



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

To members of the Finance & Personnel Committee: You are hereby summoned to attend a meeting on **18th October 2021 at 6.30pm in the DAY CENTRE**

As the space for the public is still very limited (ten maximum) the meeting will also be hosted via ZOOM, members of the public and the Press are welcome to attend the meeting virtually by contacting the Clerk for the login details; email clerk@halesworthtowncouncil.org.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N.J. Rees'.

N.J.Rees
Town Clerk

AGENDA

- 1) **Apologies.**
- 2) **Declarations of Interest:** To receive declarations for pecuniary & non-pecuniary interests.
- 3) **Minutes:** To approve the report of the Finance & Personnel Committee meeting held on Monday 5th July, 2021
- 4) **Matters arising from the minutes.**
- 5) **Finances:**
 - a. To receive the monthly report of expenditure against the budget
 - b. CIL Report
 - c. Reserves Report
- 6) **Grants:**
 - a. The Pear Tree Fund: £3,000
 - b. Halesworth Angel Bowls Club: £600
 - c. The Rifle Hall Trust: £5,000
 - d. Halesworth Tennis Club: £2,500
 - e. Confirm grant amount for HEM
- 7) **Financial Regulations:** Review of the current policy document
- 8) **Audit:** Review of PKF Little John's external audit report
- 9) **Conference Equipment:** Clerk's report on options to enable better video conferencing facilities.
- 10) **Maintenance:** To consider whether to investigate options for external maintenance staff or preferred contractors
- 11) **Correspondence:**
- 12) **News Items:** To consider any items for the website/newsletters.
- 13) **Accounts for Payment:** To consider the list of accounts for payment.