



To: All Members of the Finance & General Purposes Committee

Finance & General Purposes Committee Meeting Monday 12th February 2018

Councillors: K. Beer, P Burrows, C Chadwick, M. Pigott, S. Read, J. Rowland, H. Sanham, D. Squire

6th February 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** on Monday 12th February 2018 at 7.30pm or immediately following the Planning Committee Meeting, whichever is sooner, at Marshlands, Harbour Road, Seaton.

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

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|-----------------------|---|
| 17/F&GP/01 | Apologies for Absence. |
| 17/F&GP/02 | Declaration of Interest.
To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting. |
| 17/F&GP/03 | Minutes of the previous meeting.
To approve the minutes of the meeting held on Monday 15 th January 2018. |
| 17/F&GP/04 | Public question time.
To allow questions or reports from members of the public. |

- 17/F&GP/05** **Payments and Receipts and SAGE report**
To approve payments and receipts and SAGE report for the 2017/18 financial year
- 17/F&GP/06** **Petty Cash expenditure.**
To approve the petty cash reconciliation to date
- 17/F&GP/07** **Budget to date**
To consider the budget to date for the 2017/18 financial year and the likely outturn position at the year end
- 17/F&GP/08** **Bank Reconciliation**
To approve the bank reconciliation as at the 31/01/18
- 17/F&GP/09** **Risk Assessment**
To consider the revised risk assessment
- 17/F&GP/10** **General Data Protection Regulations**
To receive an update on the new Data Protection Regulations
- 17/F&GP/11** **Update on Actions arising from previous meetings:**
- a) Finance System**
 - b) Annual fire risk assessment**
 - c) Water bill for the Pavilion**
 - d) Previous maintenance of Labyrinth**
 - e) Community Enhancement Fund**
 - f) Insurance**
- 17/F&GP/12** **Confidential Items**
The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of item 13 and 14 on this agenda as there is likely to be a disclosure of commercially sensitive information
- 17/F&GP/13** **Photocopier Contract**
To consider the information in respect of the ongoing costs of the photocopier.
- 17/F&GP/14** **Computer System**
To consider the quotes in relation to upgrading the Council's computer system