



Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

Members of the Finance and Policy Management Committee are summoned to attend a Finance and Policy Management Committee meeting which is to be held on Monday 29th July 2019 at 7pm at the Town Office.

AGENDA AND NOTICE OF MEETING

1. To nominate a Chairman for the Committee
2. To consider apologies for absence
3. To receive disclosures of interest and dispensations
4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 29 April 2019
5. Finance.
 - a. To review ear- marked reserves for 2019/20 for recommendation to full Council
 - b. To review bank statements since 29 April 2019 meeting to confirm accuracy to the Town Council.
 - c. To confirm bank reconciliations since 29 April 2019
 - d. To review and note the budget control report
 - e. To review expenditure and income
6. To (if required) confirm Councils approval for borrowing for a Salix loan.
7. To discuss and decide on a cyber security policy
8. To note correspondence from Unity Trust
9. To note the next meeting will be held Thursday 29th August at 6.30pm to discuss budget, precept, ear marked and general reserves in depth with a view of the business case for the Methodist Church and other projects to be presented to Council on 9th September 2019 as per resolution of extraordinary meeting held 10th July 2019.
10. To discuss and decide on intended dates and whom for appraisals for
 - a. Clerk
 - b. Groundsman
 - c. Admin Assistant
 - d. Litter Picker
11. To resolve to exclude the press and public for reasons of confidentiality relating to personnel (LGA admission to meetings act 1960 s1(2))
12. To nominate a note taker in the Clerks absence
13. To review for recommendation an overtime payment for the administrative assistant following year end
14. To review the Clerks contract for recommendation to Council

Circulation list: Cllrs Worsley, Gladding, Tompkins, Mackenzie & Pochin