



4 September 2018

NOTICE OF MEETING

A meeting of **Cainscross Parish Council's Finance & Staffing Committee** will be held on Monday 10 September 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 receive apologies
2. To approve the minutes of the last meeting of the Committee
3. To receive any declarations of interest
4. 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
5. To authorise payments
6. To receive the financial report for July and August transactions
7. To verify and sign the bank reconciliation and original bank statements for the previous month
8. To note any internal control checks
Staffing Matters
The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A
9. To consider promoting the Administration Assistant to Assistant Clerk with associated increment
10. To confirm the date and time of the next committee meeting

Members of the public are welcome to attend