

Monmouth Town Council

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Finance & Policy Committee

You are summoned to attend a meeting of the committee

**To be held on Monday 11th July 2011 at 7.00 pm
At The Shire Hall Monmouth**

For the purpose of transacting, the following business:

Mrs S James, Town Clerk. Dated 4th July 2011

- 1. To receive declarations of interest on items on the agenda**
- 2. To receive apologies for absence**
- 3. To approve and sign the minutes of the previous meeting dated Tuesday 31st May 2011.**
- 4. To receive and approve the summary of expenditure**
 - i. To approve the accounts for payment between 21/5/11 and 05/07/11**
 - ii. To review a statement of the bank reconciliations as at 31/05/11**
 - iii. To review a statement of income as at 31/05/11**
 - iv. To receive report on committee's expenditure to 31/05/11.**
- 5. To receive correspondence (listed separately)**
- 6. To consider action review summary and receive Town Clerk's report**
- 7. To discuss CSAT'S issues**
- 8. To receive end of year 2010-11 accounts**
- 9. To agree format for budget details on website**
- 10. To discuss a gift of champagne received on behalf of the Town by the Deputy Mayor during his visit to Walbronn**
- 11. To agree the Administration Assistant's hours at 16 per week from 1st July 2011.**
- 12. To review subscriptions, contacts, fees and contracts**

- 13. Items of discussion for future meetings**
- 14. Date of Next meeting: Monday 22nd August 2011**
- 15. To resolve to exclude members of the press and public from the meeting during consideration of the following items of business, by virtue of the Public Bodies (Admission to Meetings) Act 1960, Section 1 (2), on the grounds of confidentiality**
- 16. To discuss Administration assistant's pay and conditions**

For further background information or an explanation of any of the information provided, please contact the Town Clerk on receipt of this agenda. Please also contact the Town Clerk if you foresee any problems with any of the agenda items; if possible these will then be resolved before the meeting.