

**TEWKESBURY TOWN COUNCIL  
FINANCE & STAFFING COMMITTEE  
THURSDAY 25<sup>TH</sup> MAY 2017**

To: Councillors P.Clatworthy (Chairman) (Town Mayor), C.Danter (Deputy Mayor), R. Mills, P. Workman, P. Aldridge, M. Sztymiak, H. Burns, S. Raywood and M.Poxon

You are hereby summoned to attend a meeting of the Finance & Staffing Committee to be held in the Town Hall, High Street, Tewkesbury, on **Thursday 25<sup>th</sup> May at 6:00 pm.**

**AGENDA**

1. To receive apologies
2. To receive declarations of Interests
3. To receive dispensations
4. To nominate the chairman of the Finance & Staffing committee
5. To approve the minutes of the Finance & Staffing meeting held on the 13<sup>th</sup> April 2017 **(attached)**
6. To consider the new Independent Internal Audit report and form an action plan **(attached)**
7. To review and combine the Terms of Reference of the Finance Committee and the Staffing Committee
8. To consider combining other committees
9. To consider the Member Officer Protocol and report back to Full Council **(attached)**
10. To consider the Community Grant applications **(attached)**
11. To start the process of accreditation with the Local Council Award Scheme
12. To receive a Payments & Receipts report for April 2017 **(attached)**
13. To receive a Budget report for April 2017 **(attached)**
14. To consider the adoption of a Reserves Strategy and to allocate the surplus balance from 2016/17 **(attached)**
15. To consider the adoption of a Training & Development Policy **(attached)**
16. To form a Personnel Committee within the Finance & Staffing Committee **(see attached CPD report)**
17. To launch On-line Payment Control with Lloyds Bank
18. To receive and update from Cllr Aldridge on the Lloyds Bank Card Reader
19. To receive an update on Health & Safety provision

- 20.** To propose a meeting date for the Media Policy Review group
- 21.** To consider the continuation of the group formed to extend the process of procurement. Report by Cllr K Brennan
- 22.** To receive a proposal from Cllr M Poxon that the 2015/16 and 2016/17 Internal Audit Reports and the 2016/17 External Audit Report is published on the Town Council website
- 23.** To receive reports from the two committees involved in a complaint about the Cat.
- 24.** To appoint a local photographer for official council portraits

A handwritten signature in grey ink that reads "Helen Railton-Price". The signature is written in a cursive style with large, rounded letters.

Helen Railton-Price  
Town Clerk and Responsible Financial Officer  
May 2017