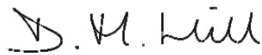


**TEWKESBURY TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
THURSDAY 8th MARCH 2018**

To: Members of Finance & Staffing Committee: Councillors 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 8th March 2018 commencing at 6:30 pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Locum Town Clerk
3rd March 2018

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 25th January 2018
5. Matters arising from the minutes – for information only
6. To review the Finance & Staffing Work Programmes
7. To receive Payments & Receipts reports for January and February 2018
8. To receive a Budget report for February 2018
9. To receive the interim internal audit report and agree any recommendations for referral to Full Council
10. To consider the draft report following the financial checks carried out by Cllrs Burns and Poxon and to consider actions required
11. To consider and agree whether to appoint professional services to provide assistance to the RFO in order to compile a VAT reclaim relating to historic VAT not previously reclaimed and to provide assistance relating to year end work and setting up Scribe for 2018/19
12. To consider quotes for the Town Council's annual insurance policy and to agree a recommendation to Full Council for approval

- 13.** To consider quotes for upgrading the Town Council's website and to agree whether to proceed with this upgrade
- 14.** To receive an update on progress relating to achieving the Foundation Award of the Local Council Award Scheme
- 15.** To consider and agree grant applications from outside bodies
- 16.** To sign cheques for payment
- 17.** Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda
- 18.** To receive a report from the Personnel Committee