



You are hereby summoned to attend the meeting of Personnel and Finance Committee which will be held on Tuesday 23 April 2024 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
17/04/2024

AGENDA

1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each
4. To review and approve the draft minutes from 21st November 2023 meeting
5. To review the projected spend against budget forecast - Defer as financial year has only just started
6. To confirm the appointment of Internal Auditor
7. To review the draft AGAR documents prepared for Internal Auditor
8. To review the latest version of the town council asset register
9. Policy Review: Terms of Reference - Employment Committee(20974)
10. Review non payment policy
11. To review the town council risk register and ensure appropriate action is being taken to mitigate risks
12. To review the financial regulations and standing orders and make any recommendations for approval by full council
13. To resolve to go into closed session for the remainder of the meeting
14. To review the proposal for a Deputy Clerk and make suitable recommendations to full council