

All Committee Members are hereby summoned to attend a meeting of the
SPECIAL GENERAL MANAGEMENT COMMITTEE
which will be held under the powers contained within 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”) which came in to force on 4 April 2020. The regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The Meeting will be held on:

Monday 11 January 2021 at 7.00pm

The link is as follows (no registration required):

<https://us02web.zoom.us/j/86989544132?pwd=czBXRjRkek0rdkRraXIKZjhQbm93QT09>
Passcode: 349246

Save where Part 2 items are on the agenda, the meeting is open to the press and public.

The Chairman has agreed a 3 Minute public participation slot, if required and applicable.

AGENDA

Part 1 Agenda

1. **Apologies:** To receive and accept apologies for absence.

2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.

3. Public Participation: To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public). At the Chairman’s discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).

4. Minutes: To confirm and sign the minutes of the meeting held on 15 October 2020.

- **Attached**

5. Financial Report: To consider and receive:

(i) notice that Annual Governance & Accountability Return for the year ended 31 March 2020 (completed by internal and external auditors) is to be ratified by Full Council on 13 January 2021;

- **Attached**

(ii) consider Income and Expenditure Report to 4 January 2021;

- **Attached**

(iii) School Swimming remainder Budget for 2020/21 (noting option to extend “Computers for Schools” project and invoices received by Schools for the year 2020/21 to date);

(iv) Use of Council Budgets to purchase Computers for Town Councillors (noting request from individual Council Members);

(v) amendments/recommendations to adoption of Budget for 2021/22 following Budget Setting process in Autumn/Winter 2020 (to be ratified by Full Council on 13 January 2021).

- **Attached**

(vi) amendments/recommendations to setting of Town Council Precept demand for 2021/22 as follows (to be ratified by Full Council on 13 January 2021).

Precept Demand	£495,577.22
Band D Yearly	£36.99
Multiplied by tax base	13,397.6
Thus making the final demand	£495,577.22

This represents a 0% increase of final Demand from 2020/21.

6. **Protocols for Streamlining at Council Meetings:** To consider protocols for streamlining Full Council meetings based on Standing Orders (attached) and in light of 7.29 of Arnold-Baker Local Council Administration (11th ed):

“In larger authorities it is common to limit the length of speeches and not to permit members other than the mover to speak more than once on any one resolution. In any but the largest local councils these rules seem unduly restrictive. On the other had the chairman ought not to allow members to introduce into their speeches matters which do not relate to the issue before the council. A decision on relevance is often hard to make, and no doubt a chairman should allow some latitude rather than incur the suspicion that he is trying to gag debate, but the duty should not be shirked and when a matter is ruled out of order as irrelevant the ruling should be firmly enforced.”

- Attached

7. **Fairway Hall Building:** To receive:

- (i) Completed Fire Risk Assessment 2020/21; and

- Attached

- (ii) progress report on options for enhancing Fairway Hall and Offices and to consider any further actions regarding Covid-19 safety.

8. **Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst legal cases / staffing matters are discussed.

Part 2 Agenda

9. **Clerk’s Report:** To consider Clerk’s report covering:

- (i) Outstanding cases/insurance claims; and

- (iii) Staffing not covered under remit of Staffing Committee.

- 10. Close of Meeting:** To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for 4 February 2021 at 7.00pm.

H R O Jones
Town Clerk
4 January 2021

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