



Date: 8<sup>th</sup> October 2025

You are summoned to a meeting of the Finance and General Purposes Committee to be held at the Civic Hall on Monday 13<sup>th</sup> October at 8pm.

Yours faithfully,

Haf Barlow  
Town Clerk

## **A G E N D A**

1. To note if anyone attending, or present, at the committee meeting is making, or intends to make, an audio recording or film of the meeting.
2. Questions from members of the public.
3. Apologies for absence.
4. Declarations of disclosable pecuniary or other interests.
5. To approve the minutes of the previous meeting held on 21<sup>st</sup> July 2025.
6. To receive the action log from 2025-2026.
7. To receive the Income and Expenditure Q2 report for 2025.
8. To receive and consider the draft budget and the report from the Clerk
9. To receive the internal controls review carried out by Cllr Tim Swatridge for August 2025.
10. To receive and consider the Data Protection action plan.
11. To receive, consider and adopt the following data protection policies
  - a. General Privacy Notice
  - b. Privacy Notice for staff, councillors and office holders
  - c. Data Retention Policy and Data Retention Policy Appendix A
  - d. Subject Access Request
12. To receive, consider and approve the draft conditions of hire for large parties at the Civic Hall.
13. To note the following SO51 decisions

- a. To agree to purchase the AV equipment from Agilico at an increased cost of £9,199
- b. Purchase a Beacon at a cost of £549 and two gas cannisters

14. To consider the disposal of the old SID device.

15. To receive and consider the payment lists from July, August and September 2025

16. To note the bank reconciliation for July, August and September 2025 as verified by the Chairman and note the report on remedial action taken regarding the incorrect credit card payment.

17. Any communication messages arising from this meeting.