanding Debtors Schedule.

9. **Deputy Town Clerk's Verbal Report** – for information only;

10. **Date, time and venue of next meeting**

6:30pm on 10 March, 2020 at the Town Hall.



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Sarah Summers
Town Clerk
8 January, 2020