



08.03.2017

Dear Sir/Madam

A meeting of Finance & Management Committee will be held at the **Town Council Offices**, Taylors Lane, Rugeley at **8.00pm on Wednesday 15 March 2017.**

Please notify this office if you are unable to attend.

Yours faithfully

Rebecca Sara Mason
Assistant Town Clerk

To: R. Alexander (Chair)
R. Dipple
I. Hodgson
N. Stanley

Mrs P. Ansell
G. Grant
R. Jones

Mrs A. Cooney
M. Grocott
Mrs C. Panter-Hood

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To approve the Draft Minutes of the meeting held on Wednesday 15 February 2017 as a true and correct record. (Copies enclosed)

4. PAYMENTS

A list of individual costs will be provided at the meeting.

5. END OF YEAR PROCEDURE 2016/17

- To approve any write offs/bad debts
- Write back any expired unbanked cheques
- Approved ear-marked reserves to be carried forward
- To improve the Audit Programme 2016/17 (Copies enclosed)

6. STAFF HEALTH AND SAFETY EMPLOYEE HANDBOOK

To approve the staff health and safety employee handbook. (Copies enclosed).

7. PAY AWARD

- To note and accept the agreed pay scales increases of 1% for 2017/18 from the NJC and NALC to be applied from 01 April 2017 (Copies enclosed)
- To discuss the moving of the Assistant Town Clerk to the final payscale SCP 29 as agreed at the Finance and Management Meeting held on 16 November 2011 or to remain on same point until the Job evaluations are undertaken.

8. DATE OF NEXT MEETING

Wednesday 19 April 2017.

9. EXCLUSION OF THE PUBLIC

That the public are excluded because of the likely disclosure of exempt information as defined in LGA 1972 Schedule 12A, Paras 1, 2, 3 & 4.

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10. STAFFING

- Staff Absences (if any)
- Accident Book Report (if any)
- Update on staff issues (if any)

