

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of the **FINANCE & ADMINISTRATION** Committee in the Council Chamber, 1 Moorland Parade, Moorland Way, Upton on **Tuesday 4 October 2022 at 7.00 pm**

Signed: **Mrs K Cane**
Town Clerk
29 September 2022

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. To elect a Vice Chairman of Finance and Administration.
3. Clerks Report - None
4. Correspondence. None
5. To consider extending the membership of Finance and Administration.
6. To consider draft budgets for F&A for 2023/24
7. To receive financial summary of accounts
8. Items of Report and Matters for future Agendas.

Due to the nature of the following business to be transacted under agenda item 20, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

9. To receive a staffing update.

Karen Cane CiLCA PSLCC
Town Clerk

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