

There will be a meeting of the **FINANCE & ADMINISTRATION** Committee in the Council Chamber, 1 Moorland Parade, Moorland Way, Upton on **TUESDAY 29 JANUARY 2019** and will commence at **7.00 pm**.

Signed: Mrs K Cane  
Town Clerk  
23 January 2019

**Democratic Session** - With permission and at the discretion of the Chairman any member of the public may comment on an issue being debated by the Council in order to provide information or clarification of items relevant to the matter being debated. This facility will normally be limited to a maximum of only three minutes per person on the subject being debated. This will take place at 7.45pm and will last for a maximum of 15 minutes.

## **A G E N D A**

1. Declarations of interest and apologies for absence.
2. Correspondence. None
3. Clerks Report.
4. To receive report from each committee Chairman on recent activities and future aspirations in their area of responsibility.
5. To discuss Staffing.
6. To confirm parcels of land to be transferred from PDC.
7. To discuss the provision of an additional Town Council vehicle.
8. To receive financial summary of accounts.
9. Items of Report and Matters for future Agendas.