

TENBURY TOWN COUNCIL 2017/18 FS03

You are summoned to the **FINANCE AND STAFFING COMMITTEE** meeting to be held on
MONDAY 31st JULY 2017 at 7:15pm in the Pump Rooms,
Teme Street, Tenbury Wells

A G E N D A

3.1 APOLOGIES FOR ABSENCE

To receive apologies submitted by Members.

3.2 DECLARATION OF INTEREST

To receive declarations of interest made by Members under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

3.3 PUBLIC PARTICIPATION

To receive any questions that may be put to the meeting on items on the agenda by members of the public.

The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to Standing Order 3(f), a member of the public shall not speak for more than 5 minutes.

3.4 MINUTES

Appendix 1

To approve as a true and accurate record the resolutions and Minutes of the previous meeting held on 19th June 2017.

3.5 BANK RECONCILIATIONS

Appendix 2

To confirm payments authorised from the Council's bank accounts from 1st to 30th June 2017 and the June 2017 monthly reconciliation of the Council's bank accounts.

3.6 APPROVAL OF CREDITOR INVOICES

Appendix 3

To approve the outstanding creditor invoices for payment.

3.7 REVENUE BUDGET MONITORING REPORT

Appendix 4

To receive from the Town Clerk the revenue budget monitoring report for the quarter ending 30th June 2017 and consider any recommendations therein.

3.8 ANNUAL LEAVE

To note the annual leave dates of the Town Clerk and Assistant to Town Clerk.

3.9 MATERNITY/PATERNITY POLICY

Appendix 5

To receive and consider a Maternity/Paternity Policy

3.10 MEMBER AND OFFICER PROTOCOL POLICY

Appendix 6

To receive and consider a Member and Officer Protocol Policy

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3.11 CORRESPONDENCE FOR INFORMATION

To receive and note such communications as the Town Clerk provides for the information of Members of the Committee.

3.12 EXCLUSION OF PRESS AND PUBLIC

To consider the exclusion of the Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960:-

3.13 CONFIDENTIAL MINUTES

Appendix 7

To approve and sign the Confidential Minutes of the previous meeting held on 19th June 2017.

3.14 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business to consider a motion to readmit the press and public for the remainder of the meeting.

3.15 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is **not** an opportunity for debate or decision making.

3.16 DATE AND TIME OF NEXT MEETING

Monday 25th September 2017 at 7.15pm

Lesleyann Bruton
Town Clerk
24th July 2017