

Clerk to the Council/RFO: Julie Hodgkiss
Chairman: Cllr Caroline Clode

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Committee Members: Clarke (TC), Clode (CC), Teckoe (CT) Chair, P Stevens (PS), M Underwood (MU)

You are summoned to attend a meeting of the **Finance and Personnel Committee** on Monday 24 July 2023 at 7.15 pm at Lythwood Room, Bayston Hill Memorial Hall.



J Hodgkiss
Clerk to the Council

14 July 2023

A G E N D A

- F01.23/24 **ELECTION OF CHAIR**
The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Committee. The Chairman will call for nominations and nominees shall indicate their willingness to stand.
- F02.23/24 **ELECTION OF VICE CHAIR**
- F03.23/24 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
- F04.24/25 **DECLARATIONS OF INTEREST**
Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer
- F05.23/24 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.
- F06.23/24 **MINUTES**
To approve and sign the minutes of the Finance Committee meeting held on Monday 27th March 2023.

- F07.23/24 **BANK RECONCILIATION**
To note that the Bank Reconciliation for all accounts, including Petty Cash to 30 June 2023 has been checked & approved by Cllr. Clode.
- F08.23/24 **BUDGET MONITORING TO END OF Q1**
To note
- F09.23/24 **VAT RETURN Q1**
To note
- F10.23/24 **FINANCIAL SPOT CHECKS**
To note
- F11.23/24 **APPRAISALS**
To note latest staff appraisals
- F12.23/24 **POLICY REVIEW**
- Annual Leave
 - Anti-bullying and Harassment
 - Bereavement
 - Data Protection
 - Disciplinary
 - Drug and Alcohol
 - Grievance
 - Emergency/Dependants Leave
 - Equality and Diversity
 - Expenses
 - Flexible Working
 - Home Working
- F13.23/24 **STAFF LEAVE**
To approve a staff request for additional leave