



You are hereby summoned to attend the meeting of Personnel and Finance Committee meeting which will be held on Tuesday 25 July 2023 commencing at 7.00pm at the Arts & Heritage Centre.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
18/07/2023

AGENDA

- 1 To elect a chairperson for the committee
- 2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
- 3 To receive apologies and reasons for absence
- 4 Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each
- 5 To review and approve the draft minutes from Employment committee meeting 7th March 2023 and Finance Committee 16th March 2023
- 6 To review the projected spend against budget forecast including any variances and make appropriate recommendations to full council
- 7 To review the issue raised by the external auditor regarding the asset register and agree any next steps
- 8 To agree the appointment of the internal auditor and the month for the interim audit for 2023/24
- 9 To consider projects, wish lists and must do's for 24/25 and beyond and agree next steps
- 10 To review the current workload of the town clerk and make any recommendations to full council
- 11 To acknowledge the end of the probationary period of the town clerk and agree a review process
- 12 Review staff holiday requests and requirements for cover
- 13 To agree the date and any agenda items for the next meeting