



Dear Councillor

May 2019

You are summoned to a meeting of Finance & Management Committee to be held at the **Town Council Offices**, Taylors Lane, Rugeley at **7.30pm on Wednesday 22nd May 2019**. Please notify this office if you are unable to attend.

Yours sincerely

Hilary Goodreid
Town Clerk

AGENDA

10. Apologies

11. Declarations of Interest

12. Election of Chair of Committee

Councillors to elect a Chair of Finance and Management Committee

13. Minutes and Matters Arising

To approve the Draft Minutes of the meeting held on Wednesday 24th April 2019 as a true and correct record. **(Attached)**

14. Payments

Payments to 22nd May 2019 will be handed out at the meeting and are to be considered and decided on.

15. Income and Expenditure Report and Bank Reconciliations

CLRs to receive the detailed income and expenditure reports for April 2019 and the Bank Reconciliation for April 2019.

16. Emails for Councillors

A report will be made on the costs of providing email address for councillors and regarding other secure ways for sharing confidential information.

17. 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.





CONFIDENTIAL

- 18. Staffing Matters:** Cllrs to receive an update on –
- staff absences (if any);
 - accident book report (if any)
 - staff issues (if any).
- 19. Date of Next meeting**
Wednesday 19 June 2019.

