

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

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To: Members of the Finance & Personnel Committee



Dear Member,

You are hereby summoned to attend a meeting of the **Finance & Personnel Committee** which will be held on **Thursday 25th April 2019** at The Council Offices, Old Market Hill, and Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

Emma Lindsay - Town Clerk

15.04.2019

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

| No. | Agenda | Time (est.) |
|-----|---|-------------|
| 1 | To receive comments and questions from members of the public | 15 mins |
| 2 | To receive and if agreed approve apologies for absence | 3 mins |
| 3 | To receive declarations of interests and approve written applications for dispensations | 1 min |
| 4 | To approve the minutes of the previous meeting held on 24.01.2019* | 1 min |
| 5 | To approve the list of payments checked by Cllrs Fraser and Taylor | 1 min |
| 6 | To approve the statement of accounts and bank reconciliation as at 31.03.2019 | 5 mins |
| 7 | To approve the budget comparison and statement of reserves at 31.03.2019 | 5 mins |
| 8 | To receive reports on routine monthly financial checks from relevant members | 5 mins |
| 9 | To receive a report regarding the Annual Health and Safety Audit | 10 mins |
| 10 | To receive a report regarding staff training and approve further actions | 5 mins |
| 11 | To receive correspondence and discuss any issues raised | 2 mins |
| 12 | To receive information from members and discuss proposals for future business | 2 mins |

* Indicates that this agenda item is the subject of a briefing note or written report attached to this agenda.

† Indicates that this agenda item is the subject of a confidential briefing note or written report supplied only to Council members

Members are respectfully reminded that

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk