

# NEWENT TOWN COUNCIL

## AND BURIAL AUTHORITY



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Glos, GL18 1BD

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6<sup>th</sup> September 2023

Dear Councillor / Resident

I hereby give notice of a **Finance and Staffing Committee Meeting** of Newent Town Council to be held on **Wednesday 13<sup>th</sup> September 2023** **at the Town Council Offices to commence at 5 pm**

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

Town Clerk

### 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 Finance and Staffing Committee Meeting held on 6<sup>th</sup> June 2023.
4. Finance
  - a. To receive an update on the transfer of the accounting systems and procedures.
  - b. To receive the bank reconciliation.
  - c. To receive the budget vs spend report.
  - d. To review the Reserves.
  - e. To approve a list of direct debits / standing order payments.
  - f. To receive an update on the bank mandate (bank signatories).

- g. To receive an update on the opening of The Public Sector Deposit Fund.
- h. To receive confirmation of an Internal Financial Check.
- i. To review the Financial Regulations and make recommendations to Full Council.

**5. CONFIDENTIAL AGENDA ITEMS**

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.

**6. To consider and approve the recommendations of the Staffing Review Paper.**

- a. To approve the salary and scales for all Staff, including increment reviews.
- b. To consider reviewing all the Staff Contracts so that they are uniformed.
- c. To note the amendments to the Locum Clerks hours.
- d. To agree to delegate permission to book training courses for the Clerk to the Chairman of the Finance & Staffing Committee (in consultation with the Clerk) and for the Clerk to be able to book all other staff into relevant training (within the budgeted allocation).
- e. To agree to provide Locum Cover for the Clerk when he take leave.

**7. Date of the Next Meeting.**