

Costessey Town Council



NOTICE - Meeting of the Finance, Budgets & Staffing Committee of Costessey Town Council to be held on Friday 14 September 2018 at 10am at The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

Hilary Elias, Town Clerk Tel: 01603 742958 e: info@costesseytc.org 7 September 2018

AGENDA

To transact the business below, to receive the following reports and to make such orders or give such directions as necessary

- 1 To accept Apologies for Absence**
- 2 To receive Declarations of Interest (pecuniary, non-pecuniary & sensitive)**
- 3 To confirm and sign the Minutes of the previous FB&S meeting on 10 August 2018**
- 4 To receive updates on the previous minutes (No resolutions may be passed)**
- 5 To receive information on Barclays' proposed bank charges**
- 6 To receive information on Hodge Bank re future investments (see reports & website)**
https://www.hodgebank.co.uk/assets/uploads/dlm_uploads/hodge-limited-financial-statements-20171031.pdf
- 7 To consider the Fete Business Plan (See attached documents)**
- 8**
To receive a general update on Finance, Budget or Staffing matters (No resolutions may be passed)
- 9 To set a date of the next FB&S Meeting**
- 10 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below**

***THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

- 11 *To review the job description and salary of the Deputy Clerk following his appraisal (see original and draft amended versions & salary scales)**
- 12 *To consider the information on recruiting an extra staff member and to consider the role of existing staff with regard to these duties**

NOTE:

Committee Members: CTC Chairman & Vice-Chairman & Cllrs G Blundell, S Burton, S Hannant, P O'Connor

The Committee has responsibility for dealing with all matters to do with finances, preparing the budget, and staffing.