

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



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Newent Community Centre
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Newent
Glos, GL18 1BD

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7th March 2023

Dear Councillor / Resident

I hereby give notice of a **Finance & Staffing Committee** of Newent Town Council to be held on **Monday 13th March 2023**

at Room G4 Newent Community School, Watery Lane, Newent

Newent at 7.30 pm, or soonest after the previous meeting.

All Residents of the Town are welcome, and Members of the **Finance & Staffing Committee** are hereby summoned to attend for the purpose of transacting the following business.

Michael Greenfield
Michael Greenfield
Town Clerk

Public Participation, up to a 10 minute period of time will be set aside before the start of the meeting for public questions.

A G E N D A

1. **To note apologies for absence.**
2. **Declarations of Interest on items on the agenda.**
3. **To approve the Minutes of the Extraordinary Finance & Staffing Committee held on Monday 27th February 2023**
4. **Clerk's Report**
To note the clerk's report
5. **To approve Year End Accountancy Service 2023**
5.1 To approve the Year End Accountancy Service for 2023

6. Policy Reviews and updates

- 6.1 To approve the Capability Procedure
- 6.2 To approve the Disciplinary Procedure
- 6.3 To approve the Lone Working Policy
- 6.4 To approve the Grievance Policy

7. Notices and Information

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

8. Staffing matters

8.1 To receive an update on the interviews and appointment processes for Locum Clerk(s) and Responsible Financial Officer and to provide possible start dates to Full Council.

8.2 To receive an update on the interviews and appointment processes for the Clerk and Responsible Financial Officer post.

8.3 To discuss and resolve staffing and financial matters.