

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT  
A LARGER PRINT VERSION IS AVAILABLE ON REQUEST  
**IF YOU WISH TO ATTEND THIS VIRTUAL MEETING PLEASE EMAIL AND YOU WILL BE  
SENT THE JOINING INSTRUCTIONS**

Please note that meetings may be recorded

## WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL  
Tel: 01202 861044 Email: [office@westmoors-pc.gov.uk](mailto:office@westmoors-pc.gov.uk)



There will be a meeting of the Virtual **FINANCE & GENERAL-PURPOSE COMMITTEE** held on **THURSDAY 11<sup>th</sup> MARCH 2021 at 7.30pm** Via Zoom ([click here to join meeting](#)) to transact the following business:

*J Weedon*

Judi Weedon  
Town Clerk

4<sup>th</sup> March 2021

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### Committee Membership

	Cllr Mrs P Yeo – Chair	
	Cllr K Wilkes – Vice Chair	
Cllr A Clarke	Cllr M Hawkes	Cllr Mrs C Holmes
Cllr D Shortell	Cllr C Way	

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## AGENDA

1. To Receive Apologies for Absence
2. Questions from Members of the Public (Public to submit questions a minimum of 24 hours prior to meeting. Public can be virtually present at the meeting but will not be able to talk. Any questions/representations will be read out) Public session is limited to 10 minutes
3. To Receive Declarations of Interests on any Matter on this Agenda
4. To Receive Clerks Report
5. To Receive Financial Information
  - a. Bank Reconciliation for February
  - b. Internal Controls and income report
  - c. CCLA Information
6. To Approve Accounts for Payment
7. To Review the Annual Investment strategy
8. To Consider Grant Applications
  - a. Myra Wells – Application to be considered under the Covid-19 Grant scheme
  - b. Townswomen Guild – Application to be considered under the Covid-19 Grant scheme
  - c. Women's Institute – Application to be considered under the Covid-19 Grant scheme
9. To Receive Correspondence
10. Staff Matters:
  - a. Sickness Report
  - b. Overtime report

- c. Annual Leave report
- d. To Approve Job description and Person Specification for the role of the Council's Communications Officer