



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE

To members of the Finance & Personnel Committee: You are hereby summoned to attend a meeting on **21st February 2022 at 6.30pm in the DAY CENTRE**

Members of the public and the Press may attend the meeting and may ask questions on the agenda item(s) in the Public Session.

The Government latest guidelines advises that as the meeting is held in a confined space, attendees should consider wearing face coverings (unless exempt) when arriving or leaving the meeting and removed when seated at the participants discretion. Alternatively, residents may view the meeting via ZOOM by contacting the Clerk; 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 24th January, 2022
- 4) **Matters arising from the minutes.**
- 5) **Finances:**
 - a. To receive the monthly report of expenditure against the budget
 - b. To receive the Clerk's budget summary submitted to ESC for the precept requirements.
- 6) **Maintenance:** Update on the bench opposite the Noticeboard.
- 7) **Asset Register:** To approve the current asset register
- 8) **Internal Control document:** To receive the internal control report (Jan 22)
- 9) **Correspondence:**
- 10) **News Items:** To consider any items for the website/newsletters.
- 11) **Accounts for Payment:** To consider the list of accounts for payment.
- 12) **Staff Matters:** To review the updated contracts of employment – to be held *in camera*