



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

MONDAY 17th September, 2018 at 6.00pm*

(*Please note the change of time)

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

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 16th July, 2018
- 4) **Matters arising from the minutes.**
- 5) **Finances:** To receive the monthly report of expenditure against the budget.
- 6) **Remembrance Sunday:** To consider any costs
- 7) **Cash deposits:** To consider the Clerk's proposals for reducing cash deposits and cheque payments.
- 8) **External Audit:** To receive the external auditor's completed report and certificate from PKF Littlejohn LLP.
- 9) **News Items:** To consider any items for the website/newsletters.
- 10) **Maintenance:** To consider any maintenance costs: Town Sign refurbishment
- 11) **Correspondence:** Bench on Holton Road
- 12) **Staff Matters:** To approve the additional hours for the assistant clerk's secretarial duties for the Neighbourhood Plan Steering Group.
- 13) **Accounts for Payment:** To consider the list of accounts for payment.