

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Finance & General Resources Committee

To: Members of the Committee:

Cllrs V Glynn, L Kirkby, Terry Morley-Blackwell (substitute for B Hulcup)

You are hereby summoned to attend a meeting of the above Committee which will be held in the **Westwoods Centre** on **Friday 5 May 2023** commencing at **7pm** for the purpose of considering the business to be transacted as set out hereunder.

Members of the public and press are also invited to attend.

Pauline Rigby

Dated this day 03 May 2023

Ms Pauline Rigby, Town Clerk

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest
3. To confirm the minutes of the committee meeting held on 25 April 2023.
4. To resolve that the press and public be excluded under s1(2) of the Public Bodies (Admissions to Meetings Act) 1960 due to the confidential nature of the business.
5. To agree recruitment process for Administration Officer including preparing the job description or propose alternative options for recommendation to Full Council.
6. To consider need for temporary cover during the recruitment process.
7. Items for future meetings (for information only): Staff review, savings accounts, employment policies, bad debt policy.
8. Date and time of next meeting: To be confirmed.