



Stow-on-the-Wold Town Council

Stow Youth Centre, Fosseway, Stow-on-the-Wold, GL54 1DW
Email: info@stowonthewold-tc.gov.uk Tel: 01451 832 585

Clerk & RFO - Heather Siphthorp

You are hereby summoned to a Meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the above address on **THURSDAY 19TH JULY 2018** at **6.30 pm** for the purposes of transacting the following business

Heather Siphthorp
Clerk & RFO of the Council

Dated: 12th July 2018

A G E N D A

1. Apologies for absence
2. Declarations of interests on items on the Agenda
3. Minutes – to sign as a correct record the minutes of meeting held on 6th June 2018
4. Questions from members of the public*
5. Chairman's announcements
6. Clerk's report and matters arising from minutes of meeting held on 6th June 2018
7. To discuss estimate for new telephone system and to make recommendations to council at their July meeting
8. Operational and related costs of purchasing the Youth Club
9. To discuss the building surveyor's report in relation to Youth Club and actions to be taken (In private session)
10. To discuss the following draft policies:-
 - a) Time off work policy document
 - b) Advice notes which work alongside above Time Off Work policy - Time off for dependants; Flexible working; Maternity leave and maternity pay; Adoption leave; Paternity leave;
11. Budget comparison to actual income and expenditure to 30th June 2018
12. Any other business & any items to be discussed at the next meeting
13. Date of Next Meeting – To be arranged
14. Meeting closed

***Public participation** (up to 15 minutes) – If you wish to speak about any concerns you wish to draw to the Council's attention, you may speak for up to 3 minutes, when directed to do so by the Chairman.

Rules dictate that members of the public may not take part in the Town Council Meeting unless invited to do so by the Chairman and that Councillors can only make decisions on items included on the Agenda.