

Dated this 19<sup>th</sup> November 2020

**To the Mayor and Members of the Town Council.**

**You are summoned to attend a meeting of the 'Policy & Finance Committee'  
of the Town Council to be held on:**

**Thursday 26<sup>th</sup> November 2020  
Via Zoom**

**commencing at 6:00 p.m.**

*Gerry Allen*  
**TOWN MANAGER**

**AGENDA**

1. **To receive apologies**
  
  2. **Declaration of Interest in Items on the Agenda**
  
  3. **Minutes**
- To approve and sign the minutes of the Meeting of the Policy & Finance meeting held on 24<sup>th</sup> September 2020.
4. **Finance Update**
- To receive a report from the Town Manager and consider recommendations.
5. **New Policy – Council Protocol for Remote Meetings**

To receive a report from the Town Manager and consider recommendations.

**6. Grounds Maintenance Contract for 2020/21**

To receive a report from the Town Manager and consider recommendations.

**7. Policy Development & Admin Review**

To receive a report from the Town Manager and consider recommendations.

***The next scheduled meeting of the Policy & Finance Committee is due to take place at 6.00 p.m. on Thursday 28<sup>th</sup> January 2021 at a venue to be confirmed.***