

There will be a meeting of the **FINANCE & ADMINISTRATION** Committee in the Council Chamber, 1 Moorland Parade, Moorland Way, Upton on **TUESDAY 24 AUGUST 2021** and will commence at **7.00 pm**.

Karen Cane

Signed: Mrs K Cane
Town Clerk
18 August 2021

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. To receive Declarations of Interest and approve apologies for absence.
2. Clerks Report.
3. Correspondence. None
4. To discuss staffing matters.
5. To receive overview on Council projects and to establish a priority list.
6. To review Town Council assets.
7. To receive a draft copy of the Town Council Staff Handbook for approval.
8. To receive financial summary of accounts.
9. Items of Report and Matters for future Agendas.