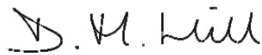


**TEWKESBURY TOWN COUNCIL
FINANCE & STAFFING COMMITTEE
THURSDAY 19TH APRIL 2018**

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

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 19th April commencing at 6.00pm.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
13th April 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 meetings held on 8th March, 26th March and 9th April 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 March 2018
8. To review the aged debtors report
9. To receive a Budget report for March 2018
10. To agree to pay invoices from GAB Services by electronic transfer
11. To discuss the Internal Checks report issued in March 2018
12. To discuss the recommendations made in the Internal Checks report and to decide which of the recommendations should be adopted
13. To discuss the process for carrying out future financial checks and make recommendations for improvements
14. To receive an update on progress relating to achieving the Foundation Award of the Local Council Award Scheme
15. To discuss data protection matters and agree any necessary actions

- 16.** To consider and agree grant applications from outside bodies
- 17.** To sign cheques for payment
- 18.** 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 items on this agenda
- 19.** To receive a report from the Personnel Committee
- 20.** To note the use of Emergency Powers by the Clerk in relation to staffing matters
- 21.** To discuss staffing matters and any required budget