

**TEWKESBURY TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
THURSDAY 6th JULY 2017**

To: Councillors P.Clatworthy (Chairman) (Town Mayor), C.Danter (Deputy Mayor), R. Mills, P. Workman, P. Aldridge, M. Sztymiak, H. Burns, S. Raywood, K Brennan 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 6th July 2017 at 6:00 pm.**

AGENDA

1. To receive apologies
2. To receive declarations of Interests
3. To receive dispensations
4. To approve the minutes of the Finance & Staffing meeting held on the 25th May 2017 **(attached)**
5. To discuss the Internal Audit report with Kim Bedford of GAPTC **(attached)**
6. To form an action plan with members of the Local Council Award Scheme working group
7. To confirm the membership of the Personnel Committee and arrange a meeting with the Clerk
8. To receive a report on the Council's work experience student
9. To receive Fire Safety Inspections reports on the Watson Hall and Town Hall and to consider allocating funds for any necessary works **(attached)**
10. To receive Payments & Receipts reports for May & June 2017 **(attached)**
11. To receive a Budget report for April, May & June 2017 **(attached)**
12. To receive a report from Cllr K Brennan and the Procurement Process working group
13. To consider the renewal of the one year Ellis Whittam contract. Expiry date December 2017 **(attached)**
14. To consider a proposal from Cllr K Brennan to employ a commercial HR consultant on an ad-hoc basis
15. To update the committee on the launch of On-line Payment Controls
16. To receive a report from Cllr Aldridge on the Lloyds Bank Card Reader
17. To receive a report from the Media Policy Review group

18. To receive a report from the Clerk & RFO on the period for inspection of accounts for the year ending 31st March 2017 and external audit by Grant Thornton
19. To receive information from NALC on the proposed 5% increase in 2018/19 on all NJC pay points for forward budget planning
20. To consider and approve the expenses claim of the outgoing Chairman
(attached)
21. To receive and approve the 2017/18 list of regular contract payments and direct debits **(attached)**
22. To sign cheques for payment

A handwritten signature in black ink, appearing to read 'Helen Railton-Price'. The signature is fluid and cursive, with the first name 'Helen' written in a stylized, looped manner, and the last name 'Railton-Price' written in a more straightforward cursive script.

Helen Railton-Price
Town Clerk and Responsible Financial Officer
29th June 2017