



BODMIN TOWN COUNCIL

The Council Offices
Shire House
Mount Folly Square
BODMIN
PL31 2DQ

Our Ref: SF/BB/AG-FS&PM 06/19

14 June 2019

Dear Councillor,

FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 20 JUNE 2019 AT 6.30 P.M. – THE SHIRE HOUSE SUITE, BODMIN

I hereby give you notice of a Finance, Staffing & Performance Management Meeting to be held on Thursday 20 June 2019 at 6.30 p.m. in the Shire House Suite, Bodmin.

Yours faithfully,

S M Facer

TOWN CLERK

COMMITTEE MEMBERS

E M Ahearn
J A Bassett
P T Cooper – Chairman
J P Cooper – *Ex Officio*
D A Henderson
K J Phillips
L L Frost
A M Kerridge
S H Kinsman

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, the Council cannot guarantee this, especially if you are speaking or taking an active role.

Person(s) wishing to record the Meeting are required to abide by the Council's Guidelines for recording, filming, broadcasting or using social media at Council meetings. These guidelines are available from the Council Offices and on the Council's website www.bodmin.gov.uk

A G E N D A

Please note that this Committee must have a quorum of five people

1. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**
2. Declarations of Interest – Members to declare interests in respect of any item on the agenda;
3. Election of Finance, Staffing & Performance Management Committee Vice-Chairman;
4. **PUBLIC REPRESENTATION SESSION – An opportunity for local residents to make representations or ask questions relating to items on this agenda.** (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker);
5. To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 April 2019 (copy enclosed);
6. Terms of Reference for the Finance, Staffing & Performance Management Committee (copy enclosed);
7. West Cornwall CCTV Management Group – to appoint a representative;
8. To consider and agree the Annual Governance Statement 2018/19 (copy enclosed – page 4 on AGAR 2018/19 part 3) – RFO to report;
9. To receive the Draft Accounting Statements for the Year Ending 31 March 2019 (copy enclosed – page 5 on AGAR 2018/19 part 3) including:
 - (a) General Reserves;
 - (b) Earmarked Reserves;
 - (c) Bank reconciliation;
10. Summary of Investments in the Financial Year 2018/19 made by Bodmin Town Council (copy enclosed);
11. Update on BTC Key Objectives, to include:
 - To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives – to note that this item will be considered at the Special Council meeting immediately following this meeting;
12. Museum – audio visual project – to consider and, if appropriate, approve, expenditure – RFO to report (copy to follow);
13. Internal Audit Report (copy enclosed);
14. Risk management update (copy enclosed);

15. HSBC Premier Discretionary Management Service Portfolio Statement – 1 January to 31 March 2019 (copy statement enclosed for information);
16. To consider and, if appropriate, pass for payment the Schedule of Accounts for June 2019 (copy to follow);
17. **ITEMS CONTAINING EXEMPT INFORMATION** To consider passing the following Resolution in respect of the items listed below:

‘That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information.’
18. To consider and, if approved, adopt the Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 April 2019 (copy enclosed);
19. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.