



You are hereby summoned to attend the meeting of Personnel and Finance Committee which will be held on Thursday 1 August 2024 commencing at 7:00pm at the Arts & Heritage Centre.

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

Residents of Caistor are welcome to attend and comment on any items on the agenda. This must be done in the Public Participation 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 meeting. Any issues raised by residents which are not on the agenda will be deferred to a subsequent meeting, if appropriate.

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  
24/07/2024

## **AGENDA**

1. To appoint the Chair of the Personnel and Finance Committee
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
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 23rd April 2024 meeting
6. To review the projected spend against budget forecast and decide whether to move any funds to reserves
7. To review the latest version of the asset register
8. To agree to purchase the latest Charles Arnold Barker - Local Council Administration book 13th Edition.
9. To agree the interview process and panel for the Deputy Clerk position
10. To resolve to go into closed session for the remainder of the meeting (DPA 2018)
11. To review and shortlist the applications submitted for the Deputy Clerk position