



# WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill WOODBRIDGE Suffolk IP12 4LP  
Town Clerk: Ms Kate Lacey MBA MCIPD  
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13 June 2018

## FINANCE AND STAFFING COMMITTEE

### TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE

Councillors:

S Attwell, Lady C Blois, M Dale, P Gillard, V Harrup, P Mulcahy, C Perkins, J Sayles, M Sylvester and K Yule.

You are hereby summoned to attend a meeting of the **FINANCE AND STAFFING COMMITTEE** to be held at the **SHIRE HALL, WOODBRIDGE** on **TUESDAY 19 JUNE 2018 at 7.00pm** for the transaction of the following business:

#### **Public Attendance**

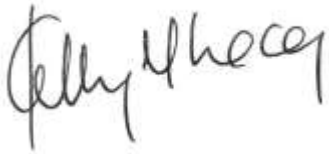
*Members of the public and press are welcome to attend. The public will be invited to give their views/questions at item 6 the Town Council on issues on the agenda, or raise issues for consideration for inclusion at future meetings. This item will be limited to 15 minutes duration.*

### AGENDA

- 1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**  
To select a Committee Chairman for the Civic Year 2018 - 2019
- 2. ELECTION OF DEPUTY CHAIRMAN FOR THE ENSUING YEAR**  
To select a Committee Deputy Chairman for the Civic Year 2018 - 2019
- 3. APOLOGIES**  
To receive apologies for absence
- 4. DECLARATION OF INTEREST**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

5. **REQUESTS FOR DISPENSATION**  
Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
6. **PUBLIC QUESTION TIME**  
15 minutes maximum
7. **CONFIRMATION OF FINANCE AND STAFFING MINUTES**  
To confirm the minutes of the Finance and Staffing Committee held on Tuesday 1 May 2018 – Copies in the Members area and the public area of the website.
8. **MATTERS ARISING**  
To report on any matters arising from the last meeting.
9. **TO REVIEW AND SIGN MANDATE FOR IPSWICH BUILDING SOCIETY**  
Signatories to be Mayor, Chair of Finance & Staffing Committee and Deputy Chair of Finance & Staffing Committee
10. **TO RECEIVE AND REVIEW POLICIES:**
  - a. **Internal Control Statement for Financial Year 2018-2019**
  - b. **Financial Regulations 2018**Updated to Member's Area and public area of website
11. **CONSIDERATION OF THE INTERNAL AUDIT REPORT FOR FINANCIAL YEAR ENDING 31 MARCH 2018**  
Copies in Members area and on the public website.
12. **CONSIDERATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE**  
Information documents in Members area and on the public website.
13. **CONSIDERATION OF ACQUIRING THE LOCAL COUNCIL RISK SYSTEM**  
Information document in Members area and on the public website.
14. **CONSIDERATION OF STATEMENT OF RENTAL CHARGES FOR 2018/19 AND IMPLEMENTING A CHARGING POLICY FOR WHISSTOCKS PLACE**  
Copy of schedule of charging for 2017/2018 in Members area and on public website
15. **CONSIDERATION OF ACQUIRING NEW ROBES FOR THE TOWN CLERK**  
Copy of report in Member's Area and public area of website
16. **CONSIDERATION OF SETTING OF FEES AND PROCESSES FOR LETTING WHISSTOCKS PLACE**
17. **CONSIDERATION OF REQUEST FROM 5<sup>TH</sup> WOODBRIDGE SEA SCOUTS TO HAVE A PERMANENTLY A KEY FOR WHISSTOCKS PLACE**

18. **CONSIDERATION OF THE POSITION WITH REGARDS TO SIGNAGE**  
Town Clerk to report

A handwritten signature in black ink, appearing to read "Kate Lacey". The signature is written in a cursive, flowing style.

Kate Lacey MBA MCIPD  
Town Clerk

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**Meeting of the Town Council and its Committees are open to the press and public  
who are welcome to attend.**