

BARTON-UPON-HUMBER TOWN COUNCIL

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Our Ref: SAR/CMC/AGENDA

14 July 2020

Dear Sir/Madam

Notice is given that an on-line Zoom **FINANCE & GENERAL PURPOSES COMMITTEE MEETING of BARTON-UPON-HUMBER TOWN COUNCIL** to be held on **MONDAY 20 JULY 2020, COMMENCING at 6.00p.m.**

The public are welcome to comment.

Yours faithfully,

S Richards

Shirley Richards
Town Clerk

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest:**
 - (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
3. **Minutes of meeting held on 27 April 2020, approved and confirmed as a correct record at a meeting of the town council held on 6 May 2020.**
4. **Matters arising.**

5. **To consider the following matters:**

- (a) A Protocol for Obituary Notification (*Min Ref: 348/160 – BTC 06/05/20*)
- (b) Review of the Town Council Office Opening Times
- (c) The Asset Register - Purchase of Equipment
- (d) Re-Issue of Cheque Payments
- (e) The Town Council's Standing Orders
- (f) The Town Council's Risk Assessment – Re-opening the council office to the public
- (g) The Town Council's Internal Audit for 2019/2020
- (h) The Town Council's External Audit for 2019/2020
- (i) 2020/2021 Budget – Quarterly Summary of Income/Expenditure
- (j) Roles/Responsibilities (Letters) – The Bartonian

*Finance & General Purposes Committee Members:
Councillors J Evison, Mrs J Oxley, A Todd, J P Vickers and K Vickers*