



Sodbury Town Council

15th February 2022

You are hereby summoned to attend a meeting of **Finance & General Purposes Committee** to be held in **The Charter Suite, Old Chipping Sodbury Town Hall** on **Tuesday 22nd February 2022** at **19.30** for the purpose of transacting business as prescribed in the Agenda below.

Committee Members: Councillors: Brenda Allen, James Ball, Linda Banister, Chris Hays, Becky Romaine, Phil Rumney, Steve Spooner & Andy Williams



Cate Davidson
Town Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. The Council must also have regard to the need to conserve biodiversity.

Agenda

97. **Apologies**
98. **Declarations of Interest**
99. **Minutes of 30th November 2021**
 - To receive and approve the minutes for signing by the Chairman
100. **Matters Arising**
101. **Budget Reports to 31st January 2022**
 - To receive and approve the income and expenditure reports to date (as attached)
 - To note the Clerks Financial Report
102. **Bank Reconciliation**
 - To receive and approve the Bank Reconciliation alongside the Bank Statements to 31st January 2022 (as attached)
103. **Staff Matters**
 - To receive a verbal report from the Chairman following the Personnel meeting immediately prior to this one
 - To approve decisions as required
104. **Chipping Sodbury Tourist Information Centre**
 - To receive a Grant Application and Financial Report from the Chairman of the TIC (as attached)
 - To receive verbal representations
 - To consider the grant application and request to run at a deficit for 2022
 - To make any other decisions as required in relation to the TIC

105. The Old Reading Rooms

- To receive a report from Hill Construction in relation to prioritised maintenance works (attached)
- To receive and approve a quote for £595 to return the lead window in the office to an opening window (there is no ventilation in the office currently) from a specialist contractor as recommended by Brendon Jones
- To consider and approve other recommended works
- To consider the replacement of meeting room tables – awaiting quotes – to be available at the meeting

106. Items to report

107. Date of next meeting – 17th May 2022