



Dear Councillor

February 2020

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 19 February 2020**. Please notify this office if you are unable to attend.

Yours sincerely

*Hilary Goodreid*

Hilary Goodreid  
Town Clerk

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### **AGENDA**

**89. Apologies**

**90. Declarations of Interest**

**91. Minutes and Matters Arising**

To approve the Draft Minutes of the meeting held on Wednesday 18<sup>th</sup> December 2019 as a true and correct record.

**92. Payments**

Payments to 19<sup>th</sup> February 2020 will be handed out at the meeting and are to be considered and decided on.

**93. Income and Expenditure Report and Bank Reconciliations**

Cllrs to receive the detailed income and expenditure reports for January 2020 and the Bank Reconciliations for January 2020.

**94. Banking and Investment Policy**

Cllrs to consider the draft Banking and Investment Policy for the Council and to consider options for short and long term banking provision.

**95. Social Media and IT Policy**

Cllrs to review the above Policy and consider any changes that may be needed.

**96. Responsible Finance Officer**

Cllrs to consider the revised job description and statement of particulars for the RFO position in the council following the creation of the position.

**97. Policy Timetable**

Cllrs to consider the timescales for revising all council policies

**98. Exclusion of the Public**

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

**99. Staffing Matters**

**100. Date of Next meeting**

Wednesday 18<sup>th</sup> March 2020.

