

## **NEWENT TOWN COUNCIL**

### **FINANCE AND STAFFING COMMITTEE**

Minutes of a meeting of **Finance and Staffing Committee** held on **Monday 13<sup>th</sup> June 2022** at Newent Community School, Watery Lane, Newent at 8.12pm

Present: Councillors Mrs K Draper (Chairman), Mrs S Marcovecchio, Mrs R Wadley and Mr R Beard

Also present – The Clerk and 1 Member of the public

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#### **Public Participation Session**

There were no public speakers.

#### **1. To note apologies for absence**

Apologies were accepted from Councillor Mrs C Howley.

#### **2. Declarations and Interest on items on the agenda**

There were no declarations of interest.

#### **3. To approve the following policies**

##### **3.1 Driving at Work**

The committee by unanimous decision approved the Driving to Work Policy.

##### **3.2 Absence Management**

The committee by unanimous decision approved the Absence Management policy.

##### **3.3 Display Screen Equipment**

The committee by unanimous decision approved the Display Screen Equipment policy.

#### **4. Internal Audit Report – GAPTC**

##### **4.1 To receive and note the Internal Audit Report with recommendations**

The committee received and noted the Internal Audit Report with recommendations.

##### **4.2 To review the Action Plan**

The committee reviewed the Action Plan.

**5. Earmarked Reserves 2022-2023**

5.1 To review Earmarked Reserves Balances

The committee reviewed the Earmarked Reserves Balances.

**6. Bank Reconciliation of 30.04.2022 & 31.05.22**

6.1 To note Bank Reconciliation for 30.04.2022

The committee noted the Bank Reconciliation for 30.04.2022.

6.2 To note Bank Reconciliation for 31.05.2022

The committee noted the Bank Reconciliation for 31.05.2022.

**7. Cashbook Payments and Receipts**

7.1 To note Cashbook receipts and payments 30.04.2022

The committee noted the Cashbook receipts and payments for 30.04.2022.

7.2 To note Cashbook receipts and payment 31.05.2022

The committee noted the Cashbook receipts and payments for 31.05.2022.

**8. Deputy Clerk Interviews**

8.1 To note interview for Deputy Clerk's post to be held on Thursday 16<sup>th</sup> June 2022

The committee noted the interview for Deputy Clerk's post to be held on Thursday 16<sup>th</sup> June 2022.

**The Chairman closed the meeting at 8.30pm**