



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM
Telephone and Fax: 01237 474976
e-mail townclerk@northamtowncouncil.gov.uk

To: All Members of the Northam Town Council Finance and Staffing Committee
Cc: All Members of the Northam Town Council

You are hereby summoned to attend a meeting of the Finance and Staffing Committee which will be held on Monday 16th October 2017 in the Committee Room, Town Hall, Windmill Lane, Northam at 10.00 am.

The agenda for the meeting is set out below.

M. J. Mills
Jane Mills

Date of Issue 10th October 2017

The following are Members of the Finance and Staffing Committee: Councillors Sherborne (Chairman), Berryman, Durkin, Edwards, Hames, Himan, Miller, the Mayor (ex-officio) and the Chairmen of the Town Projects & Northam Burrows Committees (ex-officio) but all Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the meeting held 18th September 2017 as a correct record (herewith)**
- 6 Action Points (herewith)**
- 7 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

- 8 **To consider invoices for payment and financial reports** (*herewith*)
- 9 **To receive the draft Business Plan Template for use in conjunction with the Project Initiation Form** (*herewith*)
- 10 **To consider items to be put forward for the forthcoming 2018/19 budget**
- 11 **To appoint a Member to sign and verify the Bank Reconciliation**
(*not the Chairman, Member to be changed every 3 months*)
- 12 **To confirm the date of the Special Full Council Meeting to set the budget**
(*suggested Wednesday 6th December 2017 at 7pm*)
- 13 **To consider renewal of e-learning with Ellis Whittam** (*£215+VAT for 0-5 users*)
- 14 **To consider making the Administration Officer a signatory on the Bank Accounts**

PART B

- 15 To **resolve**: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting
- 16 **To confirm and sign the minutes of the meeting held 18th September 2017 as a correct record (Part B)**
- 17 **To consider invoices for payment and financial reports Part B**
- 18 **To consider appointing one of the Maintenance Team as Manager**
- 19 **To resolve to readmit members of the press and public**