



Cainscross Town Council

Cashes Green & Ebley

8 December 2023

NOTICE OF MEETING

A meeting of **Cainscross Town Council's Finance, Staffing and Policy Committee** will be held on 14 December 2023 commencing at 10am in the Pavilion, Victory Park.

Signed

Jeni Marshall
Town Clerk

A G E N D A

1. To receive apologies
2. To approve the minutes of the last meeting of the Council
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)
5. **Finance, Staffng & Policy Matters**
6. To verify and sign the bank reconciliation for October and original bank statement
7. To receive the financial report and consider expenditure in line with the budget
8. To consider the budget and resulting precept and make recommendations to Full Council
9. To approve and note income and expenditure transactions
10. To discuss staff moral and agree actions to improve Councillor/Staff communication
11. To consider applications for the Administration Assistant role and arrange interviews
12. To confirm the date and time of the next committee meeting