

Dear Councillor

May 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 16 May 2018**. Please notify this office if you are unable to attend.

Yours sincerely

Hilary Goodreid
Town Clerk

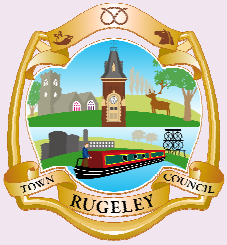
To:	R. Alexander	Mrs P. Ansell	Mrs A. Cooney
	R. Dipple	D. Gaye	G. Grant
	I. Hodgson	Mrs C. Panter-Hood	N. Stanley

AGENDA

- 11. Apologies**
- 12. Declarations of Interest**
- 13. Election of Chair and Vice Chair of Finance and Management Committee**
- 14. Minutes and Matters Arising**
To approve the Draft Minutes of the meeting held on Wednesday 25 April 2018 as a true and correct record. **Appendix**
- 15. Payments**
Payments from 26th April 2018 to 10th May 2018 are to be considered. **Appendix**
- 16. Income and Expenditure**
Cllrs to received detailed income and expenditure reports. **Appendix**
- 17. Recommendations from Full Council 2nd May 2018**
It was agreed that the standing orders be updated and the final copy be sent to F and M Committee for confirmation. **Electronic copy sent – paper copy on request**

It was agreed that the financial regulations be updated and the final copy be sent to F and M Committee for confirmation. **Electronic copy set – paper copy on request**
- 18. Internal Audit Terms of Reference and Internal Audit Plan**
Councillors to review the plan and make recommendation to Full Council on the sections included. **Appendix**





19. Annual Governance and Accountability Return

Councillors to receive the draft Annual Return and associated papers for 2017/2018 to consider. **Appendix**

20. Budget for 2018/2019

Councillors to discuss the detailed budget report for 2018/2019. **Appendix**

21. 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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22. Staffing Matters: Cllrs to receive an update on –

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

23. Date of Next meeting

Wednesday 20th June 2018.

