

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



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Glos, GL18 1BD

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6th September 2022

Dear Councillor / Resident

I hereby give notice of a **Finance & Staffing Committee** of Newent Town Council to be held on **Monday 12th September 2022** at

at Room G4 Newent Community School, Watery Lane, Newent

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

All Residents of the parish 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 Finance & Staffing Committee held on Monday 13th June 2022**
4. **Clerks Report**
 - 4.1 To note the Clerk's Report

5. Direct Debit list

5.1 To note the Direct Debit list

6. Quarterly Audit Report

6.1 To note the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley on 27.07.22

7. Bank Reconciliation of 30.06.22

7.1 To note Bank Reconciliation for 30.06.22

7.2 To note Cashbook for 30.06.22

8. Bank Reconciliation of 31.07.22

8.1 To note Bank Reconciliation for 31.07.22

8.2 To note Cashbook for 31.07.22

9. Earmarked Reserves

9.1 To note Earmarked Reserves 30.06.22

9.2 To note Earmarked Reserves 31.07.22

10. Deputy Clerk and Burials Officer Vacant Post

10.1 To note the closing date for applications being Friday 9th September 2022, with interviews taking place on Wednesday 21st September or Thursday 22nd September 2022.

11. 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.

12. Staffing matters

12.1 To discuss staffing matters