



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

MONDAY 16th JULY, 2018 at 6.30pm

HELD IN THE DAY CENTRE
LONDON ROAD, HALESWORTH

To members of the Finance & Personnel Committee: You are hereby summoned to attend a Finance Committee meeting in the DAY CENTRE ROOM at the above address.

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 the 18th June, 2018
- 4) **Matters arising from the minutes.**
- 5) **Grants & Donations:** To consider the following grant applications:-
 - a. **Halesworth Dementia Carers Fund:**
 - b. **Blayze'ing Star:**
 - c. **Halesworth & District Museum:**
- 6) **Finances:** To receive the monthly report of expenditure against the budget.
- 7) **Maintenance:** To consider any maintenance costs:
- 8) **Accounts for Payment:** To consider the list of accounts for payment.
- 9) **News Items:** To consider any items for the website/newsletters.
- 10) **Staff Matters:** To amend the staff contracts in accordance with the recommendations in the internal audit report.
- 11) **Audit:** Any updates on the External Audit.