

# NEWENT TOWN COUNCIL

## AND BURIAL AUTHORITY



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Glos, GL18 1BD

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3<sup>rd</sup> January 2024

Dear Councillor / Resident

I hereby give notice of a **Finance and Staffing Committee Meeting** of Newent Town Council  
to be held on **Monday 8<sup>th</sup> January 2024**  
**at Room G4 Newent Community School, watery Lane, Newent**

**To commence at 5.30 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.

*Neil Sapsed*  
Neil Sapsed  
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 Wednesday 13<sup>th</sup> September 2023
4. To review and make recommendations to full Council for the Budget for 2024/2025

## **5. Finance**

- a. To receive an update on the transfer of the accounting systems
- b. To receive the bank reconciliation.
- c. To receive the Income and Expenditure report.
- d. To receive the Purchase Daybooks.
- e. To receive an update on Earmarked Reserves.
- f. To receive the Receipts and Payments report
- g. To review a list of direct debits / standing order payments.
- h. To receive an update on the The Public Sector Deposit Fund.
- i. To review the Financial Regulations and make recommendations to Full Council.

## **6. 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.

## **7. Staffing**

7.1 To discuss staffing matters

7.2 To action staffing matters