



Cainscross Town Council
Cashes Green & Ebley

10th September 2024

NOTICE OF MEETING

A meeting of **Cainscross Town Council's Finance, Staffing and Policy Committee** will be held on Tuesday 17 September commencing at 11am at the Pavilion, Victory Park.

Signed

Jeni Marshall
Town Clerk

A G E N D A

1. To note 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)
- Finance & Policy Matters**
5. To give the Clerk authority to purchase tools, equipment and authorise repairs as required within the maintenance budgets without further approval
6. To verify and sign the bank reconciliation and original bank statement
7. To receive the financial report and consider expenditure in line with the budget
(Financial Status Comparison Report)
8. To agree virements between budget headings
9. To approve and note invoiced income and expenditure transactions from 14 August – 11 September
- Staffing Matters**
10. To receive an update on staffing matters
11. To agree a date and time for Staff Appraisals
12. To consider the Project Officers contracted hours
13. To confirm the date and time of the next committee meeting

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Pavilion in the Park, Victory Park, Cainscross, Stroud, Gloucestershire GL5 4JE
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Office opening hours Monday – Thursday 9.00am – 3.00pm and Friday 9-12 noon.