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1	<u>CHAIRMAN AND VICE-CHAIRMAN</u> To note that, at the Annual Council meeting held on 4 <sup>th</sup> May 2021, the following appointments were made: a) CHAIRMAN – Cllr Tony Clayton b) VICE-CHAIRMAN – Cllr Keith Bonin	-
2	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
3	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
4	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	-
5	<u>MINUTES OF FINANCE &amp; GENERAL PURPOSES COMMITTEE – 12<sup>th</sup> April 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 12 <sup>th</sup> April 2021.	5-8
6	<u>FINANCE REPORTS - ACCOUNTS - YEAR ENDED 31 MARCH 2021</u> To receive and consider the Finance Officer's reports	
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7.5	<u>Hospitality and Gifts Register:</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 <sup>st</sup> to 30 <sup>th</sup> April 2021: None	-
8	<u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u> To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 4th May 2021 ( <i>Minute 57, 04.05.2021 refers</i> )  a) <u>Insurance Cover 2021/2022</u> RECOMMENDATION: To note insurance cover has been arranged with Zurich Municipal for the 2021/2022 year [ <i>Minute 18.2, 12.04.21 refers</i> ]  b) <u>Complaints Procedure</u> To note and consider the current complaints procedure.  c) <u>Freedom of Information Procedure</u> To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000  d) <u>Social Media &amp; Electronic Communications Policy</u> To note and consider the current Town Council's Press and Media policy	113 137 139 155

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13	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	-