



## Cainscross Town Council

Cashes Green & Ebley

5 November 2019

### **NOTICE OF MEETING**

A meeting of **Cainscross Town Council's Finance, Staffing and Policy Committee** will be held on Monday 11 November 2019 commencing at **4.00pm** in the Pavilion in the Park, Lower Church Road, Cainscross.

Signed

Jeni Marshall

Clerk to Cainscross Town 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
  8. To note any internal control checks
  9. To consider a grant request from the Citizens Advice Bureau and make recommendation to Full Council
  10. To consider the budget for 2020/21 and make recommendation to Full Council
- 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 receive a report from the Finance and Staffing Working party and approve the recommendations for future staffing
  12. To further consider Ill Health Retirement cover
- Policy Matters**
13. To consider and approve the new Social Media and Electronic Communication Policy
  14. To consider and approve the Model Publication Policy
  15. To confirm the date and time of the next committee meeting

Members of the Public are Welcome to Attend