



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 20TH SEPTEMBER 2018** at **6.30 pm** for the purposes of transacting the following business

Heather Siphthorp
Clerk & RFO of the Council

Dated: 14th September 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 19th July 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 19th July 2018
7. Purchase of Youth Centre (in private session)
 - i) To consider operational and related costs of purchasing the Youth Centre
 - ii) To discuss structural report regarding the roof & action taken by the clerk
 - iii) To discuss that council's solicitor can still not be formally be appointed as he still awaits details of Centre 67's solicitor
 - iv) To hear clerk's report on meeting with a representative from PWLB
8. To discuss the following draft policies:-
 - a) Time off work policy
 - 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;
 - c) Grievance procedure policy
9. To report on internal checks on financial controls by two councillors for 1st quarter ending 30th June 2018
10. To discuss internal auditor's report and any actions required
11. To discuss and make recommendation to council in relation to draft of amended/updated Standing Orders
12. To discuss and make recommendation to council in relation to revised council Risk Management policy
13. In the absence of a council meeting in August:-
 - i) To approve list of payments for August 2018
 - ii) To receive a report on monies held in Lloyds Fixed Bond & CCLA accounts as at 30th August 2018
 - iii) To consider and approve the bank reconciliation to 31st August 2018
14. To discuss commencement of draft budgets for all relevant council committees for new financial commencing on 1st April 2019
15. To consider the budget comparison to actual income and expenditure to 31st August 2018

***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.

16. Council newsletter
17. Any other business & any items to be discussed at the next meeting
18. Date of Next Meeting – To be arranged
19. Meeting closed

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