



## Cainscross Town Council

Cashes Green & Ebley

10th March 2021

Dear Councillor

### Notice of Meeting

A meeting of **Cainscross Town Council's Finance, Staffing and Policy Committee** will be held on Tuesday 16 March 2021 commencing at 4pm using Zoom.

<https://us02web.zoom.us/j/86900951560>

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**

5. To authorise payments
6. To receive the financial report to date
7. To verify and sign the bank reconciliation and original bank statements
8. To review the effectiveness of the Internal Controls

#### **Policy**

9. To consider whether the employment policy is necessary or a duplicate of other policies.
10. To review and approve the following policies
  - Infectious Disease Policy
  - Equal Opportunities Employment Policy
  - Lone worker Policy & risk assessment

#### **Staffing**

*The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A*

11. To note the proposed return to work date for office staff
12. To confirm the date and time of the next committee meeting