

# NEWENT TOWN COUNCIL

## AND BURIAL AUTHORITY



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

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21<sup>st</sup> September 2022

Dear Councillor / Resident

I hereby give notice of an **Extraordinary Finance & Staffing Committee** of Newent Town Council  
to be held on **Tuesday 27<sup>th</sup> September 2022 at**

**Newent Town Council, Annexe Building, rear of Newent Community Centre  
Ross Road Newent**

**Newent at 7.00 pm.**

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 13<sup>th</sup> June 2022**

**To note the Finance and Staffing meeting scheduled for Monday 12<sup>th</sup> September was postponed**

**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

7.3 To note Earmarked Reserves 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

8.3 To note Earmarked Reserves 31.07.22

**9. Bank Reconciliation of 31.08.22**

9.1 To note Bank Reconciliation for 31.08.22

9.2 To note Cashbook for 31.08.22

9.3 To note Earmarked Reserves 31.08.22

9.4 Income & Expenditure Report 31.08.22

**10. 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.

**11. Staffing matters**

11.1 To discuss staffing matters