

1st February 2018

To: Members of the Council

A meeting of the FINANCE & GENERAL PURPOSES COMMITTEE, Arlesey Town Council will be held in the Village Hall, High Street, Arlesey, on Tuesday 6th February 2018 at 7pm.

The following committee members are hereby summoned to attend: Cllrs Livermore (Chairman), Randall (Vice Chair) Auburn, Ferris, Gould, Holloway, Ward, and Gravett (Ex-officio).

**Ms Susan Foulkes
Town Clerk**

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive declarations of interest from members
(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

3 PUBLIC PARTICIPATION

4 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Finance & General Purposes Committee meeting held on 5 December 2017. *(attached)*

5 MATTERS ARISING

6 COMMUNITY PROJECTS

Members to consider submitted suggestions for Community Projects. *(attached)*

7 REVIEW OF COUNCIL INVESTMENTS

Members to consider investment of reserves into a Hampshire Trust Bank Business 90 Day Notice Account to achieve improved rate of interest and spreading of financial risk. *(attached)*

8 **GRANT APPLICATIONS**

Members to consider late submission of small grant application from The Need Project Central Bedfordshire, who distribute free food, such as Christmas parcels, and furniture. *(attached)*

9 **PURCHASE OF OFFICE EQUIPMENT**

a) **Under-desk storage/filing** - Members to consider purchase of under-desk storage/filing unit for Town Clerk workstation. *(attached)*

b) **BT Featureline Telephone** - Members to consider purchase of BT Featureline handset for Assistant Clerk workstation. *(attached)*

10 **INTERNAL AUDIT RECOMMENDATIONS UPDATE**

Members to note actions taken and procedures implemented following recommendation of Internal Auditor. *(attached)*

11 **BAD DEBT CONSIDERATION**

Allotment Holder Tenancy Fee – Members to consider writing off payment in the sum of £26.57. *(attached)*

12 **GENERAL DATA PROTECTION REGULATION**

Members to receive an update on Data Protection/GDPR. *(attached)*

13 **PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**