

SWANAGE TOWN COUNCIL

Dr Martin Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

05 March 2021

Dear Councillor

Policy, Finance & Performance Management Committee

A meeting of the above Committee will be hosted on the Zoom platform on **WEDNESDAY, 10th MARCH 2021** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Dr M K Ayres

Town Clerk

To The Town Mayor, Deputy Mayor,
Councillors Finch, Moreton, Suttle, Tomes, Trite and Whitwam.
All Councillors and Chief Officers

A G E N D A

1. Apologies.
2. Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
3. To consider adoption of revised Grant Policy (Copy enclosed)
4. To consider introduction of a Co-option Policy – see examples below:
[Appendix 11A HTC-Co-Option policy- Draft July 19.pdf \(honiton.gov.uk\)](#)
[1010.pdf \(saffronwalden.gov.uk\)](#)
5. Update on Action Points from Internal Audit Report 2019/20 (Copy enclosed)
6. Internal Audit Report 2020/21 – Visit 3 of 5 (Copy enclosed)
7. Items of Information and Matters for Forthcoming Agendas
 - James Day Trust
 - Corporate Plan 2021-25
 - Ethical Investments
 - Freedom of Information Act 2000 – Adoption of revised Publication Scheme
 - Member & Officer Protocol

- * 8. Schedule of Debtors and accounts for write-off (Schedule enclosed)
- * 9. Monitoring Report – Leases and Licences (Copy enclosed)
- * 10. Update on Action Points from Internal Audit Report 2019/20 Copy enclosed)
- * 11. Retail Client Suitability Report (Copy enclosed)
- * 12. Insurance - Annual Renewal & Claims Update (Verbal update)
- 13. Date of Next Meeting

- * Under Standing Order No. 1) c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 8, 9, 10, 11 & 12 (in relation to financial and legal matters).

PLEASE NOTE:

UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 9.30 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.

IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE MEETING VIA ZOOM, THEN PLEASE E-MAIL admin@swanage.gov.uk NOT LATER THAN 4.00 P.M. ON TUESDAY 9th MARCH 2021 TO REQUEST THE LOG-IN DETAILS FOR THE MEETING.
