



Sodbury Town Council

10th May 2022

You are hereby summoned to attend a meeting of **Finance & General Purposes Committee** to be held in **The Old Reading Rooms, 26 High Street, Chipping Sodbury** on **Tuesday 17th May 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

108. Apologies

109. Declarations of Interest

110. Minutes of 22nd February 2022

- To receive and approve the minutes for signing by the Chairman

111. Matters Arising

112. Budget Report to 31st March 2022

- To receive and approve the income and expenditure reports to 31st March (as attached)
- To note the Clerks Financial Report and consider matters raised

113. Bank Statements

- To note the new Scribe system is in the middle of set up therefore bank reconciliations are not yet available
- To receive and note the Bank Statements to 30th April 2022 (to be circulated at the meeting)

114. Website

- To note that the current website does not meet Web Content Accessibility Guidelines
- To receive a proposal from Aubergine for website set up and note that officer work will be required to populate the new site
- To decide whether to proceed with a new site and if so agree to put a week aside over the summer for a member of staff to undertake the work

115. Premises Working Group

- To receive a verbal update from the Premises Working Group
- To approve any actions to take forward

116. The Old Reading Rooms - Maintenance

- To receive a quote for the following works to TORR as per the report by Hill Construction:
 - Internal repairs to studwork by front door and in corridor £885.00
 - External repairs to replace cemented joints with traditional hot mixed lime mortar to match original and a thin weather struck finish £2,120

117. Internal Audit Report

- To receive the Internal Audit report as attached and to note that no actions were raised

118. Town Council Insurance

- To approve the renewal of insurance with Gallagher Insurance (renewal quote awaited)

119. Items to report

120. Date of next meeting – 5th July 2022