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2<sup>nd</sup> August 2023

### **To All members of the Council**

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL SERVICE COMMITTEE MEETING**, in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX**, on **Tuesday 8<sup>th</sup> August at 6:00pm**.

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

The meeting is open to the press and public. Our Risk Assessment requires that anyone wishing to attend the meeting, reads the risk assessment and meeting guidelines in advance. These are available on request, or via the Town Council website.

A handwritten signature in black ink, appearing to read "Sarah Eden".

**Sarah Eden**  
**Executive Office/RFO**

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### **AGENDA**

#### **1. WELCOME BY THE CHAIR**

The Chair will open the meeting.

#### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### **3. DISCLOSURE OF INTERESTS**

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

*Members are also reminded that they need to regularly review their declarations of interest forms and ensure they remain up to date.*

#### **4. DISPENSATIONS**

To receive and consider any dispensations.

#### **5. PUBLIC PARTICIPATION**

The Chair to receive any items put forward by members of the public and to put questions to or draw relevant matters to the attention of the Council. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

*Please email/telephone the Clerk with questions on items on the agenda no later than 5.00pm on Monday 7<sup>th</sup> August 2023.*

#### **6. MINUTES OF LAST MEETING**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 11<sup>th</sup> July 2023 (enc)<sup>i</sup>

#### **7. BUDGET AND EXPENDITURE 2023/24**

##### ***a) Updated Budget Report***

To receive updated budget report and address any questions to the Responsible Financial Officer (RFO) (enc)<sup>ii</sup>

##### ***b) Accounts Paid and to be Paid (including Bank Reconciliation)***

To receive a schedule of accounts paid and to be paid; to endorse those accounts paid and agree those to be paid, since 4<sup>th</sup> July 2023 (enc)<sup>iii</sup>

#### **8. CASUAL VACANCY – HAYDON WARD**

##### ***a) Resignation***

To receive formal notice of resignation received from Michelle Brannigan, ward Cllr for the Haydon Ward, received on 19<sup>th</sup> July.

##### ***b) Notice of Vacancy***

To receive and endorse the action taken by the Executive Officer, in consultation with Northumberland County Council Elections Office, to declare the vacancy and the timescales therein (enc)<sup>iv</sup>

#### **9. TOWN TWINNING**

##### ***a) Itinerary for visit to Remscheid 1<sup>st</sup> September – 4<sup>th</sup> September 2023***

To receive the itinerary for the visit to Remscheid (enc)<sup>v</sup>

##### ***b) Representative(s) of Council***

Remscheid have offered on arrival hospitality for up to three representatives of the Council. To agree those representatives who will be attending on behalf of the Council.

##### ***c) Travel and Budget***

To agree travel arrangements for those Cllrs visiting Remscheid as representatives of the Council, and any reimbursement of expected costs. To agree any budget, and to agree to delegate spending to the RFO in consultation with the Chair.

#### **10. DATE, TIME AND VENUE FOR THE NEXT MEETING**

Tuesday 12<sup>th</sup> September 2023, 6:00pm, Council Chamber.

## ENCLOSURES

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- i Draft Minutes of the Finance and General Services Committee, 11<sup>th</sup> July 2023
- ii Updated Budget Report 2023/24
- iii Schedule of Accounts paid/to be paid
- iv Casual Vacancy Notice
- v Itinerary for Remscheid visit