

Dear Councillor
January 2018

You are summoned to a meeting of Finance & Management Committee will be held at the **Town Council Offices**, Taylors Lane, Rugeley at **7.30pm on Wednesday 21 February 2018**. Please notify this office if you are unable to attend.

Yours sincerely

Hilary Goodreid
Town Clerk

To:	R. Alexander	Mrs P. Ansell	Mrs A. Cooney
	R. Dipple	G. Grant	I. Hodgson
	R. Jones	Mrs C. Panter-Hood	N. Stanley

AGENDA

106. Apologies

107. Declarations of Interest

108. Minutes and Matters Arising

To approve the Draft Minutes of the meeting held on Wednesday 17 January 2018 as a true and correct record. **Appendix**

109. Payments

Payments from 18th January 2018 to 13th February 2018 are to be considered. **Attached**

110. Income and Expenditure: Cllrs to received detailed income and expenditure reports. **To Follow**

111. Virements

Councillors to consider any virements required to recommend to full council for the 2017/2018 financial year. **Attached**

112. Grant Applications: Cllrs to consider late grant applications as attached. Councillors to consider frequency of assessments for grant applications and a new look application form and guidance notes. **Attached**

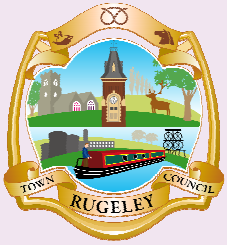
113. Theatre Technician

Councillors to consider the draft job description and contract for the post of Theatre Technician. **Attached**

114. Lone Worker Policy

Councillors to consider the draft Lone Worker Policy and Risk Assessment for the town council. **Attached**





115. Exclusion of the Public

The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.

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116. Staffing Matters: Cllrs to receive an update on –

- staff absences (if any);
- accident book report (if any)
- staff issues (if any).

117. Date of Next meeting

Wednesday 21st March 2018.

