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Members of the public and press are entitled to be at the following meeting via the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100, unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the minutes of the meeting.

### Wednesday 8<sup>th</sup> January 2020

To: Cllrs T Faith, W Frapple (Chairman), S Hale, M Harrison, B Height, C Inchley, G Kennedy, B Manley, A McGuire, N Shearn, N Tolson.

You are summoned to the **Meeting of Policy and Resources Committee of Shepton Mallet Town Council** to be held at **7.00 pm on Tuesday 14<sup>th</sup> January 2020** in The Asham Committee Room, Mendip District Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT when the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC  
Town Clerk

# **AGENDA FOR THE POLICY AND RESOURCES COMMITTEE MEETING**

**TUESDAY 14<sup>th</sup> JANUARY 2020**

## **PUBLIC QUESTION TIME, NOT TO EXCEED 30 MINUTES**

**P&R 4.1 To receive any apologies for absence**

**P&R 4.2 Chairman's Announcements**

**P&R 4.3 Declaration of interest of matters related to this agenda**

**P&R 4.4 To receive the minutes from the last meeting**

To approve as a correct record, the minutes from the meeting held on 12<sup>th</sup> November 2019

**P&R 4.5 To receive the quarterly bank reconciliation, the financial position for month nine and to note the list of payments since the last meeting**

To receive and note a report from the Responsible Financial Officer (RFO) on the above

**P&R 4.6 To consider the appointment of an internal auditor under a new contract for a 3-year period**

To receive and consider a report from the RFO on the need to appoint an internal auditor on a 3-year contract

**P&R 4.7 Policy Review and Adoption**

To receive and consider a report from the Town Clerk and Responsible Financial Officer (RFO) on the following:

- Adoption of revised Financial Regulations
- Adoption of a revised Community Donations Scheme
- Adoption of a new Community Grant Scheme

**P&R 4.8 Civic Awards Policy and Procedure**

To receive a report and proposal from the Town Clerk on the adoption of a Civic Awards policy and process

**P&R 4.9 To agree to an upgrade of some ICT and office equipment**

To receive a report from the Town Clerk on a proposal for the office team to purchase new equipment

**P&R 4.10 Date of next council meeting**

The next meeting of the committee will be held on Tuesday 24<sup>th</sup> March 2020.