

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 25 September 2023 at 7.15 pm at Lythwood Room, Bayston Hill Memorial Hall.



J Hodgkiss
Clerk to the Council

18 Sept 2023

A G E N D A

F14.23/24 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

F15.24/25 **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

F16.23/24 **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.

F17.23/24 **MINUTES**

To approve and sign the minutes of the Finance Committee meeting held on Monday 24th July 2023.

F18.23/24 **BANK RECONCILIATION**

To note that the Bank Reconciliation for all accounts, including Petty Cash to 31 August 2023 has been checked & approved by Cllr. Clode.

F19.23/24 **FINANCIAL SPOT CHECKS**

To note

F20.23/24 **DOCUMENTS FOR REVIEW**

- IT Usage Policy
- Maternity Policy
- Paternity Policy
- Poor Performance Policy
- Sickness Policy
- Social Media Policy
- Training and Development Policy
- Whistle Blowing Policy
- Memorialisation Policy
- Reserves Policy
- Grant Application Form

F21.23/24 **STAFF LEAVE**

To approve a staff request for a period of leave as per the Staff Handbook