

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



Annexe Building rear of
Newent Community Centre
Ross Road
Newent
Glos, GL18 1BD

Tel: 01531 820638
Email: townclerk@newenttowncouncil.gov.uk
www.newenttowncouncil.org.uk

7th June 2022

Dear Councillor / Resident

I hereby give notice of a **Finance & Staffing Committee** of Newent Town Council
to be held on **Monday 13th June 2022**
at Room G4 Newent Community School, Watery Lane, Newent

Start at 7.30pm, 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 agree the following policies**
 - 3.1 Driving at Work
 - 3.2 Absence Management
 - 3.3 Display Screen Equipment
4. **Internal Audit Report – GAPTC**
 - 4.1 To receive and note the Internal Audit Report with recommendations
 - 4.2 To review the Action Plan

5. Earmarked Reserves 2022-2023

5.1 To review Earmarked Reserves Balances

6. Bank Reconciliation of 30.04.2022 & 31.05.22

6.1 To note Bank Reconciliation for 30.04.2022

6.2 To note Bank Reconciliation for 31.05.2022

7. Cashbook Payments and Receipts

7.1 To note Cashbook receipts and payments 30.04.2022

7.2 To note Cashbook receipts and payment 31.05.2022

8. Deputy Clerk Interviews

8.1 To note interview for Deputy Clerk's post to be held on Thursday 16th June 2022 with interviews undertaken by Finance & Staffing Committee Members