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Mayor & Chairman **Cllr David Pears**

Leader **Cllr Simon Ward** | Town Clerk **Ms Olive O'Sullivan**



ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS

12th April 2018

TO: All Members of the Finance and General Purposes Committee

Dear Councillor,

You are summoned to a Meeting of the Finance and General Purposes Committee of Royal Sutton Coldfield Town Council, at Sutton Coldfield Town Hall, B73 6AB on Wednesday 18th April 2018 starting at 7pm.

The meeting will consider the items set out below.

Town Clerk

cc. All other members of the Council

Before the meeting there will be a public session to enable the people of Royal Sutton Coldfield to ask questions of, and make comments, regarding the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the public are asked to identify themselves and to restrict their comments, and/or questions to three minutes.

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meeting (including on social media). Any member of the public wishing to record or film proceedings should let the Chairman of the meeting know prior to, or at the start of, the meeting as it is good practice to notify the public that the meeting is being recorded.



73 Apologies for Absence

Members to receive apologies for absence.

74 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct. (NB this does not preclude any later declarations).

75 Minutes of the Previous Meeting

To confirm and sign the minutes of the meeting of the Finance and General Purposes Committee ([attached](#)) held on Thursday 15th February 2018.

76 Matters Arising

77 Annual Return and Statement of Accounts 2017/18

Committee to note the [draft annual return](#) and [statement of accounts](#) including performance against budget for 2017/8.

78 Document Review

The Town Clerk to give an overview of the core Governance Documents that will be considered for review at the Annual Meeting of the Council on 17th May 2018.

79 Report of the Staffing Working Group

Verbal report to be presented to Committee following Staffing Work Group meeting to be held at 5:30pm on 18th April 2018.

80 Staff Handbook

Committee to consider recommending the Staff Handbook to Full Council for approval ([attached](#)).

81 Strategic Plan Progress Report

Committee to note the updated strategic plan progress report ([attached](#)).



82 Bank Reconciliations

Committee to note the bank reconciliations for February 2018 ([attached](#)) and March 2018 ([attached](#)).

83 Date of Next Meeting

19th June 2018 at Sutton Coldfield Town Hall.