



## **Wimborne Minster Town Council**

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Councillors: S Bartlett, D Burt, C Chedgy (Committee Chairman), L Hinks, M Hopkins, D March (Town Mayor), J Morgan (Committee Vice Chairman) and S Wheeler (Deputy Town Mayor).

Dear Councillors

You are hereby summoned to attend an **Extraordinary** meeting of the **Finance and Governance Committee** on **Tuesday 30 April 2024 at 6pm** in the **Council Chamber** at the Town Hall, West Borough, Wimborne Minster BH21 1LT for the purpose of transacting the following business as detailed on the agenda below.

*C Chedgy*

Councillor C Chedgy, Chairman of the Finance and Governance Committee, Wimborne Minster Town Council, 24 April 2024.

Council are asked to note that in the exercise of their functions they must take note of the following: equal opportunities (race, gender, sexual orientation, marital status and any disability); crime and disorder: health and safety, and human rights.

*Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. Agendas can be viewed on the Council's website [www.wimborne.gov.uk](http://www.wimborne.gov.uk) and papers requested from the Town Council offices (for contact details see address above).*

*Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk). Members of the public are asked to restrict their comments, and/or questions to three minutes.*

*The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.*

*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

*Any person who may find difficulty in accessing the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.*

## **Agenda**

### **1. Apologies for absence**

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can councillors give apologies by email / telephone by 5pm on day of meeting.

### **2. Declarations of interest and requests for dispensations**

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

### **3. Public participation**

For the public or press to ask questions of the Council on matters relating to this Agenda.

### **4. Committee minutes 9 April 2024**

To receive minutes of the previous Committee meeting on 9 April 2024 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).

### **5. Outstanding actions from previous meetings**

- (i) Update regarding obtaining external financial advice
- (ii) Update regarding card reader options

### **6. Year - end accounts 1 April 2023 to 31 March 2024**

- (i) To consider, review and approve bank statements, reconciliations, payments and receipts for March 2024 month end (appendix 2) and signed by the Chairman.
- (ii) To note and recommend to Full Council the year-end accounts 1 April 2023 to 31 March 2024. Signed by the Chairman (appendix 3).

### **7. Community Grant Applications**

To consider a grant application from Wimborne Dementia Friendly Community for £500 (appendix 4).

### **8. Draft Cash Handling Policy**

To consider a draft Cash Handling Policy (appendix 5).

### **9. Standing orders / direct debits**

To note the Town Council's direct debits and standing orders (appendix 6).

### **10. Bank account mandate**

To consider the following changes to the current bank account mandate:

- (i) Add the Office Manager and Cemetery Manager with "view only " access.
- (ii) Remove the Finance Manager's current "authorisation" status

### **11. Ear Marked Reserves**

To agree the tenure and annual amount for new EMRs (appendix 7).

### **12. Section 137 (1) & (4) (a) Local Government Act 1972**

To note the briefing report from the Town Clerk / RFO regarding 12 section 137 (1) & (4) (a) of the Local Government Act 1972 from 14 May 2024 (appendix 8).

### **13. Close of meeting**