



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE

To members of the Finance & Personnel Committee: You are hereby summoned to attend a meeting on **Monday 18th July, 2022 at 6.30pm in the DAY CENTRE**

Members of the public and the Press may attend the meeting.

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 20th June, 2022
- 4) **Matters arising from the minutes.**
- 5) **Finances:**
 - a. To receive the end of year report of expenditure against the budget
 - b. CIL report
 - c. Reserves report
- 6) **Grant Applications:**
 - a. Halesworth Events Management
 - b. Halesworth Open Days
 - c. James Holloway Youth Arts Fund
 - d. Halesworth in Bloom
- 7) **Policy Docs:**
 - a. To consider adopting the following policy documents and updated documents: Bullying & Harrassment (update), Emergency Leave, Flexible Working, Home Working, Lone Working, Maternity/Paternity Leave, Sickness & Absence, Social Media.
 - b. To review whether existing policies need updating; Data Protection, Disciplinary, Equal Opportunities, Health & Safety, Training & Development, Whistleblowing.
- 8) **SOLDO Prepaid Card:** To confirm agreement to use the Soldo prepaid card to allow internet purchases once approved for payment. A deposit and amount is required to activate the Soldo account.
- 9) **Unity Bank:** Permission is sought to transfer up to £200k into a Unity Instant Access Savings Account (0.45%)
- 10) **Maintenance:** Update
- 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.
- 14) **Staff Matters:**