

Chickerell Town Council

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4 October, 2018

**To: The Mayor and Members of Chickerell Town Council's
Finance and General Purposes Committee**

Dear Member

A meeting of **Chickerell Town Council's Finance and General Purposes Committee** will be held in the Town Council Suite, Putton Lane, Chickerell on **Tuesday 9th October 2018 at 7pm** to consider items on the following Agenda.

Yours faithfully



**N Briar
Town Clerk**

A democratic discussion period lasting no more than thirty minutes will take place at the beginning of the meeting. Each member of the public has the opportunity to speak for a maximum of three minutes. The meeting will commence as soon as the last comments have been made.

A G E N D A

1. Apologies

To receive any apologies for absence.

2. Declarations of Interest and Dispensation Requests

To receive any declarations of interest and dispensation requests by members. Members are reminded of their obligation to declare their interests in the following agenda items and to indicate the action they will be taking when the item is being considered. Any dispensation requests must be made in writing to the Town Clerk prior to the meeting.

3. Minutes – 4th September 2018 Appendix 1

To approve the Minutes of the Finance and General Purposes Committee meeting held on 4th September 2018 (circulated herewith) and to consider matters arising.

4. Report of the Responsible Financial Officer

The Responsible Financial Officer to report on the following:

- i) Authorisation of Payments
- ii) Half Year Expenditure Report for the period 01/04/18 to 30/09/2018
- iii) Bank Reconciliation as at 30th September 2018

5. Exempt Business

To consider the exclusion of the press and public for consideration of the following item.

6. Assistant Caretaker/Cleaner

To receive an update on the Assistant Caretaker/Cleaner position.

7. Consultancy Work

To consider estimates received for consultant reports required for the Willowbed Hall expansion.

8. Tree Work

To receive estimates for tree work at Willowbed Hall.

9. Urgent Items

To consider any items deemed urgent by the Chairman.

10. Future Meetings

The next Meeting of the Council's Finance and General Purposes Committee will be held on **Tuesday 9th October 2018 at 7pm.**