



**TO: ALL MEMBERS
OF THE COUNCIL**

My Ref: PAR/SS/LM/F&A

Date: 4th January 2024

Dear Councillor,

In accordance with the provisions of the Local Government Act 1972 you are summoned to attend a meeting of the **FINANCE & AUDIT COMMITTEE** to be held at Newton's Place, 43 Wolborough Street, Newton Abbot on **WEDNESDAY, 10th JANUARY 2024** at 7.00 p.m.

Yours sincerely

Town Clerk

AGENDA

Part A – GENERAL COMMITTEE BUSINESS

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

2. INTERESTS TO BE DECLARED

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting.

3. MINUTES

To agree as a correct record the minutes of the meetings of the Finance and Audit Committee held on 1st November 2023. **APPENDIX A**

Town Clerk: Mr P.A. Rowe

Newton's Place, 43 Wolborough Street, Newton Abbot, Devon TQ12 1JQ

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4. **PUBLIC PARTICIPATION** (7.00 – 7.15 p.m.)

The Committee sets aside, a short period at the commencement of the meeting when the public can ask questions or make statements in accordance with the rules of public participation as contained at the end of this agenda.

PART B – ITEMS FOR DECISION

5. **SUB-COMMITTEES**

To receive the minutes of the following Sub-Committees: -

- Strategic Planning Forum 8th November 2023
Chairperson - Councillor A Hall. **APPENDIX B**
- Strategic Planning Forum 22nd November 2023
Chairperson - Councillor A Hall. **APPENDIX C**

6. **RECOMMENDATIONS FROM STAFFING SUB-COMMITTEE**

To consider recommendations from the Staffing Sub-Committee meeting held on the 6th December 2023, in accordance with minute number 23/12(S08). **APPENDIX D**

7. **BUDGET AND PRECEPT 2024/25**

Further to Minute 22/11(SP33) to consider a report by the Deputy Town Clerk/RFO containing a recommended Budget and Precept for 2024/25 to be submitted to the Council for approval at its meeting to be held on 24th January 2024. **APPENDIX E**

8. **GRANT APPLICATIONS**

To consider the following grant applications:

- Community Advice and Support Service **APPENDIX F**
- Teignbridge District Scouts and Guides **APPENDIX G**

9. **INCOME AND EXPENDITURE**

a) Accounts paid since the last meeting – Income and Expenditure Statements for October and December 2023 inclusive.

- October 2023 **APPENDIX H1**
- November 2023 **APPENDIX H2**
- December 2023 **APPENDIX H3**

b) To consider the Financial Budget Comparison for the period from 1st April 2023 to 30th December 2023. **APPENDIX I**

10. **BUCKINGHAM PALACE GARDEN PARTY NOMINATIONS 2024**

To consider and agree the nomination for Buckingham Palace Garden Party 2024.

PART C – ITEMS FOR INFORMATION ONLY

11. **LATE CORRESPONDENCE (if any)**

12. **DATE OF NEXT MEETING**

Wednesday 21st February 2024.

DISTRIBUTION

All Members of the Council.

RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF NEWTON ABBOT TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed: -

1. General

Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2. Order

Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3. Notice

A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4. Number

At any one meeting no person may submit more than one question/statement.

5. Scope

The Clerk may reject a question/statement if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential information.

6. Speaking at the meeting

The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7. Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.