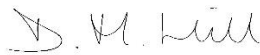


**TEWKESBURY TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
THURSDAY 7TH DECEMBER 2017**

To: Members of Finance & Staffing Committee: Councillors P Clatworthy (Chairman & Town Mayor), C Danter (Deputy Mayor), P Aldridge, K Brennan, H Burns, M Poxon, S Raywood, M Sztymiak and P Workman

You are summoned to attend a meeting of the Finance & Staffing Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **Thursday 7TH December 2017 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Locum Town Clerk
1st December 2017

AGENDA

1. To receive apologies
2. To receive declarations of Interests
3. To receive dispensations
4. To approve the minutes of the Finance & Staffing Committee meeting held on 2nd November 2017
5. Matters arising from the minutes – for information only
6. To receive an update from the Internal Audit (Controls) working group members
7. To receive an update on the External Audit
8. To receive a report from the Personnel Committee
9. To consider the format, content, timescales and accountability of the Finance & Staffing Work Programme
10. To receive Payments & Receipts reports for October 2017
11. To receive a Budget report for October 2017
12. To consider quotes for payroll services and to agree on the new payroll services provider and the commencement date of the new service
13. To agree whether to implement the increase in respect of the Real Living Wage for staff paid at this rate or below, to agree the implementation date and to consider the impact on employer pension contributions
14. To review draft committee budgets for Financial Year 2018/19

- 15.** To consider revised Financial Regulations for adoption at the Full Council meeting on 11th December
- 16.** To consider revised Standing Orders for adoption at the Full Council meeting on 11th December
- 17.** To note the submission of the VAT return for Q2 due to HMRC requirements and to approve a full review of VAT accounting in Scribe by the Locum Clerk
- 18.** To sign cheques for payment