



# HALESWORTH TOWN COUNCIL

## FINANCE & GOVERNANCE COMMITTEE

To members of the Finance & Personnel Committee: You are hereby summoned to attend a meeting on **Monday 20<sup>th</sup> March, 2023 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 20<sup>th</sup> February, 2023
- 4) **Matters arising from the minutes.**
- 5) **Finances:**
  - a. To receive the report of expenditure against the budget
  - b. CIL & Reserves report
  - c. CIL: To consider creating a consultancy reserve for a limited period
- 6) **Banking options:** To consider options for savings and current accounts
- 7) **Chair's Allowance:** To consider the Chair's recommendation for the remaining balance
- 8) **Day Centre Insurance:** To consider payment of the Day Centre Insurance
- 9) **Terms of Reference:** To consider the revised T of R in the agreed format
- 10) **Photocopier Lease:** To consider further back payments for Sharprint and to consider changing supplier – see options
- 11) **Phone Options:** To consider new phone options for the office phone system
- 12) **Shared Prosperity Bids:** To consider further shared prosperity bids for wayfinding; cultural sectors, Town Park master plan and Countryside walks
- 13) **Maintenance:** Vandalism to electrics box in the Park
- 14) **Correspondence:**
- 15) **News Items:** To consider any items for the website/newsletters.

16) **Accounts for Payment:** To consider the list of accounts for payment.

17) **Staff Matters:** This item to be held *in camera* New staff, Contracts, Job Descriptions, 2022 – 2023 Holiday allowance