

5 March 2019

### **NOTICE OF MEETING**

A meeting of **Cainscross Parish Council's Finance & Staffing Committee** will be held on Monday 11 March 2019 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 January and February transactions
  7. To verify and sign the bank reconciliation and original bank statements for January and February
  8. To note any internal control checks
  9. To confirm fees for Year End Account Preparation
- Staffing Matters**
- The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A*
10. To note the new NALC Salary scales
  11. To consider any additional salary increments
  12. To consider a request from a member of staff to reduce their hours and discuss staffing levels in general
  13. To confirm the date and time of the next committee meeting

Members of the Public are Welcome to Attend

39 Westward Road, Cainscross, Stroud, Gloucestershire GL5 4JA  
01453756036 e-mail: [clerk@cainscross-pc.gov.uk](mailto:clerk@cainscross-pc.gov.uk) [www.cainscross-pc.gov.uk](http://www.cainscross-pc.gov.uk)  
Office opening hours Monday – Thursday 9.30am – 1.00pm



**Cainscross Parish Council**  
*Cashes Green & Ebley*

39 Westward Road, Cainscross, Stroud, Gloucestershire GL5 4JA  
01453756036 e-mail: [clerk@cainscross-pc.gov.uk](mailto:clerk@cainscross-pc.gov.uk) [www.cainscross-pc.gov.uk](http://www.cainscross-pc.gov.uk)  
Office opening hours Monday – Thursday 9.30am – 1.00pm