

4 June 2019

NOTICE OF MEETING

A meeting of **Cainscross Parish Council's Finance, Staffing and Policy Committee** will be held on Monday 10 June 2019 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Yours faithfully



Jeni Marshall
Clerk to Cainscross Parish Council

A G E N D A

1. To elect a Committee Chairperson
2. To elect a Committee Vice-Chair
3. To receive apologies
4. To approve the minutes of the last meeting of the Committee
5. To receive any declarations of interest
6. 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**
7. To authorise payments
8. To receive the financial report for April transactions
9. To verify and sign the bank reconciliation and original bank statements for April
10. To approve the direct debits for the forthcoming year
11. To note any internal control
- Staffing and Office Matters**
12. To consider works to offices at Westward Road and timescale
13. To consider the use of voluntary staff
The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A
14. To confirm the date and time of the next committee meeting

Members of the Public Are Welcome to Attend