



6 November 2018

NOTICE OF MEETING

A meeting of **Cainscross Parish Council's Finance & Staffing Committee** will be held on Monday 12 November 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 itemised 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 October transactions
7. To verify and sign the bank reconciliation and original bank statements for October
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 confirm the date and time of the next committee meeting

Members of the public are welcome to attend