



18 April 2018

## NOTICE OF MEETING

A meeting of **Cainscross Parish Council's Finance & Staffing Committee** will be held on Monday 23 April 2018 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Signed

Jeni Marshall  
Clerk to Cainscross Parish Council

## A G E N D A

1. To elect a new Chair of Committee
2. To receive apologies
3. To approve the minutes of the last meeting of the Committee
4. To receive any declarations of interest
5. To receive any representations from members of the public  
*(Each member of the public is entitled to speak once only in respect of business itemized on the agenda and shall not speak for more than three minutes)*

### **Finance matters**

6. To authorise payments and report any credit card usage
7. To receive the financial report to date
8. To verify and sign the bank reconciliation and original bank statements for February and March
9. To note any internal control checks
10. To approve the amended budget to take note of the Public Works Loan application and grants and agree virements

### **Staffing Matters**

*The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A*

11. To note staff sick leave
12. To approve national pay award
13. To confirm the date and time of the next committee meeting

Members of the Public are Welcome to attend