

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
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8th September 2020

Dear Councillor,

Notice is hereby given, and you are summoned to attend the meeting of Appleby-in-Westmorland Town Council's **Finance Committee** to be held VITUALLY ON **MONDAY 14th September 2020** at **6.45pm**. VIA ZOOM

Members of the Public and Press are invited to attend.

Yours sincerely

Karen Lowthrop

Karen Lowthrop - Town Clerk

Due to the current restrictions in place this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing using Zoom. Therefore, this is a meeting in public, not a public meeting. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

The Clerk will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting. Quorum for the meeting is 3.

The Clerk will invite the attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and Virtual Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Press the "Wave" icon to indicate they wish to speak
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

A G E N D A

1. Apologies for Absence

To receive and note any apologies for absence.

2. Declarations of interest

Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the adopted code of conduct.

3. Actions from the Previous Minutes

To provide an update regarding the actions detailed in the minutes of the last meeting. (Report to follow)

4. Chairman's Report

To receive any Chairman's Report and answer any Councillors' questions.

5. Internal Audit Plan 2020-21

To review and approve Internal Audit Plan 2020-21 as set by Internal Auditor Jean Airey

6. Management Accounts

To review the Management Accounts for **August 2020** and prepare any recommendations for Council (report to follow)

7. Councillors' reports and items for future agendas

Councillors' to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. *(Councillors are reminded that this is not an opportunity for debate or decision making.)*

8. Date of the Next Meeting

To note that the next meeting of the Finance Committee will be held VIA ZOOM on **Monday 12th October 2020** at **6.45pm**.

For the attention of all members of the Finance Committee: -

Chairman:	Cllr Chalmers
Vice Chairman:	Cllr Pape
Councillors:	Cllr Mrs Anderton
	Cllr Curley
	Cllr G Hayes (Mayor Ex Officio)
	Cllr F Potts
	Cllr H Potts
	Cllr Wignall

Copies to all remaining members of the Council for information.