

**TEWKESBURY TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
THURSDAY 28th September 2017**

It is hereby announced that a meeting of the Finance & Staffing Committee will be held in the Town Hall, High Street, Tewkesbury, on **Thursday 28th September 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 Clerk for the Finance & Staffing meeting held on the 6th July and the minutes of Cllr Brennan for the Extraordinary Meeting 31st August 2017 (**attached**)
5. To receive an update from the Internal Audit working group members
6. To receive an update from members of the Local Council Award Scheme working group
7. To confirm the Chairmanship of the Personnel Committee and arrange a meeting with the Clerk. Including an update on the appraisal training
8. To receive Payments & Receipts reports for July 2017
9. To receive a Budget report for April - July 2017
10. To consider a proposal from Boxer FM on the public toilets
11. To update the committee on the launch of On-line Payment Controls
12. To receive a report from Cllr Aldridge on the Lloyds Bank Card Reader
13. To receive a report from the Media Policy Review group
14. To receive a report from the Clerk & RFO on the external audit by Grant Thornton
15. To review the allocation of the Mayor's Allowance currently agreed at £1,500
16. To receive the Clerk and RFO's recommended version of Financial Regulations
17. To note the comments of the Financial Regulation working group following their consideration of this document
18. To identify the membership, terms of reference and allocated budget of a group of Councillors who have met to discuss the role of the Clerk and Administration Support Officers
19. To receive a copy of the new HR company contract

20. To consider a request from Cllr Burns to revive the use of a "Town Clerk's Work Programme" used in 2015/16 by the previous Clerk
21. 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.

Helen Railton-Price
Town Clerk and Responsible Financial Officer
22nd September 2017